



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of April 26, 2017
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
Andy Amboe (Faculty – Vocational)
Joel Singh David Singh Christunesam (Student)
Addie Dawe (Faculty – CCP)
Tracy Donnelly (Administration)
Istvan Geczy (Faculty – Academic)
Tanya Jones (Support Staff)
Holly Keutzer (Faculty – CCP)
Shallen Middleton (Student)
Kaleigh Needham (Support Staff)
Cindy Page (Faculty – Academic)
Steve Roe (Administration)
Milanpreet Singh (Student)
Lana Sprinkle (Faculty – Vocational)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Audra Holloway (Recording)

Absent: Sharon Miller Josie Jiang Loren Lovegreen
Bryn Kulmatycki Arshdeep Singh

Guest(s): Lorelee Mathias Lisa Verbisky

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. Election of Chair and Vice-Chair for Education Council

A.Holloway 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.

A.Holloway called for nominations for the position of Vice-Chair of Education Council three times. F. Rashid nominated M. Bedell. No further nominations. M. Bedell agreed to let her name stand. M. Bedell in by acclamation.

Both Chair and Vice-Chair positions are for a one-year term. Elections will be held again in April of 2018. Congratulations to both F. Rashid and M. Bedell.

2. Adoption of Agenda

Addition of Information/Discussion Item: #11 'Update on March 22nd 2017 agenda item: 'Possibility of Additional Accounting Courses'

Agenda was adopted as amended.

3. Adoption of Minutes, March 22, 2017

T. Jones noted that there was a spelling mistake under 'Guest(s)' Bud Bowell should be Bud Powell.

17.04.01 M/S –SINGH/DAVID SINGH CHRISTUNESAM

THAT the minutes of March 22, 2017 be adopted as amended.

CARRIED

4. Action List

Education Council Process Flowchart – No update at this time.

New Course Outline Form – A. Holloway reported that the DRAFT of the New Course Outline Form has been built in WORD and has been given back to the Curriculum Subcommittee. The Curriculum Subcommittee will meet on May 11th 2017 to continue working on finalizing the document.

Pre-requisite Statements – S. Roe explained that it is in progress – with an update at the next meeting.

Governance Subcommittee – J. David Singh Christunesam reported that the Subcommittee had a meeting on April 12th 2017. The group discussed suggestions and corrections to the Education Council Bylaws submitted by stakeholders. The revised documents are currently with A. Holloway. Update will be presented at the next meeting.

Decision Item(s)

5. Program Guides for Advanced Certificate in Management, Certificate in Business Management, Diploma in Business Management and Course Outline MGMT 280

L. Verbisky explained that Advanced Certificate in Management (ACM) is a fully online program designed to cap existing experience and education with formal and recognized education in management. The program has three streams that focus on management skills for entrepreneurs, corporate managers, and non-profit managers.

She added that additional updates/changes to the ACM Program Guide were required:

1) Program Description: The Advanced Certificate in Management is designed for current managers, volunteers, and other individuals ~~managers~~ who are interested...

2) Admission Requirements:

- 1 a. Official transcripts demonstrating graduation from a post-secondary certificate, diploma, or degree program; or,
- b. Official transcripts demonstrating certification ~~graduation~~ from a Red Seal Trades program or equivalent program; or,
- c. Two years of management or leadership work experience as demonstrated by a resume with two professional references; or,
- d. Two current professional letters of reference written and dated within a year of application outlining the applicant's suitability and readiness for the program.

C. Page and I. Geczy asked about location and availability of courses. L. Verbisky explained that all of the electives listed are not available on-line at this time, but that there will be enough electives available for a student to obtain their certificate.

A. Amboe explained that this possibly could be a 'Blue Seal' training possibility for NLC when talking about the 'Red Seal' certified students.

17.04.02 M/S –AMBOE/SINGH

THAT the Education Council approves the New Program Information and Completion Guide for Advanced Certificate in Business Management, the Revised Program Information and Completion Guides for Certificate in Business Management and Diploma in Business Management, and the New Course Outline MGMT 280 Safety Management as amended.

CARRIED

L. Verbisky left the meeting

6. Program Guide for Executive Assistant Diploma

A. Starr explained that the new credential enhances educational pathways and employment opportunities for students who have completed a 10-month ABT program. Diploma graduates will be better qualified to assume senior or executive level assistant positions. She presented an agreement with TRU-OL, explaining that the courses are able to be taken on-line if unable to be taken with NLC. She added that students who hold both an NLC ABT certificate and the Executive Assistant Diploma will be granted 45 credits toward TRU bachelor of business administration degree.

C. Page asked about the admission requirements and whether it is solely restricted to NLC ABT graduates. A Starr responded that currently it is restricted to 10 month ABT graduates.

A. Starr added that the program has a 5 year time limit to complete the program. F. Rashid asked about students that go past the 5 year mark. A. Starr explained that a decision regarding this type of student had not been decided. J. David Singh Christunesam asked about TRU's time limit. A. Starr responded that she did not have that information available.

M. Bedell asked about the admission requirement regarding students that took other ABT programs from years ago. S. Roe stated that this could be looked into at a later date.

17.04.03 M/S –KEUTZER/DAVID SINGH CHRISTUNESAM

THAT the Education Council approves the New Program Information and Completion Guide for Executive Assistant Diploma.

CARRIED

M. Singh left the meeting

Subcommittee Standing Reports

7. Education Policy Subcommittee – L. Sprinkle explained that the group is currently working on the Academic Monitoring policy and have started the Honesty policy. The subcommittee is planning a retreat day in June with the expectation of completing the Academic Monitoring policy.

8. Curriculum Subcommittee – I. Geczy reported that the group is meeting to work on the Draft New Course Outline on May 11th.

9. Admissions and Standards Subcommittee – M. Bedell explained that the TOR will be worked on by both S. Roe and W. Stokes and will be presented at the next meeting.

Information/Discussion

10. Policy A-5.18 Sexual Violence and Misconduct

L Mathias explained the policy and the process following Bill 23. She reported that there were focus groups in FN and DC for students and that the policy was sent out to all staff for review/comments.

The final draft was presented to Education Council members.

L. Mathias added that two Education policies that will require simple updates in reference to this policy. She explained that she would contact L. Sprinkle (Education Policies Subcommittee Chair) regarding the policies.

11. Update on March 22nd 2017 agenda item: ‘Possibility of Additional Accounting Courses’.

Moved to the May 24th meeting agenda.

Adjournment – 210 p.m.

Next Meeting – May 24, 2017

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