



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**
Meeting of March 28, 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)
Holly Keutzer (Faculty – CCP)
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)
Alan Carlos Yu (Student)
Sharon Miller (Board Vice-Chair)
Audra Holloway (Recording)

Absent:	Loren Lovegreen Lisa Billy	Bryn Kulmatycki Istvan Geczy	Tanya Jones Andy Amboe	Josie Jiang
Guest(s):	Michelle Donovan	Darryn Wellstead	Anndra Graff	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

Agenda Item #10 moved to #3.
Agenda was adopted as amended.

2. Adoption of Minutes, February 28, 2018.

18.03.01 M/S - SINGH/YU

THAT the minutes of February 28, 2018 be adopted as circulated.

CARRIED

3. 2018-19 NLC Budget Presentation - A. Graff presented the 2018 - 2019 budget to Education Council. The budget had been approved by the board on March 21, 2018. Members to contact A. Graff if they require a copy of the presentation.

A.Graff left the meeting.

4. Action List

Education Council Process Flowchart – W. Stokes reported no updates at this time.

New Course Outline Form Template and Procedure/Process – F. Rashid reported that the project is in progress. The next meeting will be April 12th.

Governance Subcommittee - F. Rashid reported that it continues to progress.

Decision Item(s)

5. Revised Esthetics and Nail Care Technology Program Guide and Course Outlines ESTH 100 and ESTH 200.

M. Donovan explained the rationale of the updates:

- Shorten to comply with contact vs prep hours.
- Improve student success with removal of overlap – program consists of 2 courses instead of 9.
- Model the grading off of current ITA standards.
- Change start time to September.

S. Miller and M. Bedell asked about the 'esthetics kit' listed under supplies in the Program Guide. Decision to include wording that it would be included in the Instructional related fees.

W. Stokes asked that the ESTH 200 course be updated to ESTH 101 as it is not a second year course.

18.03.02 M/S –YU/ROE

THAT the Education Council approves the revised Program Information and Completion Guide for Esthetics and Nail Care Technology and the new Course Outlines ESTH 100 and ESTH 101 as amended.

CARRIED

R. Cork and M. Donovan left the meeting

6. Revised Course Outline EDUC 240

D. Wellstead explained the rationale of the updates:

- Adapt EDUC 240 to include online environment
- Widen the scope of the course outline.
 - the current outline is limiting and out of date - many topics have significantly evolved.
 - more open set of topics and learning objectives will allow future instructors more flexibility
- Bring EDUC 240 into closer alignment with SFU's Education 240.

S. Roe asked about the total weeks for the course. Decision to have this read 15 weeks. He also mentioned the Calendar Description has a semi-colon in the second sentence. Decision to change this to a comma.

W. Stokes commented that currently the prerequisites are none. D. Wellstead replied that there is currently discussion regarding this.

18.03.03 M/S - YU/ROE

THAT the Education Council approves the revised Course Outline EDUC 240 Social Issues in Education as amended.

CARRIED

7. Admissions and Standards Subcommittee Terms of Reference (TOR)

M. Bedell explained that there was a need to revise the TOR regarding membership for the subcommittee. Faculty positions were increased from 'two to three' to 'two to four' and staff position(s) ('one to two') added.

F. Rashid noted that on page 2 it listed an elected chair position. He asked if, due to the size of the subcommittee, Education Council would consider a vice chair as well. Decision to add vice chair to document.

18.03.04 M/S –SINGH/KEUTZER

THAT the Education Council approves the revised Terms of Reference for the Admissions and Standards Subcommittee as amended.

CARRIED

Subcommittee Standing Reports

8. Education Policy Subcommittee

L. Sprinkle reported that work continues.

9. Curriculum Subcommittee work continues.

F. Rashid asked if we could ask for new members and possibly increase the membership numbers. W. Stokes suggested a revised TOR that could come back to the next Education Council meeting.

10. Admissions and Standards Subcommittee

See Agenda Item #7

Information/Discussion

11. New and Revised WFTR/CE Course Outlines

T. Donnelly explained that the CE courses are intended for life-long learning information. She further explained that WFTR are courses with learning outcomes and typically with grading attached.

A. Starr asked about similarity of course types with ABT courses – would there be competition between the departments. S. Roe answered that there would be upcoming discussion within the ABT program regarding the difference of the types of students in the different courses and that they will look at the possibility of students getting some credit with the ABT program.

12. FRPC Program Guide, FRPC 200 and FRPC 201 Minor Updates

S. Roe explained the minor updates:

- Program Description – word change from training to education.
- Typo in FRPC 200 Learning Outcome – removed an ‘s’ (Family Resources)
- Typo in FRPC 201 Course Content – removed the word ‘quiz’ (Active Listening Quiz)
- Under ‘Admissions Prerequisites’ – 7b was fixed to read 6b.

13. AME Roto Type Training Program Guide Minor Update

A. Holloway explained that the Program Guide and corresponding Webpage have been updated with Leo Manning’s name for AME Roto.

Adjournment – 2 p.m.

Next Meeting – April 25, 2018

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