



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Oct 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
Addie Dawe (Faculty – CCP)
Tracy Donnelly (Administration)
Tanya Jones (Support Staff)
Shruti Mankad (Student)
Holly Keutzer (Faculty – CCP)
Cindy Page (Faculty – Academic)
Steve Roe (Administration)
Hargun Jot Singh (Student)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Carlos Yu (Student)
Audra Holloway (Recording)

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|------------------|-----------------|-----------------|------------------|
| Absent: | Sharon Miller | Loren Lovegreen | Lana Sprinkle |
| | Bryn Kulmatycki | Josie Jiang | Kaleigh Needham |
| | Lisa Billy | Istvan Geczy | Andy Amboe |
| Guest(s): | Robert McAleney | Edith Leer | NLC ABT students |

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

Item #5 – S. Roe requested that Motion be updated to: *THAT the Education Council approves the French version of the FRAN 100 course outline as an alternative to ENGL 100 in the Education Assistant Diploma program and that FRAN 100 be acknowledged in the revised Education Assistant Diploma program guide effective January 2018.*

Item #8 – to be presented by W. Stokes.

Agenda was adopted as amended.

2. Adoption of Minutes, September 27, 2017

17.10.01 M/S –KEUTZER/PAGE

THAT the minutes of September 27, 2017 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – W. Stokes explained that the flowchart would move forward along with the revised Course Outline and accompanying revised procedures.

New Course Outline Form – Agenda Item #11.

Governance Subcommittee – S. Roe reported that a New Chair, Greg Lainsbury was elected at the Sept 29th meeting. Agenda item #10.

Decision Item(s)

4. Power Engineering and Gas Processing

R. McAleney explained that the POPR course outlines required an update to the passing grade (50%, not 70% as stated on the course outlines). He further added that the update aligns the outlines with SAIT.

C. Yu asked about NLC aligning with SAIT and the rigidness of the grading. R. McAleney explained that NLC has a partnership with SAIT and that the final exam is marked through an electronic final exam on a LMS system.

H. Keutzer asked about the 30% Group Work percentage listed on course outlines.

R. McAleney explained that this was in regard to the classroom environment.

W. Stokes requested that the Program Guide be reviewed regarding the listed “overall passing grade” for the program. It was noted that the Guide currently states 70% overall to pass the program. Education Council decision that the POPR Program Guide be updated to show a Required Passing Grade of:

- a) 70% for courses POPR 200, 201 and 208
- b) PASS for courses POPR 302
- c) 50% for courses POPR 011, POPR 012, POPR 013 and POPR 014

17.01.02 M/S –YU/SINGH

THAT the Education Council approves the revised Course Outlines POPR 011, POPR 012, POPR 013 and POPR 014 and the revised Program Guide for Power Engineering and Gas Processing as amended.

CARRIED

R. McAleney left the meeting.

5. FRAN 100 and FREN 100 Course Outlines

S. Roe explained that the FRAN 100 course is the first step in facilitating the delivery of the NLC EA diploma program in French. He further explained that in partnership with Collège Éducacentre, FRAN 100 was developed as a French-language version of ENGL 100. The Program Guide was updated under ‘Required Courses’ as ENGL 100 OR FRAN 100.

W. Stokes suggested that the course code for the FREN 100 course outline be changed to FRAN 100 (English Version) – as the documents will be part of the official minutes.

17.01.03 M/S –STARR/BEDELL

THAT the Education Council approves the French version of the FRAN 100 course outline as an alternative to ENGL 100 in the Education Assistant Diploma program and that FRAN 100 be acknowledged in the revised Education Assistant Diploma program guide effective January 2018 as amended.

CARRIED

Subcommittee Standing Reports

6. **Education Policy Subcommittee** – A. Holloway reported (on behalf of the Policy Subcommittee):
 - a) The Subcommittee completed work on policy E-1.02 Academic Monitoring DRAFT. (Agenda Item #12)
 - b) The Subcommittee had started work on policy E-1.08 Honesty.
 - c) The Subcommittee reviewed and endorsed policy E-3.06 Program Suspension and Cancellation. (Subcommittee Motion will be forwarded to policy author Loren Lovegreen)
7. **Curriculum Subcommittee** – A. Holloway reported that the group met to discuss the October submissions on October 5th. Draft Course Outline form presented for discussion - Agenda #11.
8. **Admissions and Standards Subcommittee** – W. Stokes explained that at a previous meeting the TOR were presented to Education Council members with a request for comments on the document. He added that no comments were received.
W. Stokes reported that M. Bedell would bring the TOR to the next Education Council meeting (November 22nd) with a motion.

Information/Discussion

9. **WFTR courses.**

T. Donnelly explained that the courses WFTR 560 to WFTR 567 were from the company Buildforce and that they aligned with industry standards. She added that there would be a certificate after successful completion for students that Industry recognizes. She further explained that the courses were previously offered under the Continuing Education umbrella and have moved to Workforce Training.
10. **Draft Education Council Bylaws – Governance Subcommittee**

A. Holloway explained that the Governance Subcommittee was submitting a Draft copy of the Education Council Bylaws for Education Council member review. She added that there were two additional questions/comments from the Subcommittee members:

 - 1) Page 17 – Regarding the issue/concept of on-line voting for students. Would it be a possibility for students at NLC?
 - 2) Education Council Chair and release time. Should the particulars be documented in the Bylaws or should that be bargaining language only. Is there release time if a Non-Academic member is chair?

W. Stokes asked for clarification/review of the bylaws by the Governance Subcommittee on the following points:

- a) If a member of Education Council changed their status/job or if someone was on a leave are they able to remain on Education Council / represent the group they were elected by.
- b) 2.4.3(page 5) – is this point required with the update to wording of 2.3(page 4)
- c) 2.5(page5) – first sentence be ‘April to June’ (not ‘April’) to allow wiggle room for any mitigating circumstances.
- d) 2.2 – Election Rules – listed that the Registrar sets the Election Rules – yet they are listed in full in the appendix. He asked that possibly the procedural steps could be delegated to the Registrar (remove the appendix) with the time and to whom the Registrar discusses/consults the rules (eg. EdCo Chair) in the Bylaws. This will allow more flexibility.
- e) Definitions – could it include the definition of what is ‘Academic’ vs ‘Vocational’ vs ‘CCP’ etc. *Could an Instructor represent more than one – run for more than one ‘type’ of seat?
- f) NLC Student Association membership is being redefined – a concern that tying eligibility to the student association fee might no longer be an option.
- g) In Appendix 10.1 page 21 - the college and institute act has been quoted – can it instead refer to the act.

A. Holloway will forward all comments/requests to the Governance Subcommittee members.

11. Draft New Course Outline - Curriculum Subcommittee

F. Rashid explained that the Draft was sent out to all NLC staff June 2017. He also mentioned that there was the removal of both the VP and Dean’s signatures on the final page. A. Holloway explained that the VP had not signed the Outlines in over 5 years and that (because of the importance in the process) the Dean’s signature had been moved to the first page.

W. Stokes asked if there should be the option ‘Other’ under ‘Delivery methods’ on Page 1. Discussion between members on the types of Delivery methods and that some courses use blended methods.

Much Discussion between members regarding the ‘Primary’ button and the ‘Funding Source’ and whether they belong on the Course Outline. Request by group that there were definitions available for different delivery methods.

S. Roe asked about the ‘Authorization Signatures’ on the last page and that the Dean’s signature appears on the first page instead of the last page. He also asked if the ‘Funding Source’ should instead be part of Time Table information. C. Page added that this would require the document coming back to Education Council if the funding source changed.

Reminder of importance of both a Procedure and Policy to accompany form was mentioned.

W. Stokes brought up textbooks and asked whether they should be documented in the main document or should there be an appendix. When textbooks change the appendix could come as a ‘discussion item’ rather than a ‘decision item’.

Discussion between members on the possibility of having the authorization signatures, funding source, primary information, textbooks all in an appendix. As the Course Outline should only be changed at Education Council.

A. Holloway will forward all comments and suggestions to the Curriculum Subcommittee for review.

*Meeting Adjourned by email due to technical issue.

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

*moved to November 22nd meeting

Adjournment - 238 p.m. (by email)

Next Meeting – November 22, 2017

*No meeting in December.

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