



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**
Meeting of Sept 27, 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
Tracy Donnelly (Administration)
Istvan Geczy (Faculty – Academic)
Tanya Jones (Support Staff)
Holly Keutzer (Faculty – CCP)
Kaleigh Needham (Support Staff)
Cindy Page (Faculty – Academic)
Steve Roe (Administration)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Audra Holloway (Recording)

Absent: Loren Lovegreen Lana Sprinkle Bryn Kulmatycki
 Josie Jiang Andy Amboe Sharon Miller
 Addie Dawe Arshdeep Singh

Guest(s): 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

Item #10 will be presented by R. Cork.

Agenda was adopted as amended.

2. Adoption of Minutes, June 28, 2017

17.09.01 M/S –NEEDHAM/BEDELL

THAT the minutes of June 28, 2017 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – No updates at this time.

New Course Outline Form – A. Holloway explained that all stakeholder comments regarding the Draft form were reviewed and the form will be ready for the next Education Council meeting in October.

Governance Subcommittee – F. Rashid explained that chair of the committee stepped down and the group will need to select a new chair. A. Holloway added that the group is meeting on September 29th 2017.

Decision Item(s)

4. Power Engineering and Gas Processing

The submission was presented by R. Cork. He explained that the submission was simply a correction of a clerical error in the total program hours/weeks listed in the Program Guide to 1180hrs/38 weeks and the updating of wording of the Breakdown Hours in the Course Outlines to 'self-directed study'.

17.09.02 M/S –ROE/STOKES

1) THAT the Education Council approves the revised Program Information and Completion Guide for Power Engineering and Gas Processing

CARRIED

17.09.03 M/S –ROE/STOKES

2) THAT the Education Council approves the revised Course Outlines POPR 011, POPR 012, POPR 013 and POPR 014

CARRIED

A.Starr joined the meeting

5. Indigenous Human Service Worker Certificate

S. Roe explained that this new program will prepare graduates for employment as a Human Service Worker, with a focus on serving Indigenous people on- or off-reserve. He further explained that during recent consultation, Indigenous communities and organizations in our region indicated they would like to see NLC deliver a program such as this. He added that throughout the program development process, indigenization of the curriculum was a primary objective.

W. Stokes asked about the Admission Requirements on page one of the Program Guide regarding the 'Schedule B' CRC. Decision by Education Council members to further clarify the type of 'Schedule B' required (Works with: Children & Vulnerable Adults).

W. Stokes asked about the word 'may' in the Length of Program statement listed on page two. S. Roe replied that part-time studies may or may-not be an option depending on the type of intake as it would primarily be a sponsored program.

S. Roe asked that the wording remain unchanged and amend later if necessary.

W. Stokes mentioned the required laptop listed under 'Additional Requirements/Supplies' adding that it would have to be included as an expense in the institutional appendix for students on financial aid.

W. Stokes asked about the code IHSW on the Course Outlines. S. Roe explained that it was the initials of the program title.

W. Stokes asked about the passing grade for IHSW 101 to ensure that it was C+ for all students who may take the course. S. Roe replied that it was.

M. Bedell asked about entrance requirements regarding the laddering of this program into SSWD. S. Roe explained that the student would have to have a 'B' in English OR take the writing assessment to go for the Diploma.

17.09.04 M/S –KEUTZER/PAGE

THAT the Education Council approves New Program Information and Completion Guide for the Indigenous Human Service Worker Certificate and the new Course Outlines IHSW 101, IHSW 102, IHSW 103, IHSW 104 and IHSW 105.

CARRIED

6. 2018-19 Academic Schedule/Semester Dates

W. Stokes presented the proposed Academic Schedule for the 2018/2019 academic year. He explained that the schedule was developed following consultation with the Deans.

17.09.05 M/S –STARR/NEEDHAM

THAT the Education Council recommends the Academic Schedule for 2018/2019 to the Board as proposed.

CARRIED

Subcommittee Standing Reports

7. Education Policy Subcommittee A. Holloway read a summary provided by the Education Policy Subcommittee chair – L. Sprinkle.

The academic monitoring policy has proven to be a large undertaking. As a group we have discussed the time it has taken to accomplish this work and to be so close to completion. In addition, we have also discussed that policy writing should be a process; whereby a policy written well is worth every moment it has taken to develop.

On that note, many of you have had a chance to look at the academic monitoring policy as it was presented to this group in June. Thank you for your comments and feedback. We will be having one last meeting in October to finalize this document and our intent will be to bring it back for a motion and discussion at the October meeting. If there are any last comments please forward them to Audra for discussion at our next policy subcommittee meeting.

Our next policy to undertake is the academic honesty policy.

8. **Curriculum Subcommittee** A. Holloway reported that the group met in September to go over meeting documents.
9. **Admissions and Standards Subcommittee** - No updates at this time.

Information/Discussion

10. Aircraft Maintenance Engineering – Type Training

R. Cork explained that this is a re-alignment of the course names with Transport Canada. Slight changes to Course Outlines including Course Titles.

Adjournment – 1:41 p.m.

Next Meeting – October 25, 2017

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