



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Oct 26, 2016
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Dial In
Chetwynd Dial In

Participants:

Faisal Rashid (Faculty – Academic)*Chair
Megan Bedell (Faculty – Non-Instructional)*Vice-Chair
Harkaran Bhamra (Student)
Joel Singh David Singh Christunesam (Student)
Addie Dawe (Faculty – CCP)
Tracy Donnelly (Administration)
Istvan Geczy (Faculty – Academic)
Rosanne Hoekstra (Support Staff)
Holly Keutzer (Faculty – CCP)
Loren Lovegreen (Administration)
Cindy Page (Faculty – Academic)
Steve Roe (Administration)
Milanpreet Singh (Student)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Sharon Miller (Board Vice-Chair)
Audra Holloway (Recording)

Absent:

Lana Sprinkle (Faculty – Vocational)
Tanya Jones (Support Staff)
Andy Amboe (Faculty – Vocational)
Bryn Kulmatycki (NLC President)
Shallen Middleton (Student)

Guest(s):

Edith Leer

NLC ABT students

Greg Lainsbury

Acknowledgement

It is a privilege to honor the many nations participating in our college community and to thank you for sharing your traditional lands with us.

1. Adoption of Agenda

Agenda was adopted as circulated.

I.Geczy Joined the meeting

2. Adoption of Minutes, September 28, 2016

16.10.01 M/S –BEDELL/HOEKSTRA

THAT the minutes of September 28, 2016, be adopted as circulated.

CARRIED

3. Presentation by Chair: Our Education Council (2016-2017) – Role and Responsibilities

F. Rashid read through a PowerPoint presentation regarding the Education Council. He explained the meaning of ex-officio and whether the NLC President can have a vote on Education Council. He added that we will discuss this at the next meeting.

A.Starr and A.Dawe joined the meeting

4. Action List

Education Council Process Flowchart – W. Stokes reported that he will convene the group upon return of one of the group members. F. Rashid added that he is looking forward to further progress.

Subcommittee Membership – F. Rashid explained that action list item was “To promote & educate staff and invite individuals to become part of the Curriculum and Policy Subcommittees.” This item is complete and will be removed from the action list.

New Course Outline Form – F. Rashid reported that the curriculum subcommittee will be given this task. Update at the next meeting.

Pre-requisite Statements – The action list item is “To determine if ‘OR with permission of instructor’ should be included at the end of Course Outline pre-requisite statements.” F. Rashid asked for a follow up at the next meeting – hoping members and possibly the Policy Subcommittee can review this item.

Decision Item(s)

5. Revised Program Completion Guides for PDD in Business Management, PDD in Business Management – HADM and PDD in Business Management – IT.

G. Lainsbury presented the submission explaining that it is simply a housekeeping item. He explained that when the documents were submitted June 2016 as part of the UNAS omnibus – an error occurred regarding the IELTS score.

F. Rashid added that this was a small error that was corrected.

16.10.02 M/S –LOVEGREEN/ROE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guides for Post-Degree Diploma in Business Management, Post-Degree Diploma in Business Management - Health Administration Specialization and Post-Degree Diploma in Business Management - Information Technology Specialization as presented.*

CARRIED

6. 2017-18 Academic Schedule/Semester Dates.

W. Stokes presented to the members the proposed Academic Schedule for the 2017/2018 academic year. He explained that he recommends that the Intersession and Summer 2-month semesters be collapsed into a single 4-month 'Spring' semester. Condensed (2-month) courses will continue to be offered and new students will still be admitted in July. The consolidation will enable better enrolment management and create equity for student fees for students taking classes in both May-June and July-August.

C. Page asked about the May 7 2018 start date. She wondered if it could be backed up to allow marking for teachers. W. Stokes explained that this is full 7 weeks instruction with 1 week exam. C. Page further added that there are students in practicum at this time as well. W. Stokes explained that this would be backing it up into the Winter semester instead. W. Stokes added that individual programs could have a slightly different date for the compressed courses.

C. Page wondered if the name 'Spring' might be difficult and asked about using 'Spring/Summer' instead. W. Stokes explained that they were trying to move away from using summer in the title and added that a different name could be used instead of 'Spring'.

F. Rashid asked about the fee sets. W. Stokes explained that it won't impact tuition but, there will be one less set of student fees for the students.

A. Starr asked about Remembrance Day 2017 falling on a Saturday. W. Stokes answered that he will look into the collective agreement regarding a possible closure day.

16.10.03 M/S –SINGH/BEDELL

Motion: THAT the Education Council recommends the Academic Schedule for 2017/2018 to the Board as proposed.

CARRIED

7. Finalizing membership of Curriculum Subcommittee and Education Policies Subcommittee.

F. Rashid presented the membership lists for both committees mentioning that he will be an ex-official member for both.

16.10.04 M/S –STARR/BHAMRA

Motion: THAT the Education Council approves the subcommittee memberships as presented.

CARRIED

8. Review of Terms of Reference for Curriculum Subcommittee and Educational Policies Subcommittee.

F. Rashid explained that in the past there were difficulties in getting and keeping members in both Education Council and the Subcommittees.

He proposed three possible changes to the Terms of Reference documents:

1st proposed change: Currently an Education Council member must serve as a chair of the committee – change to 'any member of the subcommittee'. T. Donnelly and L. Lovegreen explained their concern that the parameters of Education Council may be lost if the Chair is not an actual Education Council member. W. Stokes agreed but,

brought up the issue of the actual Education Council membership numbers on the committees. Council decision to reject first proposed change.

2nd proposed change: To change the Terms of Reference for the Curriculum Subcommittee (pg. 2, under 'Process') to "monthly/as needed." Council approves proposed (second) change to the document.

3rd proposed change: The make the bolded items (pg. 1, under 'Membership') less restrictive. After much discussion the members noted that statements include the word 'may'. Council decision to reject third proposed change.

16.10.05 M/S –ROE/SINGH

Motion: *THAT the Education Council approves the revised Terms of Reference for the Curriculum Subcommittee as amended.*

CARRIED

Subcommittee Standing Reports

9. Education Policy Subcommittee

New members will have first meeting shortly. Update at next meeting.

10. Curriculum Subcommittee

New members will have first meeting shortly. Update at next meeting

11. Admissions and Standards Subcommittee

F. Rashid explained that this subcommittee currently does not exist. W. Stokes added that a Terms of Reference must be created first. He explained that there are no burning issues in the Registrar's Office – more procedural standardization than anything. F. Rashid added that this can be brought to the next meeting.

Information/Discussion

12. Faculty PD

G. Lainsbury explained that:

The Faculty Professional Development Committee of Northern Lights College will strive to provide the means by which faculty members can further their disciplinary knowledge and educational abilities. To accomplish this task, the Committee shall develop policies that benefit the greatest number of people in the membership. To this end, the Committee shall actively solicit feedback on its performance and seek new methods of improving professional development at Northern Lights College.

He added that he is actively soliciting feedback from faculty members on its performance for ways to improve PD. He further explained that where faculty was leaving campus, the mission is currently to fund local activities like lectures or workshops with possibly of using our own people.

S. Roe asked about the members of the committee and asked if the long term request to members have gone out. G. Lainsbury answered that the members are Greg Lainsbury (Chair), Faisal Rashid, Holly Keutzer, Michael French and Shari Harrison and that the request goes out in December.

F. Rashid explained that the long term funds are difficult to live on. I. Geczy added that he had taken advantage of the long term in the past and discovered afterwards that there was no college pension plan contribution for that year.

H. Bhamra brought up the idea of a survey for the students regarding the IT used for a course – an evaluation of things other than the instructor.

13. New CE/WFTR Courses

T. Donnelly introduced the CE courses. She explained that these were created for community members to expand their horizons using information brought to her from the community.

S. Miller asked about the ‘Solar PV’ course asking about the class and if there was a certification given at the end. T. Donnelly explained that it is purely a course completion.

T. Donnelly presented the WFTR courses adding that they are being revised and updated. She explained that seven of them are a group of basic entry level courses that will most probably be offered in the evenings. She added that the intent is to offer simple skills that can be taken singly if required. She further added that community partners have asked for these courses. Much discussion regarding different types of courses offered in different areas of the college. Education Council members were reminded that this is a discussion item – there is no decision needed.

14. 2017 Education Council Schedule of Meetings

A. Holloway presented the new schedule adding that it will be posted to the website.

Notes: W. Stokes reminded members that the deadline for nomination period for HAAD is quickly approaching.

Adjournment – 250 p.m.

Next Meeting – November 23, 2016

These notes are not officially approved until initialed by the Chairperson. They could be subject to amendment.