



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of May 23, 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  
Andy Amboe (Faculty – Vocational)  
Addie Dawe (Faculty – CCP)  
Tanya Jones (Support Staff)  
Shruti Mankad (Student)  
Holly Keutzer (Faculty – CCP)  
Loren Lovegreen (Administration)  
Hargun Jot Singh (Student)  
Lana Sprinkle (Faculty – Vocational)  
Alison Starr (Faculty – Vocational)  
Warren Stokes (Administration)  
Audra Holloway (Recording)

Absent:	Tracy Donnelly Kaleigh Needham Cindy Page	Sharon Miller Lisa Billy Alan Carlos Yu	Bryn Kulmatycki Istvan Geczy	Josie Jiang Steve Roe
Guest(s):	Rod Cork	John Turner	Sharon Strasdin	

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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**

Agenda was adopted as circulated.

**2. Adoption of Minutes, April 25, 2018**

T. Jones noted that Megan's and Faisal's names were reversed under Vice-Chair Election.

18.05.01 M/S –BEDELL/KEUTZER

*THAT the minutes of April 25, 2018 be adopted as amended.*

**CARRIED**

### 3. Action List

Education Council Process Flowchart – W. Stokes explained that the process for curriculum development will be a discussion item at next Deans meeting.

New Course Outline Form and Process/Procedure – Item in progress.

Governance Subcommittee – See Agenda item #16

### Decision Item(s)

#### 4. CCP Prerequisite OMNIBUS

J. Turner explained that current prerequisite statements had many inconsistencies in both terminology and formatting. As a result, those charged with ensuring that the stated prerequisites had been met were challenged by the lack of clarity in the current statements.

The revised prerequisite statements improve clarity, efficiency, and procedure in several ways:

- References to “MATH” at the Grade 9—12 levels include all variations of MATH courses taught at those levels.
- References to “ENGL” at the Grade 9—12 levels include all variations of ENGL courses taught at those levels but not “COMM” courses.
- References to MATH and ENGL courses at the Grade 9—12 levels specify completion with “a “C” or higher.
- Former references to “permission of the instructor” have been removed although CCP instructors welcome discussions of prerequisites with Admissions Officers and students.
- References to the CCP Math and English Assessments specify placement levels (e.g., Fundamental, Intermediate, Advanced, or Provincial).
- Terminology and formatting has been aligned throughout.

W. Stokes and A. Star both commended the work done and thanked J. Turner and the CCP department.

18.05.02 M/S –KEUTZER/STARR

*THAT the Education Council approves the adoption of the revised set of CCP prerequisite statements for immediate implementation, effective Fall 2018. The revised Course Outlines are ACCT 040, BIOL 040, BIOL 050, CHEM 040, CHEM 050, CPST 030, CPST 039, CPST 040, CPST 050, CPST 059, CRWR 050, EDCP 030, EDCP 040, EDCP 050, ENGL 012, ENGL 013, ENGL 024, ENGL 025, ENGL 026, ENGL 030, ENGL 039, ENGL 040, ENGL 050, ENGL 051, ENGL 052, ENGL 059, FNST 050, FNST 051, GEOG 050, HIST 050, INTT 030, LAWC 050, MATH 011, MATH 012, MATH 013, MATH 024, MATH 025, MATH 026, MATH 030, MATH 031, MATH 035, MATH 039, MATH 040, MATH 041, MATH 042, MATH 043, MATH 044, MATH 050, MATH 059, PFIN 050, PHYS 040, PHYS 050, PSYC 050, SCIE 030, SCIE 039, SCIE 059, SOST 030, SOST 039, SOST 040 as presented.*

CARRIED

J. Turner left the meeting

## 5. Early Childhood Education and Care and Education Assistant

S. Strasdin explained that the changes to the documents included:

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 203A changes are: Calendar description, Course Content, Learning Outcomes, added and deleted some Prerequisites, and Changed Textbooks.

18.05.03 M/S –JONES/BEDELL

*Motion: THAT the Education Council approves the revised Course Outlines HDEC 104, ECEC 200, ECEC 203, ECED 203A, ECED 208 and ECED 210 effective September 201 as presented.*

CARRIED

S. Strasdin left the meeting

## 6. Carpentry Foundation

R. Cork explained that updates were made to the Course Outlines to reflect harmonization based on curriculum alignment.

W. Stokes asked about the Effective Date. He asked if September 2018 should be used. R. Cork agreed. Education Council decision to change all documents to 'Effective September 2018'.

18.05.04 M/S –AMBOE/STARR

*Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Enhanced Carpenter Foundation and the revised Course Outlines CARP 150 and CARP 250 as amended.*

CARRIED

## 7. Carpentry Apprenticeship

R. Cork explained that updates were made to the Course Outlines to reflect harmonization based on curriculum alignment. He added that CARA 190 was for the required 'Gap Training' as indicated by the ITA.

W. Stokes asked about the Effective Date. He asked if September 2018 should be used. R. Cork agreed. Education Council decision to change all documents to 'Effective September 2018'.

18.05.05 M/S – AMBOE/KEUTZER

*Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Carpenter Apprenticeship and the new Course Outlines CARA 150, CARA 250, and CARA 190 as amended.*

## 8. Millwright Foundation

R. Cork explained that updates were made to the Course Outlines to reflect harmonization based on curriculum alignment.

W. Stokes asked about the Effective Date. He asked if September 2018 should be used. R. Cork agreed. Education Council decision to change all documents to 'Effective September 2018'.

18.05.06 M/S – AMBOE/STARR

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Millwright Enhanced Foundations and the new Course Outlines MILL 100, MILL 150, MILL 160 and MILL 250 as amended.*

CARRIED

## 9. Millwright Apprenticeship

R. Cork explained that updates were made to the Course Outlines to reflect harmonization based on curriculum alignment. He added that MILA 190 was for the required 'Gap Training' as indicated by the ITA.

W. Stokes asked about the Effective Date. He asked if September 2018 should be used. R. Cork agreed. Education Council decision to change all documents to 'Effective September 2018'.

18.05.07 M/S – AMBOE/BEDELL

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Millwright Apprenticeship and the new Course Outlines MILA 150, MILA 190 and MILA 250 as amended.*

CARRIED

## 10. Course Outline BEST 051

A. Dawe explained the revisions to BEST 051 were required to ensure placement on the Articulation Grid. The revisions are:

- Calendar description - wording
- Total Hours - from 160 to 120
- Breakdown Hours - clarification of lecture and practicum hours
- Prerequisite - Added ENGL 030
- Course content - wording
- Learning outcomes - wording
- Typical activities & weighting - changes
- Instructor info

M. Bedell asked about Prerequisite Statement of 'ENGL 030'. Education Council decision to update the Prerequisite Statement to *"C" or higher in ENGL030 or ENGL 10 or equivalent or Advanced Level Placement on the CCP English Assessment.* using the wording from the CCP omnibus.

18.05.08 M/S –BEDELL/STARR

Motion: *THAT the Education Council approves the revised Course Outline BEST 051, with an effective date of September 2018 as amended.*

CARRIED

R. Cork left the meeting

### 11. Discontinuation of Courses

A. Holloway explained that she had been working on a project from the Registrar's Office to realign 'Active' courses in Colleague and the NLC Website. With the permission of both S. Roe and L. Verbisky the list of courses in the motion will be 'Deactivated' / 'Discontinued' in Colleague and/or removed from the NLC Website.

18.05.09 M/S –KEUTZER/JONES

Motion: *THAT the Education Council approves the discontinuation of:*

- CLEN 057, CLEN 058, CLEN 100, CLEN 101, CLEN 102, CLEN 103, CLEN 104, CLEN 105, CLEN 106, CLEN 107, CLEN 108 and CLEN 109
- FRA 101
- LAND 125
- MATH 100
- MGMT 141, MGMT 142 and MGMT 143
- PHYS 101 and PHYS 102
- PNUR 117, PNUR 127, PNUR 130, PNUR 131, PNUR 133, PNUR 136, PNUR 137 and PNUR 140
- SOCI 207
- WMST 100

*Effective May 2018 as presented.*

CARRIED

### 12. Draft E-1.07 Evaluating Students Policy

W. Stokes explained that the revisions were developed by S. Roe and himself and had already been submitted to the College Policy Committee.

L. Sprinkle added that an email had gone out for feedback on the policy by June 15<sup>th</sup>. She explained that the intent was to gather as much feedback as possible for the meeting for the Policy Subcommittee on June 18<sup>th</sup>.

W. Stokes added that the E-1.07 policy will return to Education Council with a motion for approval at the June meeting.

18.05.10 M/S –STOKES/AMBOE

Motion: *THAT the Education Council refers the Policy E-1.07 to the Educational Policy Subcommittee for review.*

### Subcommittee Standing Reports

#### 13. Education Policy Subcommittee

L. Sprinkle explained that Evaluating Students policy and Academic Integrity policy will be worked on at the next meeting on June 18<sup>th</sup>.

#### 14. Curriculum Subcommittee

A. Holloway explained that four new members were welcomed into the subcommittee and that the next meeting would be June 4<sup>th</sup>.

**15. Admissions and Standards Subcommittee**

M. Bedell reported that the next meeting for the subcommittee will be on March 28<sup>th</sup>.

H. Singh left the meeting

**Information/Discussion**

**16. Education Council Bylaws DRAFT**

A. Holloway explained that the Governance Subcommittee had finished preparing the Draft Education Council Bylaws. She further explained that the Subcommittee moved the Election Rules from the Appendix to a separate document. The Subcommittee asked for the Education Council members to review the documents and requested that the documents to come to the next Education Council meeting (June) with a motion to approve.

**Notes:**

F. Rashid asked that each of the Education Council Subcommittees look into the possibility of having a vice-chair. A. Holloway will add to the agendas of the Subcommittees.

Adjournment – 2 p.m.

Next Meeting – June 27, 2018

\*Reminder that there are no meetings in July or August.

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