



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of January 24, 2018
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)
Tracy Donnelly (Administration)
Tanya Jones (Support Staff)
Shruti Mankad (Student)
Holly Keutzer (Faculty – CCP)
Loren Lovegreen (Administration)
Kaleigh Needham (Support Staff)
Steve Roe (Administration)
Hargun Jot Singh (Student)
Lana Sprinkle (Faculty – Vocational)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Alan Carlos Yu (Student)
Judy Seidl (Recording)

Absent: Bryn Kulmatycki Lisa Billy Istvan Geczy
Sharon Miller Addie Dawe Josie Jiang
Cindy Page

Guest(s): Rod Cork Leo Rubio

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

W. Stokes requested an 'In Camera' addition to the Agenda as Item 6.
Honorary Associated of Arts Degree Nominations for 2018

Agenda was adopted as amended.

2. Adoption of Minutes, November 22, 2017

18.01.01 M/S – STARR/KEUTZER

THAT the minutes of November 22, 2017 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – W. Stokes reported item is still in progress, work will continue in February.

New Course Outline Form – F. Rashid advised work is still in progress. S. Roe suggested course outlines at other institutions be looked at.

Governance Subcommittee - F. Rashid reported no new updates at this time.

Decision Item(s)

4. Revised AMEP and AMET Course Outlines

L. Rubio advised the changes to the course outlines are as a result of Transport Canada regulations. Previously courses were laid out in Modules and were referenced as such to one another numerically. All numerical references to modules have been removed in these course outlines, everything else has remained the same. L. Lovegreen pointed out the word 'module' is still being used in the Calendar descriptions. L. Rubio agreed the word 'module' should be changed to the word 'course'.

18.01.02 M/S – DONNELLY/ROE

THAT the Education Council approves the revised Course Outlines for the AME program (AMEP and AMET), with an effective back-date of September 2017 as amended.

CARRIED

5. Revised POPR Course Outlines

R. Cork advised course outlines are being aligned to SAIT guidelines. L. Rubio confirmed with M. Heartt, overall passing grade is 70% and percentage for final exam be 30% and 70% for tests and quizzes.

18.01.03 M/S – SINGH/KEUTZER

THAT the Education Council approves the revised Course Outlines for POPR 200 and POPR 201 with an effective date of September 2017.

CARRIED

In Camera

18.01.04 – SINGH/STOKES

THAT the Education Council moves the meeting to In Camera.

CARRIED

6. Honorary Associate of Arts Degree Nominations for 2018

W. Stokes explained the Registrar's office is responsible for administering the Honorary Associate of Arts Degree policy. The Honorary Associate of Arts Degree (HAAD) Committee met on January 22nd and reviewed 5 nominations for their eligibility as outlined in the policy. One was deemed ineligible and the other four were reviewed as per the selection criteria. Two of the nominees were chosen to receive the award and W. Stokes advised the HAAD Committee has also determined the suggested wording for their parchments.

18.01.05 – ROE/SINGH

THAT the Education Council moves to endorse and recommend to the College Board of Governors that both selected candidates be awarded an Honorary Associate of Arts Degree for 2018.

CARRIED

18.01.06 – YU/SPRINKLE

THAT the Education Council moves the meeting from In Camera to Regular.

CARRIED

L. Rubio and R. Cork left the meeting.

Regular Meeting

Subcommittee Standing Reports

7. Education Policy Subcommittee

L. Sprinkle (Chair) advised the Academic Monitoring policy is on today's Agenda for further feedback. The subcommittee is also working on three other policies.

8. Curriculum Subcommittee

I. Geczy (Chair) was not available to attend today's meeting. F. Rashid reported a lot of work has been done by this committee. They are also reviewing the course outline template and will have more to report at the next meeting.

9. Admissions and Standards Subcommittee

M. Bedell advised no updates at this time. Still looking for volunteers to be on this committee. W. Stokes recommended looking at who the current members are as outlined in the Terms of Reference and making a motion to open up membership to other employees of the College. M. Bedell agreed to remain on the subcommittee and will send out an email inviting other members to join. She also clarified the Chair of the Committee is elected by the membership.

18.01.07 M/S – SINGH/MANKAD

THAT the Education Council approves opening the membership for the Admissions and Standards Subcommittee to other employees of the College.

CARRIED

Information/Discussion

10. Draft Educational Policy E1.02 Academic Monitoring

L. Sprinkle advised the policy is being brought back to Education Council for review since feedback from the last time it was brought forward has been incorporated into this version. S. Roe agreed the additions are excellent and had a few more recommendations which he will email to L. Sprinkle. T. Donnelly also brought forward a couple of concerns which were addressed at the meeting.

11. New and Revised WFTR/CE Course Outlines

T. Donnelly explained all the WFTR course outlines numbered in the one hundreds have been updated as a result of changes introduced by ENFORM. The rest of the outlines are either new or revised and there are still more to come. F. Rashid thanked T. Donnelly and the WFTR department for all of their hard work.

12. Request for Education Council Member to sit on College Policy Committee

F. Rashid reported he had recently received a letter from L. Lovegreen, Chair of the College Policy Committee. L. Lovegreen explained, at the last College Policy Committee meeting it was noted there has not been a representative from the Education Council attending the College Policy Committee monthly meetings. The College Policy Committee Terms of Reference indicate an 'Education Council Member', not specifically any position or person. S. Roe added, if a member of the Education Council Policy Subcommittee could attend, it would be beneficial to both Committees. F. Rashid suggested L. Sprinkle attend as she is on both the Education Council and the Education Council Policy Subcommittees. L. Sprinkle agreed.

Adjournment – 2:11 p.m.

M/S – SINGH/STOKES

Next Meeting – February 28, 2018

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