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Participants:

Faisal Rashid (Faculty – Academic)\*Chair  
Megan Bedell (Faculty – Non-Instructional)\*Vice-Chair  
Arindam Bari (Student)  
Addie Dawe (Faculty – CCP)  
Balwinder Dhillon (Student)  
Tanya Jones (Support Staff)  
Loren Lovegreen (Administration)  
Kaleigh Kuenzl (Support Staff)  
Steve Roe (Administration)  
Hargun Singh (Student)  
Lana Sprinkle (Faculty – Vocational)  
Alison Starr (Faculty – Vocational)  
Warren Stokes (Administration)  
Carlos Yu (Student)  
Mike Gilbert (Board Representative)  
Audra Holloway (Recording)

Absent:      Andy Amboe              Tracy Donnelly              Istvan Geczy              Josie Jiang  
                 Holly Keutzer              Cindy Page              Bryn Kulmatycki

Guest(s):    Rod Cork      Jody Readman      Cindy Broberg

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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, January 23, 2019 & January 30, 2019**

19.02.01 M/S –YU/BEDELL

Motion: *THAT the minutes of January 23, 2019 and Jan 30, 2019 be adopted as circulated.*

**CARRIED**

### 3. Action List

Education Council Process Flowchart – In progress.

New Course Outline Form – In progress.

### Decision Item(s)

#### 4. ENGL 030

S. Roe explained that the English Working Group rearticulated English 030 at the March 2018 meeting. NLC was asked to ensure 100% compliance with the Learning Outcomes in the ABE Articulation Handbook. The textbook/resource materials were updated to more contemporary selections.

W. Stokes asked about the effective date for the course. S. Roe agreed with W. Stokes and effective date updated to September 2019.

W. Stokes asked about 'ENGL 09' in the prerequisite statement. Discussion between members and decision to bring an omnibus back to Education Council at a future date to fix prerequisite statements to all affected CCP Course Outlines.

19.02.02 M/S –YU/KUENZL

Motion: *THAT the Education Council approves the revised Course Outline ENGL 030, with an effective date of Sept 2019 as amended.*

CARRIED

#### 5. ENGL 040

S. Roe explained that the English Working Group would be rearticulating English 040 at the March 2019 meeting, and had been asked to ensure that NLC had 100% compliance with the Learning Outcomes in the ABE Articulation Handbook.

W. Stokes asked about the effective date for the course. S. Roe agreed with W. Stokes and effective date updated to September 2019.

W. Stokes asked about 'ENGL 10' in the prerequisite statement. Discussion between members and decision to bring an omnibus back to Education Council at a future date to fix prerequisite statements to all affected CCP Course Outlines.

19.02.03 M/S –STARR/YU

Motion: *THAT the Education Council approves the revised Course Outline ENGL 040, with an effective date of Sept 2019 as amended.*

CARRIED

#### 6. Professional Cook 1 Direct Entry

R. Cork explained that the submission was simply to change the Effective Date retroactively to February 2019 (from September 2019) for the Program Guide and Course Outline PCOD 100 that were approved at the January 23<sup>rd</sup> 2019 Education Council meeting.

19.02.04 M/S –BEDELL/YU

*Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Professional Cook 1 Direct Entry and the revised Course Outline PCOD 100, effective February 2019 as presented.*

CARRIED

**7. Millwright Enhanced Foundation**

R. Cork explained that the MILL 100 and MILL 160 course outlines had been adjusted to 90 hours each. This would align the program courses to both instructor and industry expectations.

19.02.05 M/S –SPRINKLE/YU

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

CARRIED

**8. Millwright Apprenticeship Training**

R. Cork explained that the curriculum content is driven by harmonization. The course content was updated to align with harmonization.

19.02.06 M/S –ROE/BEDELL

*Motion: THAT the Education Council approves the revised Course Outline MILA 350 as presented.*

CARRIED

**9. ESTR 037/ESTR 047 Omnibus**

R. Cork explained that:

1. At the January 2019 Ed Co meeting, ESTR 037 and ESTR 047 were respectively acknowledged as admission pathways in revised and approved Program Information and Completion Guides (PICGs) for certain Trades programs.
2. During the presentation of the PICGs, there was discussion about how to most effectively present ESTR courses within the Admissions sections of the documents.
3. A format proposed by Megan Bedell and supported by Steve Roe accurately reflects the intended significance of the ESTR pathway. That is, ESTR courses should be presented as separate subset: e.g., high school courses or equivalent; OR ESTR course; OR CAAT.
4. Unfortunately, Megan and Steve's suggestion was not captured in additional revisions although Audra did her best to summarize/clarify the outcome of the discussion.
5. In an effort to address the situation as efficiently as possible, presenting an omnibus motion to retroactively adopt the subset presentation of ESTR courses in the recently approved PICGs

19.02.07 M/S –ROE/DAWE

Motion: *THAT the Education Council approves the revised ESTR 037/ESTR 047 admission statement for the Automotive Service Technician Foundation, Enhanced Carpentry Foundation, Professional Cook 1 Institutional Entry, Electrician Foundation Trades Training, Heavy Mechanical Trades Foundation, Millwright Enhanced Foundation and Welder Foundation Program Information and Completion Guides.*

CARRIED

R. Cork left the meeting

## Subcommittee Standing Reports

### 10. Education Policy Subcommittee

L. Sprinkle explained that at the last Education Council meeting the Evaluating Students policy generated significant discussion. The outcome of that discussion resulted in a successful motion with considerable edits to the policy.

L. Sprinkle further explained that in debriefing, the subcommittee realized the problem still remains and made the decision to bring forward a slight wording amendment to the Evaluating Students policy and share C. Broberg's research with Education Council members. A. Holloway emailed the Policy (showing minor wording amendments) to all Education Council members.

C. Broberg explained about the issues with the current Honesty policy and presented a statistical report that looked at exams/quizzes/assignments done in class versus on-line. C. Broberg asked Education Council members that if having '*...at least one significant course activity in which their identity is authenticated.*' in the policy does not/won't work for NLC – what could be done to address the underlying issue?

### 11. Curriculum Subcommittee

A. Holloway reported that the subcommittee members met on February 7<sup>th</sup> to review documents for the Education Council meeting. The next meeting is March 7<sup>th</sup> 2019.

### 12. Admissions and Standards Subcommittee

M. Bedell explained that the subcommittee met on Monday February 22<sup>nd</sup> and are continuing to work on an 'Admissions Procedures' document that would be reflective of what is currently happening at NLC.

## Information/Discussion

### 13. NLC Educational Excellence Awards – creation of Ad-hoc committee

F. explained that he would like to continue the positive educational environment and to look at having an Ad-hoc committee for the 2019 NLC Educational Excellence Awards. A brief one page nomination form can be designed for nominations.

He added that Education Council members would not be eligible for the awards. Nominations would come from within the NLC community and winners would be recommended by the Ad-hoc committee and final decision by Education Council members.

Suggested Awards:

- Students (3 Awards)
- Faculty (3 Awards)
- Support Staff (3 Awards)
- Administration (2 Awards)
- Board (1 Award)

F. Rashid has asked that we will bring this back to the next meeting with a request of members to join.

**14. Academic Quality Assurance – creation of Subcommittee**

F. Rashid explained that colleges have a provincially established external review of the processes NLC implements and uses to ensure program quality.

F. Rashid asked if Education Council should look at the establishment of an Academic Quality Assurance Subcommittee (hopefully having representation from senior management team, senior academic team, staff, faculty, and students). He explained that just like present management has ensured and maintained quality in all aspects of academic and trade related programs, if established, it will support Education council and management on ongoing basis/ for certain projects. At some Colleges like ours, directly or indirectly Education Council does this job, while some colleges and universities have established it as a distinct committee (working closely with the VP Academic Affairs)

L. Lovegreen explained that there was a pilot with framework and guidelines developed and that NLC needs to start preparing (reviewing programs) for the upcoming 2022 audit. She further explained that a committee could be created initially within Education Council but, the committee will grow in size and be driven primarily by the Deans.

F. Rashid has asked that we will bring this back to the next meeting with a request of members to join.

**15. Continuing Education**

J. Readman presented the CE Course Outlines:

- CE AC10 Regional Juried Art Exhibit: Centering Personal Values in the Artistic Practice
- CE AC11 Regional Juried Art Exhibit: Source to Sea
- CE BE04 The Amazing Assistant with Rhonda Scharf
- CE GA01 Contentment With Containers
- CE GA02 Growing Great Garlic
- CE HW04 Unjunk Your Diet: The Anti-Inflammatory Diet for Everyone
- CE HW05 Introduction to Natural Health and Healing (Self-Paced Tutorial)
- CE HW06 Addiction 101

**16. Notification of Cancellation of Policy E-2.01 Cancellation of Classes**

L. Lovegreen explained that this policy had been repealed (effective Jan 11/2019) by the College Policy Committee. She further explained that it was identified as an Education Policy however is administrative in nature; a day-to-day class operational policy. Discussion was held with the Deans and Chairs and since class cancellation is managed at the program level and is not an overarching campus closure policy it was felt this policy could be eliminated. A new 'Campus Closure' policy will be created in the future.

Adjournment – 225 p.m.

Next Meeting – March 27, 2019

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