



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**
Meeting of Sept 26, 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)
Cindy Page (Faculty – Academic)
Hargun Jot Singh (Student)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Alan Carlos Yu (Student)
Bryn Kulmatycki (NLC President)
Sharon Miller (Board Vice-Chair)
Audra Holloway (Recording)

Absent: Andy Amboe Istvan Geczy Josie Jiang
 Tanya Jones Loren Lovegreen Kaleigh Needham
 Steve Roe Lana Sprinkle

Guest(s): Lisa Verbisky Greg Lainsbury

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, June 27, 2018

18.09.01 M/S –BEDELL/DAWE

Motion: *THAT the minutes of June 27, 2018 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – Awaiting New Course Outline Form project completion.

New Course Outline Form (Project) – Nothing new to report.

Decision Item(s)

4. Revised Course Outline HDEC 103

C. Page explained that the submission was to correct 2 small errors from the extensive changes presented at the June 27 2018 Education Council meeting.

- a) Added to the Program Title: Education Assistant Program
- b) Prerequisite Change: remove EDAS 141A as a prerequisite and remove the reference to the ECEC and to EA programs as having different prerequisites, retroactive to September 2018.

18.09.02 M/S –DAWE/KEUTZER

THAT the Education Council approves the revised Course Outline for HDEC 103 retroactive September 1st, 2018 as presented.

CARRIED

5. 1st year English Prerequisite Omnibus

G. Lainsbury explained that the submission was an omnibus motion rationalizing prerequisite statements for 100-level English courses bringing them into alignment with the English Language Proficiency requirements passed by Education Council at the June 27 2018 meeting:

FROM: Domestic students: "B" in English 12 or equivalent; or university-level placement on the Writing Assessment.

International students: "B" in English 12 or equivalent; or 6.5 IELTS writing band.

TO: English 12 with a B, or equivalent:

- English Literature 12 with a B
- English 12 First Peoples with a B
- ENGL-050 with a B
- ENGL-099 with a B
- EASL-060 with a grade of Mastery
- University-level placement on the NLC Writing Assessment
- Any university-level English course with a "C" grade or higher
- IELTS Writing Band with 6.5 or higher (or equivalent)

18.09.04 M/S –STOKES/YU

THAT the Education Council approves the revised prerequisite statements for ENGL 100, ENGL 105, ENGL 110, ENGL 111, and ENGL 112 effective September 2018 as presented.

CARRIED

6. MGMT Prerequisite Omnibus

G. Lainsbury explained that the submission was an omnibus motion that would fix prerequisite statements for various management courses. He added that there was a change from 'or permission of instructor' to 'or permission of Chair' in the prerequisites.

W. Stokes asked about MGMT 225. Discussion and decision by Education Council to remove MGMT 225 from omnibus and for it to go back to the department for re-submission at the October 24 2018 meeting.

18.09.05 M/S –YU/ KEUTZER

THAT the Education Council approves the revised Course Outlines COMM 301, MGMT 217, MGMT 260, MGMT 261, MGMT 425 and MGMT 450 effective September 2018 as presented.

CARRIED

L. Verbisky joined the meeting

7. Revised Program Guide PDD-HADM

L. Verbisky explained that the submission was to consider removing ECON 105 and replacing it with MGMT 120. She added that discussion with graduates of this program indicated that the majority of their work involves office administration. As such, accounting skills would serve the graduates better in terms of obtaining employment and/or being able to complete a greater breadth of tasks for their employers.

W. Stokes asked about Effective Date. After much discussion Education Council decision to add “ECON 105 OR” next to MGMT 120 (Semester 1) on page 3 and to leave the Effective Date as January 2019.

18.09.03 M/S –SINGH/DAWE

THAT the Education Council approves the revised Program Guide for Post-Degree Diploma in Business Management - Health Administration Specialization as amended.

CARRIED

8. Revised Course Outlines ITEC 240 and ITEC 250

L. Verbisky explained the submission was to update the curriculum to the current software (Windows 2016) for the field of study.

W. Stokes asked about the prerequisite statements. Prerequisite statements updated:

**ITEC 240: Students in the Business Management Post-Degree Diploma - Information Technology Specialization program: None.
All others: ICT-114 or permission of the Instructor**

**ITEC 250: Students in the Business Management Post-Degree Diploma - Information Technology Specialization program: None.
All others: ICT-114 or permission of the Instructor**

18.09.05 M/S – PAGE/YU

THAT the Education Council approves the revised Course Outlines ITEC 240 and ITEC 250, effective September 2018 as amended.

CARRIED

L. Verbisky left the meeting

Subcommittee Standing Reports

9. Education Policy Subcommittee

A. Holloway explained that the Evaluating Student policy is almost complete.

C. Page raised an academic question regarding the grading scale in the Evaluating Student Policy. W. Stokes added that he felt there was a need to have sufficient discourse to move forward with this. He asked the group if the members could recommend ideas on how to engage the institution. C. Page explained that there was a bit of chaos regarding the grading scale/rationale. T. Donnelly welcomed the topic and conversation regarding the deepness of the decision. She agreed with C. Page and W. Stokes regarding the fact that NLC may not know 'how' to discuss this issue.

10. Curriculum Subcommittee

A. Holloway Reported document review and completion of work on the 'New Course Outline Project'.

11. Admissions and Standards Subcommittee

M. Bedell reported that the group next meets on October 22nd 2018.

Information/Discussion

12. WFTR Courses

T. Donnelly explained that the 47 Course Outlines presented fall into three categories:

- 1) Customer Service (8)
- 2) Microsoft Word (16)
- 3) Microsoft Excel (23)

She reported that the old courses were too long and pricey for some students and out of a brainstorming meeting came the presented 'flash courses'. She added that they allow flexibility for the students and allows evening courses instead of full days.

13. ICT Course Deactivation

ICT-102, ICT-106, ICT-108, ICT-110, ICT-112, ICT-114, ICT-118, ICT-120, ICT-122, ICT-200, ICT-202, ICT-214, ICT-216, ICT-230, ICT-232, ICT-234, ICT-236, ICT-260 deactivated in Colleague.

Notes:

Education Council Members thanked the outgoing student members for all of their input through the year.

Adjournment – 230 p.m.

Next Meeting – October 24, 2018

These notes are not officially approved until initialed by the Chairperson. They

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could be subject to amendment.