



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of June 27, 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
Addie Dawe (Faculty – CCP)
Tracy Donnelly (Administration)
Shruti Mankad (Student)
Loren Lovegreen (Administration)
Kaleigh Needham (Support Staff)
Steve Roe (Administration)
Hargun Jot Singh (Student)
Lana Sprinkle (Faculty – Vocational)
Alan Carlos Yu (Student)
Audra Holloway (Recording)

Absent: Sharon Miller Warren Stokes Bryn Kulmatycki
Tanya Jones Josie Jiang Holly Keutzer
Lisa Billy Alison Starr Istvan Geczy
Andy Amboe Cindy Page

Guest(s): Greg Lainsbury Lisa Verbisky Darryn Wellstead
Sharon Strasdin Jodi Campbell

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, May 23, 2018

18.06.01 M/S –DAWE/NEEDHAM

Motion: *THAT the minutes of May 23, 2018 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – F. Rashid reported that the project is in progress.

New Course Outline Form – F. Rashid reported that the project is in progress.

Governance Subcommittee – See Agenda #13

Decision Item(s)

4. Course Outline SOCI 290

D. Wellstead explained that the new course will be part of the new 'Community Development Program' currently being developed. She added that it could possibly be a SSWD elective in the future.

L. Lovegreen asked about 'Effective Date' of Jan 2019. D. Wellstead explained that they would like to offer it in Jan 2019. L. Verbisky added that it is not a required course in any program.

C. Yu asked about the feasibility of the course being used for an 'open elective' with the listed prerequisites. L. Verbisky explained that with planning and guidance a student could take this course. She added that the expectation was that a student in their first semester of their first year would not be taking SOCI 290.

18.06.02 M/S –YU/ROE

Motion: THAT the Education Council approves new Course Outline SOCI 290 Social Movements and Social Change effective January 2019 as presented.

CARRIED

5. Early Childhood Education and Care and Education Assistant Course Outlines

S. Strasdin explained the changes to the Course Outlines:

1. The proposed changes are required to:

- clarify Pre-requisite statements
- clarify CRC requirements
- reduce the amount of course substitutions
- add incidental minor word changes including common language sections

The major rationale for the changes are 1) to ensure seamless online registration for students; 2) to streamline common language used in certain sections of the course outlines.

2. ECED 150: The Early Childhood Professional: removed the prerequisite of ECED 111: Practicum III. Students would benefit from the course, The ECE Professional, either before, alongside, or post the ECED 111 practicum.

3. ECED 101, HDEC 103, & ECED 207 were brought up to currency with minor changes to the Calendar description, Course Content, and Learning Outcomes.

4. EDAS 152 & EDAS 153: Due to the current EA Program Review and a strong possibility of curriculum redevelopment resulting from this review, only the non-course prerequisite of a Ministry of Justice Schedule B CRC (works with children) will be added. Updated Instructor info (responsible for maintaining the Master for each course).

L. Lovegreen asked about the Effective Date of Sept 2018. Much discussion regarding online registration students possibly being blocked. S. Strasdin added that there were no 'added restrictions' for registering students in the proposed changes. Decision by Education Council to leave with Effective Date of Sept 2018.

18.06.03 M/S –BEDELL/ROE

Motion: *THAT the Education Council approves the revised Course Outlines ECED 101, ECTA 121, HDEC 103, ECEC 202, ECED 150, ECED 207, ECED 215, EDAS 152, and EDAS 153 effective September 2018 as presented.*

CARRIED

G. Lainsbury joined the meeting.

6. UNAS General Arts and Sciences Certificate

G. Lainsbury explained that compared to current UNAS programs the new Certificate has more relaxed entrance requirements and was created with the rational of making it as open as possible for students.

L. Lovegreen asked about the Omnibus wording from Agenda Item #7 not being present in this guide. G. Lainsbury answered that it was purposely not used as the entrance requirements were significantly different. He added that the department will continue to work on the Admission Requirement document to include most academic Program Guides.

The effective date of September 2018 was discussed and confirmed by the council.

18.06.04 M/S –YU/LOVEGREEN

Motion: *THAT the Education Council approves the new Program Information and Completion Guide for the General Arts and Sciences Certificate, effective September 2018 as presented.*

CARRIED

7. English Language Admission Requirement OMNIBUS

G. Lainsbury explained that the change will allow entry mechanism for students for whom the IELTS is not viable, and to allow for diversion of students with low skill levels into our new English as Second Language for Academic Purposes program, and for differentiation of international students from countries that practice Standard Written English from those that practice a non-standard version.

T. Donnelly asked about the impact of IELTS requirement and International student's VISA / permanent residency (PR). G. Lainsbury answered that it would have to be looked into. He added that D. Merry was on the committee.

C. Yu added that some PR or International students might not have IELTS (due to age, etc). This process will allow other options for those students.

L. Lovegreen asked about placement of the 'English Language Requirement document' itself. G. Lainsbury explained that it would be electronically linked to the webpages and be attached physically to the back of the Program Guides.

M. Bedell asked about Certificate in Arts Guide being relevant if it was suspended. After discussion it was decided that 'Applications'/'Admission' were suspended and not the program.

F. Rashid commented that this information could be forwarded to the Trades department.

The effective date of September 2018 was discussed and confirmed by the council.

18.06.05 M/S –YU/DAWE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guides for Associate of Arts Degree – AHCOTE, Social Service Worker Diploma, Certificate in Arts, Certificate in Business Management, Certificate in Humanities, Pre-Education Certificate, Certificate in Pre-Medicine, and Certificate in Social Sciences as presented.*

CARRIED

8. Criminology 210

J. Campbell explained that CRIM 210 will provide Criminology students an option for one of their required courses, and will allow other UNAS students another option for a second year elective. She further explained that change to the completion guide will also provide Criminology students an option for their required POLI course. She added that she consulted and received support from the accreditation group and that the changes would have no effect on the block transfer with Royal Roads. The Admission Requirements have been updated with the English Language Proficiency document.

The effective date of September 2018 was discussed and confirmed by the council.

18.06.06 M/S –YU/BEDELL

Motion: *THAT the Education Council approves the revised Program Guides for Certificate in Criminology and Diploma in Criminology, and the new Course Outline CRIM 210 as presented.*

CARRIED

G. Lainsbury left the meeting

J. Campbell left the meeting

9. Business Management Diploma (Course Outlines ITEC 150 & MACS 115)

L. Verbisky reported that the Business Management Diploma submission consisted of two parts:

A) Two new course outlines relating to the field information technology, ITEC 150: Small Computer Systems: Organization and Architecture and MACS 115: Introductory Discrete Mathematics I.

B) The addition of information technology related courses (ITEC 150, ITEC 240, ITEC 250, ITEC 320, MACS 115) as electives to the Business Management Diploma.

She explained that ITEC 240, ITEC 250 and ITEC 320 are already offered at NLC. Students will be provided with greater elective options and will be able to pull together a grouping of IT skills that will allow for employment working with network systems, combined with business management skills.

The Admission Requirements have been updated with the English Language Proficiency document.

L. Lovegreen asked about the course code ‘MACS’ and questioned if it had it been approved. W. Stokes had made a note on this topic asking if ‘MACS’ was an appropriate code. Decision by Education Council to have W. Stokes update the code if required.

L. Lovegreen asked about the prerequisite wording of 'Math 12'. Education Council decision for it to be changed to what W. Stokes feels appropriate wording for 'Math 12'.

The effective date of September 2018 was discussed and confirmed by the council.

18.06.07 M/S –YU/SINGH

Motion: THAT the Education Council approves the new Course Outlines ITEC 150 and MACS 115 and the addition of ITEC 150, ITEC 240, ITEC 250, ITEC 320, MACS 115 as electives to the Business Management Diploma Program Guide as amended.

CARRIED

10. Associate of Science

L. Verbisky explained that the Associate of Science Degree will be a 'provincial credential' that guarantees 60 credits of transfer to post-secondary institutions across BC. She added that NLC will be rolling-out the Land and Water Resources Diploma and the Engineering Certificates and that there will be sufficient numbers of 100- and 200-level science courses to fulfill the requirements of the Associate of Science Degree. This program identifies another pathway for students to remain at NLC to complete two years of programming, with guaranteed transfer.

M. Bedell asked about the new wording from the English Language Proficiency requirements not being in the document. L. Verbisky explained that the wording for the Admission Requirements are different for this program.

L. Lovegreen asked about not having definitions under the 'sciences'. L. Verbisky explained that they are laid out in the BC Transfer Guide and are subject to what the larger/research universities have as transfer. She added that there is an expectation that the students to sit with an advising Chair regarding suitable courses.

L. Lovegreen asked about the Required Courses wording for 'E.' on page 4. Education Council decision to add the wording 'at the undergraduate level' for 'E.'.

L. Lovegreen confirmed that any 'Concentration' wording would not be appearing on the student's transcript or certificate.

The effective date of September 2018 was discussed and confirmed by the council.

18.06.08 M/S –YU/SINGH

Motion: THAT the Education Council approves the new Program Information and Completion Guide for the Associate of Science Degree, effective September 2018 as amended.

CARRIED

11. Archaeology

L. Verbisky listed the changes/updates to the documents:

A) To consider broadening the science entrance requirement for the Archaeology Diploma by including as a pathway Geology 11, Geography 11, and the BEAHR program or equivalency.

B) To broaden the pre-requisite statement for LAND 245 to include Biol 101 or Biol 102 as biology courses that meet the pre-requisite for this course.

C) To consider adding LAND 290: Work Practicum to the list of acceptable electives for the Archaeology diploma.

D) Changes to course codes approved by Education Council, but not reflected on the current Arch

completion guide. (BIOL 125 for LAND 125 and SOIL 117 for LAND 117)

L. Lovegreen asked about the wording for 'Required Minimum Grade' (Page 3). Education Council decision to change the wording to: "A minimum program cumulative grade point average of 2.00 ('C') must be obtained from all courses applied to the Diploma and a D (50%) minimum in all courses." Education Council decision to move the wording "minimum 'C' grade (60%) or equivalent required for transfer credit to be considered." to 'Residency Requirement'.

The Admission Requirements have been updated with the English Language Proficiency document.

The effective date of September 2018 was discussed and confirmed by the council.

18.06.09 M/S –ROE/BEDELL

Motion: *THAT the Education Council approves the revised Program Guide for Archaeology Diploma and the revised Course Outlines LAND 245 and LAND 290 as amended.*

CARRIED

L. Verbisky left the meeting

12. Course Outline CARA 190

L. Lovegreen and A. Holloway explained that the submission was simply the correction of an error in the Grading System (Percentage from to Pass/Fail) and Activities & Weighing (Practical Assessment to Participation).

18.06.10 M/S –RASHID/YU

Motion: *THAT the Education Council approves the revised Course Outline CARA 190 as presented.*

CARRIED

13. NLC Education Council Bylaws

A. Holloway explained that the ADHOC Governance Subcommittee (created Feb 22nd 2017) had completed the task given to them by Education Council and are presenting it for the final review with their recommended changes. She added that the document had been reviewed by stakeholders, including Education Council members, on multiple occasions.

18.06.11 M/S –YU/DAWE

Motion: *THAT the Education Council approves the revised Northern Lights College Education Council Bylaws and the associated NLC Education Council Election Rules Procedure.*

CARRIED

S. Roe left the meeting.

Subcommittee Standing Reports

14. Education Policy Subcommittee

L. Sprinkle explained that the Academic Integrity (Honesty) Policy work is ongoing and the Evaluating Students Policy would be discussed during Agenda #20.

15. Curriculum Subcommittee

F. Rashid explained that new members have joined the Subcommittee and that many documents are reviewed by members each month

16. Admissions and Standards Subcommittee

M. Bedell explained that the committee looked at having a time limit on student's transcripts and admission. Research was done by the committee members and the group discovered that no other Institutions in BC currently do this. The committee decided to not bring forward the recommendation to Education Council and instead discussed the process of giving students advice on brushing up on courses.

Information/Discussion

17. EA Program Review

S. Strasdin presented the Education Assistant Program Review 2018 progress update document. She added that there was one correction to the document under 'Projected Timeline' is that the launch is September 2020 (not 2019).

18. Course Outline CE UAVT1

T. Donnelly presented the course. Transport Canada has made significant changes and has decreed that an individual cannot fly a drone without a drone pilot's license. She explained that this curriculum would be to prepare students to take the 'drone pilot's license' Transport Canada exam.

19. Course Outline WFTR 133, WFTR 580, WFTR 581 & CE 62N08

T. Donnelly presented the new and revised Course Outlines. She explained that WFTR 133 needed to be aligned for grading and added that once students have finished the course they work with an outside accreditation industry to get the credential.

20. Evaluating Students Policy

L. Sprinkle thanked W. Stokes and S. Roe for all of their work preparing the Draft Policy. She explained that there was a significant response to the policy from stakeholders. The document has been revised (using the received feedback) and the Draft Policy went back out to the stakeholders.

Adjournment – 304 p.m.

Next Meeting – September 26, 2018

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