



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of February 28, 2018  
Dawson Creek Regional Board Room  
Fort St John Room 2116  
Fort Nelson Dial In  
Chetwynd Dial In

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**Participants:**

Faisal Rashid (Faculty – Academic)\*Chair  
Megan Bedell (Faculty – Non-Instructional)\*Vice-Chair  
Addie Dawe (Faculty – CCP)  
Josie Jiang (Faculty – Non-Instructional)  
Tanya Jones (Support Staff)  
Shruti Mankad (Student)  
Loren Lovegreen (Administration)  
Kaleigh Needham (Support Staff)  
Cindy Page (Faculty – Academic)  
Steve Roe (Administration)  
Hargun Jot Singh (Student)  
Lana Sprinkle (Faculty – Vocational)  
Alison Starr (Faculty – Vocational)  
Warren Stokes (Administration)  
Sharon Miller (Board Vice-Chair)  
Audra Holloway (Recording)

Absent: Istvan Geczy Tracy Donnelly Holly Keutzer  
Bryn Kulmatycki Alan Carlos Yu Lisa Billy  
Andy Amboe

Guest(s): Lisa Verbisky Rod Cork Sharon Strasdin  
Jody Readman Joyce Benson

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**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**

A. Holloway requested (due to timing) that Agenda item #4 and #6 be moved to the end of the Decision Items.

Agenda was adopted as amended.

**2. Adoption of Minutes, January 24, 2018**

18.02.01 M/S –STARR/ROE

Motion: *THAT the minutes of January 24, 2018 be adopted as circulated.*

**CARRIED**

### 3. Action List

Education Council Process Flowchart – W. Stokes reported item in progress.

New Course Outline Form – F. Rashid reported item in progress. Next meeting March 8<sup>th</sup>.

Governance Subcommittee – F. Rashid reported item in progress.

### Decision Item(s)

#### 4. Family Resource Practitioner Program

C. Page explained that NLC's opportunity to offer the Family Resource Practitioner Advanced Certificate emerged through faculty networking with the BC Association of Family Resource Programs, a non-profit organization based in Vancouver. NLC's Advanced Certificate is a unique, fully online credential will serve Family Resource Practitioners throughout British Columbia and across Canada, thereby contributing to NLC's domestic enrollment. This new credential has the potential to emulate the scope and volume of NLC's online Early Childhood Education and Education Assistant enrollment.

A. Holloway mentioned that the Course Code was listed incorrectly on the agenda and the motion updated with the correct course code.

S. Miller asked about the courses that resemble courses that are already done by ECE and would students be able to challenge any of the new FRCP courses. S. Strasdin replied that these courses are at the next level for students. C. Page added that this content does differ from the ECE program and is an extension of the knowledge gained by both ECE and EA. She added that they currently are cautiously open to PLAR.

18.02.02 M/S –SINGH/STOKES

*Motion: THAT the Education Council approves the Program Information and Completion Guide for Family Resource Practitioner Advanced Certificate and the New Course Outlines FRPC 200, FRPC 201, FRPC 300, FRPC 301, FRPC 302, FRPC 303, FRPC 304, and FRPC 305, effective September 2018 as presented.*

CARRIED

#### 5. Electrician Foundation Trades

R. Cork explained that updates were done to reflect harmonization based on curriculum alignment. He added that the Safety course prerequisites were pulled from start of program and moved to start of practicum. He explained that this adds to success of students entering into the program.

W. Stokes asked about the effective date of Feb. 2018. Guide and course outline effective dates updated to Sept 2018.

18.02.03 M/S –BEDELL/SINGH

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Electrician Foundation Trades Training and the revised Course Outlines ELFT 101, ELFT 102 and ELFT 150 as amended.*

CARRIED

**6. Electrician Apprenticeship Training**

R. Cork explained that updates were done to reflect harmonization based on curriculum alignment. He further explained that they are awaiting the 300 and 400 level course information from the ITA.

R. Cork reported that there is a 'gap training' course (ELAT 190) for students that when transitioning from the old program to the new would require additional training/material. He added that this course was directed by the ITA.

A. Holloway asked about the grading/weighting for ELAT 190. R. Cork explained that it is undefined currently by the ITA and that the department would like it to remain as it is until they have guidance from the province.

W. Stokes asked about the effective date of Feb. 2018. Guide and course outline effective dates updated to Sept 2018.

18.02.04 M/S –STARR/SPRINKLE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Electrician Apprenticeship Trades Training, the revised Course Outlines ELAT 102 and ELAT 202 and the New Course Outline ELAT 190 as amended.*

CARRIED

R. Cork left the meeting.

**9. E-1.02 Academic Monitoring Policy and E-1.02.01 Academic Monitoring Policy Flowchart**

L. Sprinkle thanked Education Council members for their comments and feedback throughout the development process.

W. Stokes explained that the comments regarding tuition reversal would need to be removed as they are part of a different NLC Policy.

W. Stokes asked about the effective date. Effective date updated from October 2009 to September 2018.

18.02.05 M/S –ROE/PAGE

Motion: *THAT the Education Council approves the revised Educational Policy E-1.02 Academic Monitoring and the associated E-1.02.01 Academic Monitoring Policy Flowchart effective September 2018 as amended.*

CARRIED

**10. E-3.06 Program Suspension and Cancellation**

L. Lovegreen presented the policy to Education Council members and mentioned that the Educational Policy subcommittee had endorsed it. She explained that the

policy scope is for programs that lead to a credential. She added that it was a policy that we have operated without and it was greatly needed.

S. Roe asked about the effective date. Decision by Education Council to have it effective immediately (February 2018).

#### 18.02.06 M/S –STARR/ROE

Motion: *THAT the Education Council approves the revised Educational Policy E-3.06 Program Suspension and Cancellation as amended.*

CARRIED

L. Verbisky joined the meeting.

### 11. Practical Nursing Program Guide

S. Roe reported that there were housekeeping updates required for the Program Information and Completion Guide for NLC's Practical Nursing Diploma.

The updates to the guide are:

(a) *Program contact information has been updated to acknowledge the implementation of a Program Chair.*

(b) *Under Admission Requirements, "Grade 12 graduation or equivalent (ABT, CCP, GED" has been edited to simply read "Grade 12 graduation."*

(c) *Under "Clinical Admission Requirements," "Schedule B Criminal Record Check," a parenthetical reference to "working with children and vulnerable adults" to Schedule B has been added*

(d) *"Available Seats" increased from 16 to 24.*

(e) *Under "Recommended Supplies," reference to specific laptop operating systems has been deleted.*

(f) *Under "Required Minimum Grade," the reference to "65%" as the minimum passing grade for most theory courses is a typographical error and has been replaced with a reference to "68%." This revision does not disadvantage current students. All applicable course outlines and Program Handbooks refer to "68%."*

(g) *Page 5: identify Pharmacology courses, Integrated Practice courses and Final Consolidated Practice Experience by name and number.*

W. Stokes asked about clinical admission requirements (page 3) regarding course outlines for 'consolidated practice experience'. It was discovered that the current version of the course outline PNUR 116 does not have the prerequisite listed on the outline. He suggested that all course outlines for 'consolidated practice experience' come to Education Council at a future meeting with this prerequisite.

#### 18.02.07 M/S –DAWE/NEEDHAM

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for the Practical Nursing Diploma, effective February 2018 as amended.*

CARRIED

### 4. Business Management Prerequisite OMNIBUS

L. Verbisky reported that this project was to address prerequisite statements for specific courses in the various Business Management programs. This is to reduce confusion in registration procedures and reduce the number of students in courses that they are not academically prepared to succeed at. She added that students are coming to PDD with degrees and have different prerequisites situations than a new student coming out of high school.

W. Stokes asked about the 'or permission' statement. L. Verbisky answered that the process should be that they go to the Chair – who will then discuss with the instructor. She added that they didn't want students going directly to the instructor for permission. After much discussion, Education Council decision that 'OR permission of Chair' to be added to all course outlines in submission.

Further updates to submission:

1. *MGMT 221 had the course code MGMT added prior to course number 120 in prerequisite.*
2. *MGMT 260 had 'and' added to prerequisite statement.*
3. *MGMT 302 had the course code MGMT added prior to course numbers 150 and 221 in prerequisite.*
4. *MGMT 260 and MGMT 302 total hours corrected to 15 weeks.*

H. Singh asked about the MGMT 221 weighting. F. Rashid explained that due to articulation and CPA the finance/accounting courses were required to have high final exam percentages.

18.02.08 M/S –LOVEGREEN/SINGH

Motion: *THAT the Education Council approves the revised prerequisite statements for the Business Management courses MGMT 201, MGMT 221, MGMT 225, MGMT 228, MGMT 260, MGMT 301, MGMT 302, MGMT 303, MGMT 425, MGMT 430 and MGMT 450 as amended.*

CARRIED

L. Sprinkle left the meeting

## **6. English for Academic Purposes Certificates**

L. Verbisky explained that the changes are in program structure rather than a change in curriculum. The rationale was to define a pathway for ESL students whose goal is to enter post-secondary programming, whether it be a program in the Trades Division or a program in the Academic and Vocational Division. Essentially, successful completion of EAP 060 Level is equivalent to grade 12 English, or at least an indicator of readiness for English 099 or a 100-level English course. She added that if these programs are approved, a follow up submission(s) will be made to program entrance requirements, where appropriate, to reflect this additional pathway to meet the English entrance requirements for NLC programs. It should be noted that the EAP 060 Level is a new and additional level to the programming. The rationale for this additional level is to align the entrance requirements and the probability of a student succeeding in the program. She added that changes to course outlines include updates to the type of placement test used and the grading scheme.

W. Stokes noticed that the word 'Citation' was not listed in the Credential/Certification area on the Level 040, 050 and 060 program guides. L. Verbisky answered that she would like to add the word 'Citation' to all 4 guide's credentials. W. Stokes requested that NLC Policy Subcommittee be made aware of the need of a policy regarding Credentials.

W. Stokes explained that Course Titles are listed on transcripts and requested that 'English for Academic Purposes' be added after each for clarity.

W. Stokes added that currently the prerequisites of the courses do not line up to the admission requirements in the program guides. He added that the previous level should be added to each of the Course Outlines to allow seamless registration.

Motions:

18.02.09 M/S –NEEDHAM/LOVEGREEN

*THAT the Education Council approves the new credentials within the English as a Second Language (ESL) program called English for Academic Purposes: EAP 030 Level certificate, EAP 040 Level certificate, EAP 050 Level certificate, and EAP 060 Level certificate as amended.*

CARRIED

18.02.10 M/S –NEEDHAM/LOVEGREEN

*THAT the Education Council approves the revised course outlines EASL 020, EASL 030, EASL 040, EASL 050, and the new course outline EASL 060 as amended.*

CARRIED

J. Jiang left the meeting

### **Subcommittee Standing Reports**

#### **12. Education Policy Subcommittee**

A. Holloway reported that the group next meets on March 2<sup>nd</sup>.

#### **13. Curriculum Subcommittee**

Nothing new to report at this time.

#### **14. Admissions and Standards Subcommittee**

M. Bedell reported that there has been a huge response to her request for members. Discussion regarding the updating of the Terms of Reference and subsequent decision to bring it to next meeting for update to membership.

### **Information/Discussion**

#### **15. New and Revised WFTR/CE Course Outlines**

J. Readman reported that the CE courses are new and are personal development. She also reported that the WFTR courses are revised courses.

Adjournment – 310 p.m.

Next Meeting – March 28, 2018

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