



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of November 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
Andy Amboe (Faculty – Vocational)
Tanya Jones (Support Staff)
Holly Keutzer (Faculty – CCP)
Shruti Mankad (Student)
Kaleigh Needham (Support Staff)
Steve Roe (Administration)
Hargun Jot Singh (Student)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Carlos Yu (Student)
Audra Holloway (Recording)

Absent: Tracy Donnelly Lana Sprinkle Bryn Kulmatycki
 Sharon Miller Josie Jiang Istvan Geczy
 Cindy Page Loren Lovegreen Lisa Billy
 Addie Dawe

Guest(s): Greg Lainsbury Erin Evans

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 was adopted as circulated.

2. Adoption of Minutes, October 25, 2017

17.11.01 M/S –YU/JONES

THAT the minutes of October 25, 2017 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – W. Stokes reported that there were no updates at the time.

New Course Outline Form – Currently in progress. Curriculum subcommittee meets next on Dec 7th.

Governance Subcommittee – Currently in progress. Governance subcommittee meets next on Nov 30th.

Decision Item(s)

E. Evans joined the meeting

4. Revised SOSC 207 Course Outline

G. Lainsbury explained that the submission was to clarify course expectations for students and to allow students to acquire sufficient knowledge of statistics to satisfy various program requirements. He added that a clearer prerequisite statement would empower student decision making as students will know that they require some familiarity with applications of mathematics to succeed.

G. Lainsbury updated the statement to add the course numbers PHIL 110, ECON 101 or ECON 105 and to change 'plus' to 'and'. He explained that this provides clearer linkage to SOSC 220 as possible prerequisite; identifies PHIL and ECON as 'mathy' social science courses.

S. Roe asked if there should possibly be a semi-colon after both SOSC 220 and ECON in the revised prerequisite statement.

W. Stokes asked if 'MATH 11' means 'any' type of MATH 11. G. Lainsbury answered that 'yes' any type of MATH 11.

W. Stokes asked that the committee review the suggested prerequisite for clarification and asked if this course should be considered a 1st year course. Education council decision to have the prerequisite read "MATH 11, or SOSC 220 or PHIL 110 or 3 credits in ECON, or permission."

W. Stokes asked about the effective date of January 2018 and could it be instead September 2018. G. Lainsbury answered that the change was purely housekeeping and could have an effective date of September 2018.

17.11.02 M/S –BEDELL/NEEDHAM

THAT the Education Council approves the revised Course Outline SOSC 207 as amended.

CARRIED

5. Revised EDUC 252 Course Outline

G. Lainsbury explained that the submission was to clarify for students the need to have the procedure for obtaining the BC Solicitor General Schedule Type "B" Criminal Record Check (WORKS WITH: Children & Vulnerable Adults) underway before the course begins and to have it 'in hand' before the beginning of the

practicum component of the course. He added that clarification of the non-course pre-requisite statement would make clearer the path to success for this course.

17.11.03 M/S –JONES/KEUTZER

THAT the Education Council approves the revised Course Outline EDUC 252 as presented.

CARRIED

6. Revised MATH 040 Course Outline

S. Roe explained that there were miscellaneous revisions to the MATH 040 course outline – most of which were prescribed by the 2017-2018 ABE articulation handbook.

Changes made were:

- Delivery format: Online now checked in addition to face-to-face.
- Calendar description: Changed to align with terminology from the 2017--2018 ABE Articulation Guide.
- Total Weeks: Changed to 20 weeks to reflect current CCP practices.
- Course content: Minor changes to align with the 2017/18 ABE Articulation Guide.
- Learning outcomes: Greater alignment with Course Content.
- Knowledge: Changed to reference the Articulation Guide as suggested by the Articulation Committee.
- Weighting: Minor change to reduce the amount for participation.
- Resources: Updated to reflect the new edition of the text.
- Supply list: Generalized so that it can be customized by individual instructors in the student outlines
- Instructor: changed to Marcie Lundin

W. Stokes asked about the prerequisite statement and about the definition of 'Math 10'. S. Roe replied that all types of 'Math 10' are acceptable.

W. Stokes asked about the MATH 030 listed in the prerequisite statement and whether that meant that MATH 031, MATH 039, and MATH 035 were not acceptable. S. Roe replied that W. Stokes was correct and that they do not satisfy the prerequisites for this course.

17.11.04 M/S –JONES/STARR

THAT the Education Council approves the revised Course Outline for MATH 040, with an effective back-date of September 2017 as presented.

CARRIED

7. Revised SCIE 030 Course Outline

Steve explained that there were miscellaneous revisions to the SCIE 030 course outline – most of which were prescribed by the 2017-2018 ABE articulation handbook.

Changes made were:

- Delivery format: Online now checked as a mode of delivery in addition to face-to-face.
- Calendar description: Minor changes to wording.
- Hourly breakdown: Changed to reflect 90 hours of lecture and 30 hours of lab. This allotment of contact time best suits the curriculum and student learning.
- Course content: Now aligned with the ABE 2017--2018 Articulation Guide.
- Learning outcomes: Now also directly aligned with the ABE Articulation Guide.
- Knowledge: Again aligned with ABE Articulation Guide.
- Skills: Added reference to laboratory skills.

- Typical Activities and Weighting: Altered to accommodate online delivery.
- Typical Texts and Resources: Updated.
- Instructor: Now listed as Marcie Lundin.

W. Stokes asked about the prerequisite statement. M. Bedell explained that it is a school record that is received not an official transcript. Comment made that it should be completion, not levels in the statement.

Education council was unable to determine MATH level required for the prerequisite statement and decision by committee for submission to go back to department for clarification.

~~17.11.05 M/S~~

THAT the Education Council approves the revised Course Outline for SCIE 030, with an effective back-date of September 2017.

NOT CARRIED

8. UNAS Engineering Studies Certificate and Engineering Certificate

S. Roe explained that the revised Certificate in Engineering is designed to align with newly established transfer pathway agreements with the University of Alberta (U of A) and with the University of Victoria (UVIC). The new Certificate in Engineering Studies aligns with the newly established transfer agreement with UVIC. He added that the Engineering initiative will improve transfer pathways for students who wish to pursue NLC's Certificate in Pre-Medicine.

S. Roe further explained the admission requirements regarding domestic and international students and added clarification regarding the Language Arts. He added that this is due to the transfer requirements of the other institutions. He further added that U of A prefers the 10 courses in 8 months and will give a slight GPA decrease to applying students that take the Certificate in Engineering Studies. M. Bedell asked about English admission requirement that includes provincial exam -did it mean that NLC ENGL 050 would not meet requirement? S. Roe answered that U of A will not accept ENGL 050. He added that NLC CHEM, MATH and PHYS would be accepted by both U of A and UVIC.

17.11.06 M/S –KEUTZER/STOKES

THAT the Education Council approve the revised Certificate in Engineering Program Information and Completion Guide, and the new Certificate in Engineering Studies Program Information and Completion Guide, effective November 2017 as presented.

CARRIED

9. TOR for Admissions and Standards Subcommittee

M. Bedell explained that Education Council decided there was a need for an Admissions and Standards Subcommittee and that the TOR document brought before Education Council was the work of multiple people with feedback from numerous stakeholders.

F. Rashid thanked M. Bedell for all her work on the document.

S. Roe asked that 'Aboriginal students' be changed to 'Indigenous Students' on page 1.

W. Stokes asked that under 'Duties' on page 2 be changed to: 'Deans/Associate Deans/Registrar'

F. Rashid explained that the group would meet once per month or as needed and that the next step would be to ask for volunteers to be members of the Subcommittee.

17.11.07 M/S –JONES/NEEDHAM

THAT the Education Council approves the Terms Of Reference for the Education Council Admissions and Standards Subcommittee as amended.

CARRIED

Subcommittee Standing Reports

10. Education Policy Subcommittee – A. Holloway reported that the next meeting was booked for Dec 7th 2017. The Academic Monitoring and Honesty policies are currently being worked on. (Agenda Item #14)

11. Curriculum Subcommittee – A. Holloway reported that the group would be meeting twice in December to continue working on the New Course Outline form and related Procedures and Policies.

12. Admissions and Standards Subcommittee – Agenda Item #9

Information/Discussion

13. SSWD Program Strategic Plan

E. Evans explained that the last course review for SSWD was 2005. She further explained that two world cafes (one on the DC Campus and one on the FSJ Campus) were held with current students / past students / faculty / staff members / community members. A committee (Erin, Teresa, Cindy, Greg, Steve, Lisa) was formed to look at the information/feedback gathered from the stakeholders. She noted that Langara and NLC are known as the best SSWD programs in the province and are well articulated. The transferability of the program to Bachelor degrees reported as great with great success of students in field.

E. Evans did report that professional suitability was an issue that needed to be addressed. Currently if a student's GPA is high enough they are able to do their practicum even if they are not professionally suitable for employment. She explained that in the past the program instructors were not 'gate keepers' – but, that due to ethical obligations the decision was made to address the issue. She explained that an updated Completion Guide would be coming to Education Council that would detail this practice.

S. Roe thanked E. Evans for all her work, that the program has been at NLC a long time and that NLC graduates have been hired across the province.

W. Stokes mentioned that Spring of 2019 would not be far enough in the future for changes in Admission Requirements.

14. Draft Policy 'E-1.02 Academic Monitoring' – Educational Policy Subcommittee

A. Holloway explained that the Policy Subcommittee is presenting the Draft Policy to Education Council for review/comments. The Subcommittee would like any comments/questions regarding the Draft emailed to either L. Sprinkle or A. Holloway. She added that the Subcommittee would be bringing a finalized Draft to the January Education Council meeting with a motion to approve.

S. Roe mentioned that he has comments on the document that he will forward to L. Verbisky and L. Sprinkle.

15. 2018 Schedule for Education Council meetings

A. Holloway presented the 2018 Schedule of Education Council meetings for review. She added that the Teleconference number and Access number will be the same.

The document will be posted on the NLC website.

Adjournment – 2:25 p.m.

Next Meeting – January 24, 2018

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