



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Jan 25, 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)
Josie Jiang (Faculty – Non-Instructional)
Tanya Jones (Support Staff)
Loren Lovegreen (Administration)
Shallen Middleton (Student)
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: Istvan Geczy Bryn Kulmatycki Sharon Miller
Holly Keutzer

Guest(s): Rod Cork Robert McAleney Cindy Broberg

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 Item: #12 'Certificates of Participation' added by F. Rashid.

Agenda was adopted as amended.

2. Adoption of Minutes, November 23, 2016

17.01.01 M/S –BEDELL/JONES

THAT the minutes of November 23, 2016 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – W. Stokes reported that he had met with L. Lovegreen for discussion since the last meeting. He explained that they will meet again in the near future.

New Course Outline Form – A. Holloway reported that the outline draft was reviewed by the Curriculum Subcommittee Dec 2016. She further added that stakeholder comments and suggestions were used to further update the form and it had been sent to the Communications/Marketing department. Once the Word version of the form is created it will be sent out to stakeholders again for review and comment.

Pre-requisite Statements – A. Holloway reported that the Curriculum Subcommittee reviewed the Action Item “To determine if ‘OR with permission of Instructor’ should be included at the end of Course Outline prerequisite statements”. Consensus of the group was that no other ‘student rights’ were listed in detail on each individual Course Outline and that a more pressing matter is that there is no Policy or Procedure in place for students (nor staff) regarding prerequisites at NLC. S. Roe asked if he and L. Verbisky could be assigned to the Action Item.

Decision Item(s)

4. Revised Course Outlines BIOL 101 and BIOL 102

F. Rashid gave a brief presentation on the topic. S. Roe added that they are heavy courses with substantial lab component and that a tutorial would be beneficial to the students.

M. Bedell brought up the effective date of January 2017. W. Stokes mentioned that the tutorial is not listed in Colleague for January. S. Roe added that they would need to update the effective date to September 2017.

L. Lovegreen brought up workload and added that she would speak to S. Roe regarding this.

T. Donnelly asked if the tutorial was mandatory or optional for students. S. Roe answered that they are mandatory. W. Stokes added that mandatory means that it is scheduled and that students cannot take another course during this time.

C. Broberg joined the meeting.

W. Stokes brought up the amount of hours versus the credit count. C. Broberg answered that the extra hours are to support the student, not to be a detriment to them and that previously there had been a tutorial. S. Roe assured the members that there will not be negative implications regarding transfer.

W. Stokes added that possibly in the future science courses may separate the lab from the theory course. S. Roe added that other institutions (like TRU) do this. C. Broberg added that for TRU they do distance teaching for the course and they come to the institution for the lab or at UBC they split because certain students only need the theory.

D. Christunesam asked about the passing grade of 50%, is it separate grading for the lab/course and tutorial or cumulative 50%. C. Broberg answered that this is not a seminar but a tutor hour and that there is no actual grade for that portion. C. Broberg explained that the main reason for the tutorial is for the International students that are taking the course as part of the Associate of Arts Degree. T. Donnelly and L. Lovegreen asked if there is another option for helping students than adding 15 contact hours to the course. L. Lovegreen further added a suggestion of using learning support for students instead. S. Roe replied that unfortunately this course requires the teacher, not a contracted tutor for support. Education council voted and motion did not carry. F. Rashid explained that the motion did not pass and that C. Broberg could bring the submission back to Education Council with additional information at a future date.

17.01.02 M/S –AMBOE/CHRISTUNESAM

THAT the Education Council approves the revised Course Outlines BIOL 101 and BIOL 102.

NOT CARRIED

L. Sprinkle left the meeting.

5. New Program Guide Youth Explore Trades Sampler and New Course Outline YETS 090.

R. Cork explained that the trades sampler program allows students to experience all (5) of the trades available to them and that this is the level (grade 10/11 Students) just prior to our dual credit trades programs. He added this is ITA funded and the cost of the instructor will be covered.

T. Jones asked about the high school credits for the students. R. Cork explained that they will get more credits going this route and that the student does not have to pay anything to the school or college. He added that the program must be taught completely at the college to get the funding.

L. Lovegreen asked about the pass/fail based on participation and that is there is a certificate. R. Cork answered that it is a pass/fail based purely on attendance at this time and wasn't sure about a certificate. W. Stokes added that normally a formal evaluation is needed to get a certificate. R. Cork clarified that this is PRE dual credit and it is for experience only. He added that they do get five high school credits for this.

L. Lovegreen asked if any other institutions were offering this program yet. A. Amboe added that Lethbridge College does offer something like this. R. McAleney mentioned that we will not be assigning credit but, that it is simply that we will be reporting this information to the school/ITA.

W. Stokes added that this is in fact an attendance/no show course and that the Program Guide will need to be updated under 'Required Minimum Grade' to 'Attendance'. R. Cork explained that the work experience line mentioned in the outline is to do with the high school and not the college. He added that there is no liability for the college. W. Stokes asked about private schools utilizing the program.

R. Cork answered that yes private school students can attend as it is ITA funded.

M. Bedell asked about admissions and where the application forms are coming from.

R. Cork replied that applications can come from anywhere and that it will be first

come, first serve up to 16 students. He added that this could program could be mobile to other campuses and that the first one is planned for Feb 2017.

17.01.03 M/S – JONES/AMBOE

THAT the Education Council approves the new Program Guide for Youth Explore Trades Sampler and new Course Outline YETS 090 as amended.

CARRIED

6. New Professional Program Guide and New Course Outlines PCOI 101, PCOI 201 and PCOD 300.

R. Cork explained that originally this program started with Camp Cook. He added that industry has changed and that this is no longer the case. R. Cork further explained that with consultation with the Registrar the changes are to better reflect the levels, paths of entry and credentialing. Select portions of these course outlines have been revised to current accepted language and formats which align with ITA curriculum.

M. Bedell asked about the post admission requirements for all three levels. R. Cork answered that they are correct because of the time frame of the courses and the possibility of the tickets expiring.

W. Stokes asked about dual-credit admission requirement. R. Cork explained that currently Grade 11 students can enter the program.

17.01.04 M/S –LOVEGREEN/STARR

THAT the Education Council approves the new Program Information and Completion Guide for Professional Cook 1 Institutional Entry, Professional Cook 2 Institutional Entry, Professional Cook 3 Direct Entry and the new Course Outlines PCOI 101, PCOI 201 and PCOD 300 as presented.

CARRIED

17.01.05 M/S –LOVEGREEN/STARR

THAT the Education Council approves the Discontinuation of the Program Information and Completion Guide for Professional Cook 1, Professional Cook 2 and Professional Cook 3 and the Course Outlines COOK 100, COOK 200 and COOK 300.

CARRIED

Subcommittee Standing Reports

- 7. Education Policy Subcommittee** A. Holloway reported that the subcommittee had meetings on both Dec 16, 2016 and Jan 20, 2017. The group discussed what their role was as a subcommittee, as well as 'what they will be doing' and 'how they will be doing it'. She added that the subcommittee has begun working on the Academic Monitoring policy.

8. **Curriculum Subcommittee** A. Holloway reported that the subcommittee had meetings on Dec 1, 2016 to work on the New Course Outline Draft and the Action Item and on Jan 5, 2017 to review the Feb submissions for Education Council.
9. **Admissions and Standards Subcommittee** M. Bedell reported that she had developed a Draft Terms of Reference for the Admissions and Standards. F. Rashid explained that the next step would be for the Draft copy to come to Education Council at a future meeting.
S. Roe mentioned that he had a concern that it currently doesn't situate a link between the subcommittee and the academic group. He added that he felt that the language from the Curriculum subcommittee TOR could be used as a reference for the Admissions and Standards subcommittee TOR.
W. Stokes commended the work that M. Bedell has done on the project.

Information/Discussion

10. **Student Appeals Boards** W. Stokes explained that policy E 2.10 is the Student Appeals policy. He added that there is a student appeals committee that must be formed very quickly and asked that if you receive an email from W. Stokes regarding a possible Student Appeals committee meeting - please reply as soon as possible. F. Rashid asked if the meeting could be by email. W. Stokes explained that it is currently done by teleconference/ videoconference/face to face at the first step. He added that if a formal meeting must occur it must be face to face.
11. **WFTR Course Outlines** T. Donnelly reported that the submitted course outlines are a group of both new and revised WFTR courses. She added that many of these are with a Customer Service group that she had been creating for the community.
12. **Certificates of Participation.** F. Rashid explained that there are many members on Education Council and that this is to acknowledge our thanks for your participation on the council. This will be a yearly acknowledgement.

Adjournment – 245 p.m.

Next Meeting – February 22, 2017

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