



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Feb 22, 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
Joel Singh David Singh Christunesam (Student)
Addie Dawe (Faculty – CCP)
Tracy Donnelly (Administration)
Tanya Jones (Support Staff)
Holly Keutzer (Faculty – CCP)
Cindy Page (Faculty – Academic)
Steve Roe (Administration)
Milanpreet Singh (Student)
Warren Stokes (Administration)
Bryn Kulmatycki (NLC President)
Sharon Miller (Board Vice-Chair)
Audra Holloway (Recording)

Absent: Josie Jiang Loren Lovegreen Lana Sprinkle
 Andy Amboe Shallen Middleton Istvan Geczy
 Alison Starr

Guest(s): Anndra Graff Rod Cork

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

Addition of Information/Discussion Item: #13 'Discussion of January 2017 Submission BIOL 101/102' by C. Page.
Addition of Information/Discussion Item: #14 2017 'Honorary Associate of Arts Degree Update' by W. Stokes (In Camera)

Agenda was adopted as amended.

2. Adoption of Minutes, January 25, 2017

17.02.01 M/S –JONES/ROE

Motion: *THAT the minutes of January 25, 2017 be adopted as circulated.*

CARRIED

- 3. Draft 2017-18 Budget Presentation** - A. Graff presented the confidential Draft 2017- 2018 budget to Education Council. This draft will go to the board on March 15, 2017 for approval.

A Graff left the meeting.

4. Action List

Education Council Process Flowchart – W. Stokes stated that there was nothing to report at this time.

New Course Outline Form – A. Holloway to check with Marketing/Communication department on status of draft Word document.

Pre-requisite Statements – S. Roe stated that there was nothing to report at this time.

Decision Item(s)

- 5. Revised Program Guide for Welder Apprenticeship, Welder Foundation and Welder Endorsement: Multi-Process Alloy Welding (MPAW) and New Course Outlines WELA 100, WELA 200, WELA 210, WELA 300, WELF 101 and WELA 310.**

R. Cork explained that the revisions bring the Welding programs in line with the CDA harmonization initiative. He added that there were also slight update to names, mnemonics and numbering for the programs and courses.

B. Kulmatycki asked about student transition within the programs. R. cork explained that WELA 210 is the gap training course created by the ITA and that ITA is funding the course. He added that he was unsure about how long the ITA will fund this transition step.

W. Stokes asked about the effective dates of April 2017. R. Cork answered that courses would occur between April and Sept.

W. Stokes asked about the admission requirements for Welder Foundation regarding the listing of both percentage and grade. As both high schools and CCP report the letter grade only a decision by Education Council to remove the percentage from all Welding Program admission requirements was made.

W. Stokes asked about the wording of the last paragraph of the Admission Requirements for Welder Foundation. R. Cork explained that it existed in the previous program guide language and M. Bedell stated that it had been used in the past with former students.

W. Stokes asked about the former course code listed for WELA 310. R. Cork explained that WLAT 400 should be listed as the former course code and added that the new course code of WELA 310 is correct as the course was not a fourth year course

17.02.02 M/S –STOKES/DAWE

THAT the Education Council approves the revised Program Completion Guide for Welder Apprenticeship and new Course Outlines WELA 100, WELA 200, WELA 210 and WELA 300 as amended.

CARRIED

17.02.03 M/S –STOKES/DAWE

THAT the Education Council approves the revised Program Completion Guide for Welder Foundation and new Course Outline WELF 101 as presented.

CARRIED

17.02.04 M/S –STOKES/DAWE

THAT the Education Council approves the revised Program Completion Guide for Welder Endorsement: Multi-Process Alloy Welding (MPAW) and new Course Outline WELA 310 as amended.

CARRIED

17.02.05 M/S –STOKES/DAWE

THAT the Education Council approves the Discontinuation of the Course Outlines WLAT 100, WLAT 200, WLAT 300, WLAT 400 and WLDF 100.

CARRIED

6. Revised Program Guide for Carpentry Apprenticeship and New Course Outline CARA 100.

R. Cork explained that the revisions are to bring the Carpentry program in line with the CDA harmonization initiative. He added that there were also slight updates to name, mnemonic and numbering for the course. He further explained that we will have only level one at this time.

R. Cork noted a minor change that needed to be made to the CARA 100 course outline regarding breakdown hours. The Lecture hours were updated to 119.7 and the Shop/Kitchen hours were updated to 90.3.

W. Stokes asked about the effective date of April 2017. R. Cork explained that it would be offered prior to September 2017.

W. Stokes added that the program guide will need to come to council with each of the additional levels as they are released by the ITA.

17.02.06 M/S –SINGH/CHRISTUNESAM

1) THAT the Education Council approves revised Program Information and Completion Guide for Carpentry Apprenticeship and the new Course Outline CARA 100 as amended.

CARRIED

17.02.07 M/S – SINGH/CHRISTUNESAM

2) THAT the Education Council approves the Discontinuation of the Course Outline CNST 100.

CARRIED

R. Cork left the meeting.
M. Bedell left the meeting

7. Creation of an ADHOC Governance Subcommittee – for the purpose of reviewing/revising Education Council bylaws. (to include the possibility of increasing the number of Education Council members at NLC)

Members: Greg Lainsbury, Cindy Page, Joel Singh David Singh Christunesam, and Steve Roe

B. Kulmatycki asked about naming a chair of the subcommittee. J. Christunesam stepped forward to be the chair.

B. Kulmatycki asked if there was a time line for the subcommittee. F. Rashid explained that this should be a 1-2 month time line.

Decision by Education Council to update the motion with a timeline and to add item to action list.

17.02.08 M/S –SINGH/STOKES

THAT the Education Council approves the creation of an ADHOC Governance Subcommittee who will recommend changes to the Education Council Bylaws at the April 2017 meeting.

CARRIED

Subcommittee Standing Reports

8. Education Policy Subcommittee A. Holloway reported that the Feb 17th meeting was cancelled due to scheduling conflicts. The next meeting is scheduled for March 17th.

9. Curriculum Subcommittee A. Holloway reported that the subcommittee met on Feb 2nd to discuss the documents for the February meeting. The next meeting is scheduled for March 2nd.

10. Admissions and Standards Subcommittee M. Bedell will bring draft of Terms of Reference to next meeting.

Information/Discussion

11. Policy on ‘Registration Priority’ – First Draft W. Stokes explained that the policy would be for when a student is registering and not an ‘Admissions’ policy. He further explained that historically NLC managed registration by cohorts but there were administrative and staffing challenges. He added that online registration will now be happening and a process needed to be built. He further added that he went to the TAG group for discussions regarding the new policy. He explained that there needed to be balance regarding students that are at the end of their schooling.

T. Donnelly asked about continuing education students. W. Stokes explained that those students will still be the same process as before (first come/paid, first served).

S. Miller asked if there was a date window as well. W. Stokes answered that yes, there will be a commencement date. He then explained the concept of re-admitted students.

S. Roe asked about the order of registration, wanting to maximize course accessibility and recognizing domestic students that would have lower credit numbers. He added that he wondered if they could instead look at distance to Program Completion instead. W. Stokes explained that the challenge becomes making sure that registration knows what the student actually plans to complete/graduate from. He added that PLAR and transfer credit would come into the discussion as well.

W. Stokes reported that TAG did worry that 0-30 was too big of a group and could possibly miss the certificate students. S. Roe agreed with W. Stokes that 0-15 sounded like a better range.

S. Roe asked to have a cross-department test group to work with the Intersession and give it a peer review for the process.

S. Roe inquired about the capacity for on-line registration. W. Stokes explained that they will in fact not know the capacity until it is tested. He added that other institutions (including CNC) are using the same framework and that NLC should be able to handle the capacity.

12. CE Course Outlines T. Donnelly explained the new continuing education courses. T. Donnelly and W. Stokes will be looking into revising the numbering system for CE courses to ensure they have unique numbering.

C. Page asked if we are looking into making some of these courses available online at some point. T. Donnelly answered that she is hoping to have the classes videotaped and having that available to individuals.

13. BIOL 101 and BIOL 102 Submission (Jan 2017) Discussion S. Roe explained that there was an Education Council decision to have more information and that there were administrative questions that needed to be answered.

14. 'In-Camera' session: 2017 Honorary Associate of Arts Degree Update

17.02.09-- M/S –JONES/SINGH

THAT the motion made and carried during the In-Camera portion of the meeting of February 22, 2016 be brought forward for implementation.

CARRIED

Notes:

Adjournment – 245 p.m.

Next Meeting – March 22, 2017

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