



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of June 22, 2016
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Dial In

Participants: Junko Leclair (Faculty – Non-Instructional)*Chair
David Batterham (Faculty – Developmental)
Harkaran Bhamra (Student)
Tracy Donnelly (Administration)
Katie Hallgate (Student)
Rosanne Hoekstra (Support Staff)
Loren Lovegreen (Administration)
Cindy Page (Faculty – Academic)
Faisal Rashid (Faculty – Academic)
Steve Roe (Administration)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Bryn Kulmatycki (NLC President)
Audra Holloway (Recording)

Absent: Megan Bedell (Faculty – Non-Instructional)*Vice-Chair
Andy Amboe (Faculty – Vocational)
Crystal Barry (Student)
Istvan Geczy (Faculty – Academic)
Lana Sprinkle (Faculty – Vocational)
Dennis Armitage (Board Vice-Chair)

Guest(s): Greg Lainsbury Jessie Drew
Jodi Campbell Lisa Verbisky
Mike Seinen Lorelee Mathias
Mark Heartt

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. All my relations.

1. Election of Chair for Education Council

J. Drew called for nominations for the position of Chair of Education Council three times. S. Roe nominated F. Rashid. No further nominations. F. Rashid agreed to let his name stand. F. Rashid in by acclamation. Congratulations Faisal.

The Chair position is for a one-year term (September – August) Elections will be held again in April of 2017.

J. Drew left the meeting.

2. Adoption of Agenda

Agenda was adopted as circulated.

3. Adoption of Minutes, May 25, 2016

16.06.01 M/S –ROE/STARR

D. Batterham noted under Agenda #1 that it should be “Megan in *by acclamation*”.

D. Batterham noted under Agenda #5 that it should be “R. *McAleney* explained...”.

THAT the Minutes of May 25, 2016 be adopted as amended.

CARRIED

4. Action List

Education Council Process Flowchart – L. Lovegreen reported that she has given her recommendations to W. Stokes and he has agreed to take the lead. W. Stokes explained that he will begin with creating a working group in the middle of July.

Subcommittee Membership – J. Leclair added an action list item. She reported that Curriculum Subcommittee currently only has 4 members.

New Course Outline form template– J. Leclair added an Action list item.

Pre-requisite Statements – J. Leclair added an Action list item. Whether to have ‘or with permission of instructor’ included in pre-requisite statements.

K. Hallgate joined the meeting.

Decision Item(s)

5. University Arts and Sciences English proficiency Omnibus.

Submission presented by G. Lainsbury. He explained that student demographics have changed at NLC. He further explained that they have updated the requirements for English proficiency to keep in line with other institutions.

(a) Course Outline ENGL 099 was completely revamped to rationalize course with current and projected conditions of application/audience.

(b) 100-level English courses have revised language in the Non-Course Prerequisite regarding the NLC writing assessment using ‘required’ rather than ‘recommended’.

“Domestic students: “B” in English 12 or equivalent; or university-level placement on the Writing Assessment. International students: “B” in English 12 or equivalent; or 6.5 IELTS writing band.”

(c) Omnibus revisions to formatting and content of Admission Requirements in Program Completion Guides for University Arts and Sciences and closely related programs, effective September 2.016 Under the revised language, the NLC Writing Assessment will result in required rather than recommended course

placement. New language replaces existing statements regarding English requirements/pre-requisites for all UNAS programs.

- (i) ***Certificate Programs: Arts, Business Management, Criminology, Engineering, Humanities, Pre-Education, Pre-Medicine***
 - * A. Domestic students must have official transcripts demonstrating the following English Requirement: One of the following with a "B" grade or higher: Grade 12 English, English Literature 12, English 12 First Peoples, English 050, or English 099. Alternatively, any university-level English course with a "C" grade or higher. Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.
 - * B. International students must have documentation demonstrating the following English Requirement: An IELTS with an overall score of 6.0 or higher with no band less than 5.5. Students with a writing band of 6.0 or less are required to complete English 099 with a "B" grade or higher before or during the first semester of their program. The necessity for upgrading can extend the length of the program.
- (ii) ***Diploma Programs: Criminology, Social Service Worker, Business Management***
 - * A. Domestic students must have official transcripts demonstrating the following English Requirement: One of the following with a "B" grade or higher: Grade 12 English, English Literature 12, English 12 First Peoples, English 050, or English 099. Alternatively, any university-level English course with a "C" grade or higher. Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.
 - * B. International students must have documentation demonstrating the following English Requirement: An IELTS with an overall score of 6.0 or higher with no band less than 5.5. Students with a writing band of 6.0 or less are required to complete English 099 with a "B" grade or higher before or during the first semester of their program. The necessity for upgrading can extend the length of the program.
- (iii) ***Post-Degree Diploma Programs: PDD in Business Management, PDD in Business Management (Health Administration Specialization), PDD in Business Management (Information Technology Specialization)***
 - * A. Domestic students must have official transcripts demonstrating the following English Requirement: One of the following with a "B" grade or higher: Grade 12 English, English Literature 12, English 12 First Peoples, English 050, or English 099. Alternatively, any university-level English course with a "C" grade or higher. Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.
 - * B. International students must have documentation demonstrating the following English Requirement: An IELTS with an overall score of 6.0 or higher with no band less than 6.0. Students with a writing band of 6.0 or less are required to complete English 099 with a "B" grade or higher before or during the first semester of their program. The necessity for upgrading can extend the length of the program.
- (iv) ***Associate of Arts Degree and Associate of Arts Degree (AHCOTE)***
 - * A. Domestic students must have official transcripts demonstrating the following English Requirement: One of the following with a "B" grade or higher: Grade 12 English, English Literature 12, English 12 First Peoples, English 050, or English 099. Alternatively, any university-level English course with a "C" grade or higher. Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.

* B. International students must have documentation demonstrating the following English Requirement: An IELTS with an overall score of 6.0 or higher with no band less than 5.5. Students with a writing band of 6.0 or less are required to complete English 099 with a "B" grade or higher before or during the first semester of their program. The necessity for upgrading can extend the length of the program.

J. Leclair added that this submission is the culmination of the previous Education Council Action item regarding Writing Assessments.

W. Stokes remarked that 'None' was listed under prerequisites for English 099 and asked if this was correct. G. Lainsbury answered that yes, this is correct.

C. Page asked about ENGL 099 showing 'zero' credits as currently ENGL 099 is a 3 credit course. Much discussion between members regarding 099 courses and credits. Education Council decision to have the course listed at 3 credits.

W. Stokes brought up the Effective Date of the submission documents. He suggested September 2017 for all Program documents as registration and admissions have started. J. Campbell asked if it could possibly be effective May 2017. Much discussion between members regarding effective dates and both registration and acceptance dates. Education Council decision to have an Effective date of January 2017 for all Program Guides and September 2016 for all Course Outlines.

16.06.02 M/S – ROE/BHAMRA

That the Education Council approves the revised Program Information and Completion Guides for Associate of Arts Degree-Alaska Highway Consortium on Teacher Education (AHCOTE)

Associate of Arts Degree

Certificate in Arts

Certificate in Business Management

Certificate in Criminology

Certificate in Engineering

Certificate in Humanities

Certificate in (Pre-) Education

Certificate in (Pre-) Medicine

Diploma in Business Management

Diploma in Criminology

Diploma (in) Social Service Worker

Post-Degree Diploma in Business Management

Post-Degree Diploma in Business Management - Health Administration Specialization

Post-Degree Diploma in Business Management - Information Technology Specialization

and the revised Course Outlines ENGL 099, ENGL 100, ENGL 105, ENGL 110, ENGL 111 and ENGL 112 as amended.

CARRIED

G. Lainsbury left the meeting.

6. CRIM 103 Course Outline

J. Campbell presented the submission and explained that the change to CRIM 103 is the prerequisite statement. It is changing from 'CRIM 101 and PSYCH 101, and PSYC 102 highly recommended' to 'CRIM 101 or PSYCH 101, or permission of instructor'.

J. Leclair brought up the statement 'permission of instructor' in the prerequisite statement. W. Stokes answered that at a previous meeting it was decided by Education Council members to remove these statements. S. Roe expressed concern with the removal of this statement. J. Leclair responded that in the past we have had it not say 'with permission' and we still had students apply to instructor. J. Leclair added this issue as an action item for Education Council.

16.06.03 M/S – BHAMRA/BATTERHAM

THAT the Education Council approves the revised Course Outline CRIM 103 Psychological Explanations of Criminal and Deviant Behaviour as presented.

CARRIED

7. Archaeology Diploma Guide, ARCH 230 and LAND 241 Course Outlines

L. Verbisky presented the submission for the Archaeology Diploma program.

A) As per the previously approved Archaeology Diploma completion guide, LAND 241 and ARCH 230 are required courses in the program. Content experts were hired to develop new, or to redevelop existing, course outlines as necessary. ARCH 230 is a new course; LAND 241 needed updating to reflect new technologies used in the oil and gas industry.

B) In the current Archaeology diploma completion guide, as student is required to take FNST 100 or FNST 102. An oversight in the design of the first completion guide did not allow students to select FNST 100 or FNST 102 as an elective and therefore include both courses in their programming.

These two courses are very distinct in content.

W. Stokes asked about the wording of the Required Courses on the last page of the Program Guide. L. Verbisky explained that if students that take both FNST 100 and ANTH 203 they will not get credit for both when they are transferring and added that the Required Courses is worded to explain to students to not take both courses. Program Guide updated with UNAS English Proficiency omnibus wording.

16.06.04 M/S – BATTERHAM/ROE

THAT the Education Council approves the revised Program Information and Completion Guide for the Archaeology Diploma as amended and the New Course Outline ARCH 230 and the Revised Course Outline LAND 241 as presented.

CARRIED

8. MGMT 202 Course Outline

L. Verbisky reported that CPA requirements have changed slightly from those of the CA standards and this change needs to take effect prior to June 2017 in order to maintain course transferability to the CPA PEP. This was identified in the CPA GAP analysis document.

Addition of accounting for Pensions and Other Employee Future Benefits to the MGMT 202 curriculum as presented below

- account for employer's benefit obligation
- identify transactions and events that change benefit plan assets
- identify and account for the immediate recognition approach for a defined benefit pension

16.06.05 M/S – RASHID/BHAMRA

THAT the Education Council approves the revised Course Outline MGMT 202 Intermediate Financial Accounting II as presented.

CARRIED

9. MGMT 220 Course Outline (MGMT 221)

L. Verbisky presented the submission to the Education Council. She explained that the course will have a decrease in course credits from 4 to 3, a decrease in total hours from 60 to 45 and both the Course Content and Learning Outcomes have been updated.

W. Stokes mentioned to L. Verbisky that with these types of Course Outline changes we should change the course number. Education Council decision to change the course code to MGMT 221 (from MGMT 220). A. Holloway asked about the Program Guides affected by the course code change. Education Council decision to have the program guides come as a submission in September 2016.

F. Rashid agrees with the thinking on the course credit decrease.

J. Leclair asked about the final exam weighting. L. Verbisky explained that this is a norm in Business Management courses.

16.06.06 M/S – LOVEGREEN/ROE

THAT the Education Council approves the New Course Outline MGMT 221 Managerial Accounting as amended.

CARRIED

10. MGMT 225 Course Outline

L. Verbisky reported that CPA requirements have changed slightly from those of the CA standards and this change needs to take effect prior to June 2017 in order to maintain course transferability to the CPA PEP. This was identified in the CPA GAP analysis document.

Addition of Designs risk management program and its impact on shareholder value to the MGMT 225 curriculum as presented below

- different kinds of risk
- techniques for risk measurement
- risk response alternatives
- cost /benefit analysis of risk response alternatives

W. Stokes asked about the prerequisite statement. L. Verbisky explained that they did not look at that for this submission due to time constraints.

16.06.07 M/S – BHAMRA/ROE

THAT the Education Council approves the revised Course Outline MGMT 225 Strategic Management as presented.

CARRIED

M. Heartt and M. Seinen joined the meeting

11. Oil and Gas Field Operations Guide, OGOP 106, OGOP 107, OGOP 108 and OGOP 109 Course Outlines

M. Heartt presented the submission to Education Council members. He explained that previously they had used SAIT's exam system that consists simply of 4 exams – each worth 25%. This method was 'paper copy' and instructors were able to give students re-writes if they fell below the 65% mark. He further explained that SAIT has now changed their delivery and evaluation system. M. Heartt added that the NLC OGOP department has now added practicals and knowledge assessments into the weighting in the revised Program Guide.

J. Leclair asked if we could add M. Seinen as the instructor on the Course Outlines.

D. Batterham asked that it went from 100% to 30% for the exam weighting. M. Seinen and M. Heartt explained that previously students were getting no credit for the work done on the well site. NLC is now able to put weighting on the practical experience that gives the students job readiness.

D. Batterham asked if this aligns NLC with SAIT. M. Seinen explained that he worked with John Royer (with SAIT) and they are now able to make the program work. SAIT has looked at and agreed with the revised program.

W. Stokes asked about the weighting. M. Seinen explained that there is a minimum required grade.

16.06.08 M/S – BHAMRA/BATTERHAM

THAT the Education Council approves the revised Program Information and Completion Guide as presented and the revised Course Outlines OGOP 106, OGOP 107, OGOP 108 and OGOP 109 as amended.

CARRIED

M. Seinen left the meeting.

S. Roe left the meeting

12. HVMC

M. Heartt presented the submission and reported that they have removed HVMC 101 Trade Math and Science from the Dawson Creek Program and will be making ONE program available on TWO campuses (Dawson Creek and Fort St. John). He further explained that the high schools will now teach the trades math and that the students will be in the September intake.

16.06.09 M/S – RASHID/LOVEGREEN

That the Education Council approves the revised Program Information and Completion Guide for Heavy Mechanical Trades Foundations Training/Level 1 as presented.

CARRIED

13. Enhanced Carpentry

M. Heartt presented the submission and explained that the decision was made to combine the two Foundation Level courses into a single Program. The intention is to have students complete Level 1 course and Level 2 course of the Enhanced program and that they will not receive the credential without both courses.

J. Leclair asked where the placement of the Construction students graduating from the North Peace Campus would be. M. Heartt explained that when students come from FSJ they will enter into Apprenticeship training.

16.06.10 M/S –LOVEGREEN/RASHID

That the Education Council approves the revised Program Information and Completion Guide for Enhanced Carpentry Foundation and the revised Course Outlines RCON 100 and RCON 200 as presented.

CARRIED

14. Policy E2.02 Continuing Education Age Guidelines

T. Donnelly brought forward a motion from College Policy Committee.

MOVE TO recommend to the Education Council that policy E-2.02 Continuing Education Age Guidelines be terminated for the following two reasons, 1) the policy deals with risk management which is not an education-related matter and 2) the policy E-4.05 Student Rights and Responsibilities covers all student rights.

J. Leclair mentioned that that the old policy does talk about both education and student related matters and wonders if these lines can be captured into another policy so that they are not lost. T. Donnelly explained that she feels that current NLC practice already follows these guidelines.

B. Kulmatycki explained that what is contained in this policy is now both a provincial and federal statute. Now that this is a statute he feels that we don't have to state this in a NLC policy.

16.06.11 M/S – RASHID/LOVEGREEN

That the Education Council approves of the termination of policy E-2.02 Continuing Education Age Guidelines as presented.

CARRIED

Subcommittee Standing Reports

15. Education Policy Subcommittee

No formal report available

16. Curriculum Subcommittee

No formal report available

17. Admissions and Standards Subcommittee

No formal report available

Information/Discussion

18. Welding

M. Heartt explained that effective September 2016 the supplies list previously available online and attached to guides and course outlines will no longer be available. Since prices fluctuate and therefore posting it was misleading and the list is long, the decision was made to remove this information from the website and have an up-to-date list available to students once they are admitted to the program. The supplies list for Program Information and Completion Guide for Welder Foundation, Welding Apprenticeship Technical Training, Welder - Specialty Metals Endorsement and the Course Outlines WLDF 100, WLAT 100, WLAT 200, WLAT 300 and WLAT 400 have been updated to:

A complete list of tools and equipment will be provided by Admissions upon acceptance to the program.

W. Stokes asked about other trades programs with materials lists. M. Heartt agreed that he will be bringing them all to Education Council in the near future.

M. Heartt left the meeting.

19. Policy E4.05 Student Rights and Responsibilities

L. Mathias explained the changes to the policy. The only changes are of a housekeeping nature. This included implementing the new template and the change in the names of 2 policies that were referenced in the document.

16.06.12 M/S – RASHID/LOVEGREEN

That the Education Council approves the updated policy E4.05 Student Rights and Responsibility as presented.

CARRIED

20. WFTR Course Outlines

Revised Course Outlines:

- WFTR 114 Transportation of Dangerous goods
- WFTR 144 Lock out orientation
- WFTR 145 H2S Awareness
- WFTR 151 Defensive Driving Review and Driver Evaluation
- WFTR 152 Defensive Driving Evaluation
- WFTR 163 Skid Steer Loader Training
- WFTR 206 Air Brakes
- WFTR 305 Basic Line Locating – Tech 1
- WFTR 311 Hoisting & Rigging
- WFTR 800 Oilfield Driver Awareness (ODA)

Deactivation of 'EMP' courses:

- 101E EMP Level 1 First Aid
- 103E EMP Advanced First Aid Level 3
- 104 Advanced First Aid
- 105 Emergency Medical Responder
- 117E EMP Standard First Aid

T. Donnelly presented the discussion item to the Education Council members.
D. Batterham noted that some outlines do not list an 'instructor'.
W. Stokes noted that the dates on the Course Outlines stated 'April 2016' instead of 'June 2016'. A. Holloway will update to the correct dates prior to posting.

21. Academic Governance Council (AGC) Report

Report not available at this time. A. Holloway will forward the minutes of the meeting to members when available.

22. Education Council Advance Meeting Infographics

J. Leclair reported that the Education Council Advance Workshop was on June 13 2016 in Dawson Creek and this document is a summary. She suggests having these workshops yearly at a minimum.

D. Batterham asked if we can address some of the topics in a future meeting.

23. Calculators on the CAAT

L. Mathias explained the decision by NLC to allow calculators during CAAT. She reported that this will more accurately assess their skills as the students use calculators during their day to day life including class work. She further added that most institutions currently allow calculators during their testing.

D. Batterham expressed concerns that CCP students don't use calculators during their exams. He asked how many institutions actually use CAAT testing. L. Mathias answered that most use different testing (Accuplacer). She did explain that BCIT and VIU use CAAT testing and allow calculators. She further explained that there is no regulation in CAAT testing rules that states that a calculator cannot be used.

J. Leclair asked that maybe there could be a follow-up with programs to see what change this will make to students schooling. D. Batterham added a request for L. Mathias to come back to the Sept 2017 meeting to report on her findings.

L. Mathias left the meeting

24. 2016-2017 Academic Schedule Revision Memo

W. Stokes presented the schedule revision memo and explained why the dates are changing. (Non '20 week' courses will not be affected)

Notes:

E. Li has entered into a leave from NLC. Her position on Education Council is vacant.

J. Leclair reported that if the student members wanted to join the meeting in September they can.

This will be J. Leclair and D. Batterham's last meeting. L. Lovegreen and members thanked both of them for all their dedication, hard work, leadership and wisdom.

Adjournment – 425 p.m.

Next Meeting – Sept 28, 2016

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