



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of September 28, 2016  
Dawson Creek Regional Board Room  
Fort St John Room 2116  
Fort Nelson Dial In

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**Participants:**

Faisal Rashid (Faculty – Academic)\*Chair  
Megan Bedell (Faculty – Non-Instructional)\*Vice-Chair  
Andy Amboe (Faculty – Vocational)  
Harkaran Bhamra (Student)  
Tracy Donnelly (Administration)  
Istvan Geczy (Faculty – Academic)  
Rosanne Hoekstra (Support Staff)  
Tanya Jones (Support Staff)  
Loren Lovegreen (Administration)  
Steve Roe (Administration)  
Alison Starr (Faculty – Vocational)  
Sharon Miller (Board Vice-Chair)  
Audra Holloway (Recording)

**Absent:**

Cindy Page (Faculty – Academic)  
Warren Stokes (Administration)  
Lana Sprinkle (Faculty – Vocational)  
Bryn Kulmatycki (NLC President)

**Guest(s):**

John Kurjata

Robert McAleney

Lisa Verbisky

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**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 Item #10 was moved to #3.

Agenda was adopted as amended.

**2. Adoption of Minutes, June 22, 2016**

16.09.01 M/S –STARR/BHAMRA

*THAT the minutes of June 22, 2016 be adopted as circulated.*

**CARRIED**

### 3. NLC Mission Statement

NLC Board member J. Kurjata reported to Education Council that the Board of Governors is currently engaged in strategic planning activities including development of the Ends Statement. One important step in this process is consultation with the Education Council. He presented a new NLC Mission statement to Education Council for advice, as outlined in the College and Institute Act (23, 1, a):

*“An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters: (a) the mission statement and the educational goals, objectives, strategies and priorities of the institution.”<sup>1</sup>*

He further explained that after much discussion and consultation the College Board is proposing that the Mission Statement be changed to reflect the Board’s Mega End Statement of:

*“Northern Lights College: Enriching lives and Communities.*

- *Learners will acquire knowledge, skills and attributes to enable achievement of their personal goals.*
- *Communities will benefit from an improved quality of life.*
- *Individuals, businesses, industries and organizations will have access to training and education that meets their needs.”*

S. Roe asked about the syntax of the opening line with the bullets. J. Kurjata answered that the College Board members looked at different versions and found that the proposed statement was decided to be the best fit.

T. Donnelly explained that there is a provincial group looking into accreditation status and that part of the process is looking at how to measure the success of mission statements. J. Kurjata explained that the College Board members had discussed measurables. S. Miller added that the Board feels measurement can be found by looking at annual reports. She gave as examples funds that go out into the community and the number of students moving from NLC into the workforce.

16.09.02 M/S –BHAMRA/LOVEGREEN

*THAT the Education Council supports the new NLC Mission Statement presented by the Board of Governors.*

J. Kurjata left the meeting

A. Amboe and S. Roe joined the meeting

### 4. Action List

Education Council Process Flowchart – W. Stokes not present. J. Leclair removed from assigned member area.

Subcommittee Membership – F. Rashid explained that there was great response to the subcommittee membership emails. Curriculum and Policy Subcommittees membership will be finalized for the next meeting.

New Course Outline Form – F. Rashid explained that it will be moving forward with all documents going to the curriculum subcommittee.

Pre-requisite Statements - F. Rashid explained that this item has been placed here to ensure action with regard to statement.

**Decision Item(s)**

**5. Revised Program Completion Guide for Building Maintenance and revised Course Outline BLMT 100.**

R. McAleney presented the submission and explained that the BLMT 100 course outline was found to have been mistakenly listed as having 230 total hours. He explained that both the Program Guide and Course outline have been updated to reflect the correct total hours of 240. R. McAleney added that he would additionally like to change the Lab Work to 48%, Quizzes/Test to 32% and remove Practical Assessment from the Typical Activities and Weighting area.

16.09.03 M/S –BEDELL/STARR

*THAT the Education Council approves the revised Program Information and Completion Guide for the Building Maintenance Certificate Program and the revised Course Outline BLMT 100 as amended.*

CARRIED

R. McAleney left the meeting

**6. Revised Program Completion Guide for Certificate and Diploma in Business Management**

L. Verbisky explained that the submission was purely to fix an error that occurred after the March 2016 meeting where previous guides were inadvertently approved at the June 2016 meeting. She added that it was never the intention to revert back to the previous guides

16.09.04 M/S –LOVEGREEN/AMBOE

*THAT the Education Council approves the revised Program Information and Completion Guide for Business Management Diploma and the Program Information and Completion Guide for Business Management Certificate as presented.*

CARRIED

L. Verbisky left the meeting

**7. Revised Program Completion Guide for Certificate and Diploma in Education Assistant.**

S. Roe reported that two typographical errors were discovered in the current Program Completion guides for both Education Assistant Certificate and Education Assistant Diploma. In both Program Guides EDAS 152 was listed incorrectly as 4 credits and EDAS 153 listed as 6 credits. He added that the documents were corrected to list EDAS 152 as 3 credits and EDAS 153 as 4 to match both the current Course Outlines and Colleague.

F. Rashid added that S. Roe has asked that the motion be updated to ensure that the correct effective date is used for both documents.

16.09.05 M/S –BHAMRA/ROE

*THAT the Education Council approves the revised Program Information and Completion Guides for the Education Assistant Certificate and Education Assistant Diploma, to*

*retroactively acknowledge acknowledging that EDAS 152 consists of three credits and EDAS 153 consists of four credits with the date of retroactivity to be determined by the Registrar's Office.*

CARRIED

## **Subcommittee Standing Reports**

### **8. Education Policy Subcommittee**

F. Rashid updated the Education Council members on the membership of the Subcommittee. This will be finalized at the next meeting.

### **9. Curriculum Subcommittee**

F. Rashid updated the Education Council members on the membership of the Subcommittee. This will be finalized at the next meeting.

### **10. Admissions and Standards Subcommittee**

Faisal asked members about this subcommittee. M. Bedell suggested that we wait until W. Stokes returns.

## **Information/Discussion**

### **11. New Continuing Education/WFTR Courses**

T. Donnelly explained that that the Microsoft OneNote can be removed from this package of documents. It will not be offered by NLC at this time.

She reported that the courses in this package are a series of courses that NLC will be offering in the near future. She further added that this is to meet the needs of our community.

A. Starr asked about the version. T. Donnelly explained that the student can use either 2013 or 2016.

H. Bhamra asked about the Grading system. T. Donnelly answered that it is an invigilated exam given by an outside entity – Pass/Fail given by NLC.

A. Starr asked about ABT and these courses. L. Lovegreen, T. Donnelly and M. Bedell commented that they felt these are different types of students.

S. Miller commented that she liked that we are offering another flexible offering.

### **12. Education Council Member Profiles**

F. Rashid asked if we could look at having member profiles on the NLC Education Council webpage.

L. Lovegreen asked for us to consider what type of picture as in speaking of unity – with the possibility of having marketing take them. F. Rashid felt that a professional looking picture should be appropriate. A. Holloway will follow up with an email

Notes:

Faisal thanked everyone for working with having only a teleconference today and thanked everyone for their time and excellent ideas

Adjournment – 2:11 p.m.

Next Meeting – October 26, 2016

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