



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of Oct 24, 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)  
Arindam Bari (Student)  
Balwinder Dhillon (Student)  
Tanya Jones (Support Staff)  
Holly Keutzer (Faculty – CCP)  
Kaleigh Kuenzl (Support Staff)  
Cindy Page (Faculty – Academic)  
Steve Roe (Administration)  
Hargun Singh (Student)  
Warren Stokes (Administration)  
Carlos Yu (Student)  
Audra Holloway (Recording)

Absent:	Loren Lovegreen Bryn Kulmatycki Addie Dawe	Tracy Donnelly Josie Jiang Istvan Geczy	Lana Sprinkle Alison Starr
Guest(s):	Lisa Verbisky	Jody Readman	Patricia McClelland

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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**

W. Stokes removed Agenda #8.  
Agenda was adopted as amended.

**2. Adoption of Minutes, November 23, 2017**

18.10.01 M/S –BEDELL/YU

Motion: *THAT the minutes of September 26, 2018 be adopted as circulated.*

**CARRIED**

**3. Action List**

Education Council Process Flowchart – Nothing to report

New Course Outline Form – Project to be presented to Policy Subcommittee.

## Decision Item(s)

### 4. Course Outlines ITEC 240 & ITEC 250

L. Verbisky explained that ITEC courses had at one time belonged solely to PDD-IT. Students in that program do not require prerequisites as they hold a degree in IT or CPSC. ITEC courses are now part of a specialization stream in the MGMT diploma and a new IT diploma, both of which accept students with no prior post-secondary education in IT. She added that the change in prerequisite statements were added to address the needs of the new cohorts.

W. Stokes as about the effective date. L. Verbisky explained the reasoning behind May 2019.

W. Stokes pointed out a spelling mistake in the ITEC 240 Prerequisite Statement. Spelling mistake corrected.

18.10.02 M/S –YU/ROE

*THAT the Education Council approves the revised Course Outlines ITEC 240 and ITEC 250 as amended.*

CARRIED

### 5. Course Outline ITEC 320

L. Verbisky listed the changes made to the Course Outline due to advancement in virtual software technology:

1. Prerequisite changed to correspond to knowledge of computer technology required to pursue ITEC320
2. Minor change in learning outcome related to new technologies
3. Course content changed because of new virtual software technology
4. Textbook changed to latest edition.

B. Dhillon asked about the transferability of the course. L. Verbisky answered that Education Council's approval of the course outline will trigger re-articulation of the course.

18.10.03 M/S –AMBOE/ROE

*THAT the Education Council approves the revised Course Outline ITEC320 Virtual Software Systems as presented.*

CARRIED

### 6. Land and Water Resources Diploma (Course Outlines ENGL 230 & FRST 225)

L. Verbisky explained that the submission is:

- 1) To consider adoption of the course outlines, ENGL 230: Technical Writing and FRST 225: Forest Ecology. The course topics, ENGL 230 and FRST 225, were approved in theory with the original submission of the program completion guide for Land and Water Resources Diploma. The course outlines were developed after approval of the program and submission for approval is the next step.
- 2) To consider a related change to the program completion guide for Land and Water Resources Diploma to reflect a code change for ENGL 230 from ENGL 210. It was discovered recently that an old course that had the same course code. Changing the course code to ENGL 230 for the new technical writing course will remove confusion.
- 3) To update the 'English Requirements' to match the 'omnibus' presented to Education Council at the June 2018 meeting.

M. Bedell asked about the Course Outline FRST 225 precluded course LAND 226.  
L. Verbisky explained that it had been offered in the past as part of a different program.  
W. Stokes requested that they have separate motions. Motions added.

18.10.04 M/S –JONES/BEDELL

*THAT the Education Council approves the New Course Outlines ENGL 230 and FRST 225 as amended.*

CARRIED

18.10.05 M/S –YU/BEDELL

*THAT the Education Council approves the revised Program Information and Completion Guide for the Land and Water Resources Diploma updating ENGL 210 to ENGL 230 retroactive to September 2017 as presented.*

CARRIED

18.10.06 M/S –KEUNZL/STOKES

*THAT the Education Council approves the revised Program Information and Completion Guide for the Land and Water Resources Diploma with updated English Language Proficiency Admission Requirements effective September 2019 as amended.*

CARRIED

L. Verbisky left the meeting

**7. Course Outlines ESTR 037 & ESTR 047**

S. Roe explained that after piloting Essentials Skills for Trades (ESTR) courses throughout the 2017—2018 academic year, NLC's Career and College Preparation Department, in consultation with NLC's Trades Department, developed two new ESTR courses to be offered in continuous-intake CCP study blocks as tuition-waived Developmental courses available to the general public.

a) ESTR 037: Intermediate-Level Essential Skills for Trades designed for prospective Trades students seeking admission into an NLC Foundational Trades program that requires Grade 10 ability.

b) ESTR 047: Advanced-Level Essential Skills for Trades designed for prospective students seeking admission into an NLC Foundational Trades program that requires Grade 11 or 12 ability.

W. Stokes asked about the current ESTR courses. S. Roe answered that the new ESTR courses would augment NLC's CCP curriculum. NLC's existing ESTR courses are to remain active for the time being and may be offered as part of another sponsored intake.

W. Stokes asked about the prerequisites for both ESTR 037 and ESTR 047. Decision to list all possible NLC courses in the prerequisites.

M. Bedell asked about the possibility of these courses as prerequisites/admission requirement for Trades courses/programs. M. Bedell and/or W. Stokes to email the Trades department regarding the possibility of these being listed in Program Guides (or if they would fall under the 'or equivalent' heading).

18.10.07 M/S –STOKES/DHILLON

*THAT the Education Council approves the New Course Outlines for ESTR 037 and ESTR 047, for implementation in February 2019 as amended.*

CARRIED

**8. Removed from Agenda**

**Subcommittee Standing Reports**

**9. Education Policy Subcommittee**

L. Sprinkle (by email): the work on the evaluating students policy is ongoing with a discussion forthcoming on how to move this policy forward in a more engaging manner with all faculty and staff; which we can discuss on the 29<sup>th</sup> our policy group. Otherwise we have not had a chance to meet prior to this meeting as a group but will be shortly.

**10. Curriculum Subcommittee**

A. Holloway reported that the group met to review meeting documents.

**11. Admissions and Standards Subcommittee**

M. Bedell reported the group had been discussing/looking into 'Student Readiness' and what this could/should mean to prerequisites for courses/programs.

**Information/Discussion**

**12. WFTR Courses**

J. Readman presented the WFTR/CE courses:

- CE BE01 Entrepreneurship: Small Business Startup Strategies
- CE CA01 Get Cooking with Class: Introduction to Cooking Tips and Techniques from our Chef
- CE HM01 Plumbing Maintenance For The Home.
- CE HW01 Essential Oil Essentials
- CE LA01 Global Learning Lab- Conversational German
- CE MH01 Making Homemade Infusions to Add to Spirits and Liqueurs
- WFTR RE01 Bear Awareness
- WFTR TI01 Transportation of Dangerous Goods
- WFTR TI02 Petroleum Safety Training
- WFTR TI03 Ground Disturbance
- WFTR TI04 Hours of Service
- WFTR TI05 Application of Electrical Codes & Standards
- WFTR CS01B Phone Etiquette and Management Workshop

**13. Previous Education Council Chair Patricia McClelland**

P. McClelland explained that of the 17 years she has worked with the NLC ECE/EA programs, 16 of those have been with the Education Council or subcommittees. She commented on the breadth of voices around the table and subcommittees and how it adds to the richness of the Education Council process. She listed a few things over the years that she felt have helped move Education Council forward:

Technology – Education Council embracing the use (D2L, GoogleDrive)  
Video/Teleconference – Ensuring that all employees can be a part of Education Council (even an off-campus Chair)  
Subcommittees – staff from all over NLC are able to engage with the Education Council process without having to be on the Council

**14. PDD in Business Management**

Minor update of having BOTH Fort St. John and Dawson Creek campuses listed under 'Location' in Jan 2017 PDD Business Management Program Information Guide.

Adjournment – 235 p.m.

Next Meeting – November 28, 2018

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