

Participants:

Faisal Rashid (Faculty – Academic)*Chair
Megan Bedell (Faculty – Non-Instructional)*Vice-Chair
Andy Amboe (Faculty – Vocational)
Arindam Bari (Student)
Addie Dawe (Faculty – CCP)
Balwinder Dhillon (Student)
Tracy Donnelly (Administration)
Loren Lovegreen (Administration)
Kaleigh Kuenzl (Support Staff)
Cindy Page (Faculty – Academic)
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: Bryn Kulmatycki Tanya Jones Josie Jiang
Holly Keutzer Istvan Geczy

Guest(s): Wanda Dyck

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 requested an 'In Camera' addition of 'HAAD Nominations for 2019' to the Agenda as Item #21.

T. Donnelly will present Agenda #5 to Agenda #15.

Agenda was adopted as amended.

2. Adoption of Minutes, November 28, 2018

19.01.01 M/S –STOKES/BEDELL

Motion: *THAT the minutes of November 28, 2018 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – F. Rashid reported that it is in progress.

New Course Outline Form – F. Rashid reported that it is in progress.

Decision Item(s)

4. Diploma in Practical Nursing

S. Roe explained the submission:

These revisions are required by the British Columbia College of Nursing Professionals (BCCNP) and must be implemented in preparation for the September 2019 program intake.

Although the recruitment period for the September 2019 intake has begun, the revisions identified here will not disadvantage any student whose application is in process. Indeed, revisions to admission requirements merely involve updated terminology for high school prerequisites and a relaxation of required IELTS scores.

Revisions are summarized below:

- Document Author: Acknowledgement of 2017 updates to the Practical Nursing Provincial Curriculum.
- Program Description: Revised phrasing again acknowledges 2017 updates to the Practical Nursing Provincial Curriculum.
- Admission Requirements: Required updates for wording related to Grade 12 graduation and to English, Math, and Science courses.
- Admission Requirements for English as an Additional Language: IELTS requirements have been lowered.
- The Program Chair (Lana Sprinkle) and Program Admissions Officer (Megan Bedell) have collaborated on additional, incidental revisions that reflect house-keeping updates.

W. Stokes asked about adding BIOL 050 to #4 under the Admission Requirements. After discussion by members it was decided that no NLC CCP courses would be added to the Admission Requirements – to leave the statements as ‘or equivalent’. M. Gilbert asked if there was information available for students regarding NLC CCP course equivalencies. He was assured that this information is known to students. W. Stokes request that the wording ‘NLC requires a’ be removed from #2 under Post-Admission Requirements. Education Council decision to remove wording. W. Stokes asked about the wording of #4(a) under Additional Notes. The wording was updated to ‘Demonstrate that all current admission criteria have been met’. This was to ensure that the student would be meeting whatever Admission Requirements would be applicable when the student returns to re-apply.

19.01.02 M/S –AMBOE/BEDELL

Motion: THAT the Education Council approves revisions to the Diploma in Practical Nursing Program Information and Completion Guide. Such approval will be back-dated to October 2018 as amended. The revisions will apply to the September 2019 program intake.

CARRIED

5. Automotive Service Technician Foundation

T. Donnelly presented the Automotive Service Technician Foundation documents.
M. Bedell asked about ESTR 037 course being listed as an option for English requirements. After much discussion by members – decision to have ESTR listed under the Admission Requirement for both the English and Math requirements.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.
L. Lovegreen asked about the SD being listed under Affiliations/Partnerships. Decision by Education Council to include all SD (59, 60, 81 & 87).

19.01.03 M/S –YU/AMBOE

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Automotive Service Technician Foundation as amended.

CARRIED

6. Enhanced Carpentry Foundation

T. Donnelly presented the Enhanced Carpentry Foundation documents.
M. Bedell asked about ESTR 037 course being listed as an option for English requirements. After much discussion by members – decision to have ESTR listed under the Admission Requirement for both the English and Math requirements.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.
L. Lovegreen asked about the SD being listed under Affiliations/Partnerships. Decision by Education Council to include all SD (59, 60, 81 & 87).
M. Bedell noted a spelling mistake (...Attendance Rules...) on the bottom of page 2.

19.01.04 M/S – YU/AMBOE

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Enhanced Carpentry Foundation as amended.

CARRIED

7. Professional Cook 1 Direct Entry

T. Donnelly presented the Professional Cook 1 Direct Entry documents.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.
L. Lovegreen asked about the SD being listed under Affiliations/Partnerships. Decision by Education Council to include all SD (59, 60, 81 & 87).
W. Stokes asked about the Credential listed on the Program Guide. Listed credential removed and replaced with 'NLC will report the technical training outcome for this level to the ITA for credentialing purposes'.

19.01.05 M/S – YU/AMBOE

Motion: THAT the Education Council approves the new Program Information and Completion Guide for Professional Cook 1 Direct Entry and the new Course Cutline PCOD 100 as amended.

CARRIED

8. Professional Cook 1 Institutional Entry

T. Donnelly presented the Professional Cook 1 Institutional Entry documents.
M. Bedell asked about ESTR 037 course being listed as an option for English requirements. After much discussion by members – decision to have ESTR listed under the Admission Requirement for both the English and Math requirements.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.
L. Lovegreen asked about the SD being listed under Affiliations/Partnerships. Decision by Education Council to include all SD (59, 60, 81 & 87).
M. Bedell asked about the Post Admission requirements. Decision to change the wording from ‘but before classes begin’ to ‘but before the add/drop date’.

19.01.06 M/S – YU/AMBOE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Professional Cook 1 Institutional Entry and the revised Course Outline PCOI 101 as amended.*

CARRIED

9. Professional Cook 2 Institutional Entry

T. Donnelly presented the Professional Cook 2 Institutional Entry documents.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.
L. Lovegreen asked about the SD being listed under Affiliations/Partnerships. Decision by Education Council to include all SD (59, 60, 81 & 87).

19.01.07 M/S – YU/AMBOE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Professional Cook 2 Institutional Entry as amended.*

CARRIED

10. Professional Cook 3 Direct Entry

T. Donnelly presented the Professional Cook 3 Direct Entry documents.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.
L. Lovegreen asked about the SD being listed under Affiliations/Partnerships. Decision by Education Council to include all SD (59, 60, 81 & 87).

19.01.08 M/S – YU/AMBOE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Professional Cook 3 Institutional Entry as amended.*

CARRIED

11. Electrician Foundation Trades Training

T. Donnelly presented the Electrician Foundation Trades Training documents.
M. Bedell asked about ESTR 047 course being listed as an option for English requirements. After much discussion by members – decision to have ESTR listed under the Admission Requirement for both the English and Math requirements.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.

L. Lovegreen asked about the SD being listed under Affiliations/Partnerships.
Decision by Education Council to include all SD (59, 60, 81 & 87).

19.01.09 M/S – YU/AMBOE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Electrician Foundation Trades Training as amended.*

CARRIED

12. Heavy Mechanical Trades Foundation

T. Donnelly presented the Heavy Mechanical Trades Foundation documents.
M. Bedell asked about ESTR 037 course being listed as an option for English requirements. After much discussion by members – decision to have ESTR listed under the Admission Requirement for both the English and Math requirements.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.
L. Lovegreen asked about the SD being listed under Affiliations/Partnerships.
Decision by Education Council to include all SD (59, 60, 81 & 87).

19.01.10 M/S – YU/AMBOE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Heavy Mechanical Trades Foundation as amended.*

CARRIED

13. Millwright Enhanced Foundation

T. Donnelly presented the Millwright Enhanced Foundation documents.
M. Bedell asked about ESTR 037 course being listed as an option for English requirements. After much discussion by members – decision to have ESTR listed under the Admission Requirement for both the English and Math requirements.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.
L. Lovegreen asked about the SD being listed under Affiliations/Partnerships.
Decision by Education Council to include all SD (59, 60, 81 & 87).

19.01.11 M/S – YU/AMBOE

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 amended.*

CARRIED

14. Millwright Apprenticeship Training

T. Donnelly presented the Millwright Apprenticeship Training documents.
W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.

19.01.12 M/S – YU/AMBOE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Millwright Apprenticeship and the new Course Outline MILA 350 as amended.*

CARRIED

15. Welder Foundation

T. Donnelly presented the Heavy Mechanical Trades Foundation documents. M. Bedell asked about ESTR 037 course being listed as an option for English requirements. After much discussion by members – decision to have ESTR listed under the Admission Requirement for both the English and Math requirements. Note that for Welder Foundation this also includes under heading of ‘All other learners’.

W. Stokes asked about the effective date for the Program Guide. Effective date changed to September 2019.

L. Lovegreen asked about the SD being listed under Affiliations/Partnerships. Decision by Education Council to include all SD (59, 60, 81 & 87).

19.01.13 M/S – YU/AMBOE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Welder Foundation as amended.*

CARRIED

C. Yu left the meeting

16. Policy E-1.07 Evaluating Students

L. Sprinkle presented the Final Draft of the policy to Education Council members. Much discussion between members regarding the third paragraph on Page 2 under Examinations. Decision by Education Council to remove the entire paragraph (To be eligible...) and move it into the Academic Integrity policy. It was replaced by the sentence ‘Faculty have the right to require identification from a student’.

Lengthy discussion between members regarding the third paragraph after ‘Grade Point Average (GPA) Calculation’ on page 6. Decision by Education Council to leave the paragraph in its entirety and add the bolded title ‘Course Repeats’ above the paragraph. A. Holloway will forward all information to the Policy Subcommittee.

Note: Vote was not unanimous – with L. Sprinkle voting against and W. Stokes abstaining.

19.01.14 M/S – YU/AMBOE

Motion: *THAT the Education Council approves the revised Policy E-1.07 Evaluating Students effective September 1st 2019 as amended.*

CARRIED

H. Singh left the meeting

Subcommittee Standing Reports

17. Education Policy Subcommittee – L. Sprinkle reported that the group continues to work on the Academic Integrity policy.

L. Sprinkle left the meeting

18. Curriculum Subcommittee – A. Holloway reported that the committee reviewed documents for the January meeting and will be meeting Feb 7th to review the February meeting documents.

19. Admissions and Standards Subcommittee – M. Bedell reported that the group met on January 21, 2019. The group is looking at current Admission procedures and policy at NLC. She added that the plan is to have a more robust policy and procedure.

Information/Discussion

20. Continuing Education

T. Donnelly presented the following Continuing Education/WFTR courses:

- CE AC05 Portraiture: The Art of Drawing Faces
- CE AC06 Mala Making Workshop
- CE AC07 Exploring Arts Group
- CE AC08 Write Like a Pro
- CE AC09 Learning to Paint Workshop
- CE BE03 Medical Terminology: A Word Association Approach
- CE CA04 Italian Cooking Class
- CE CA05 Dessert Baking Class
- CE CT01 Web Design Value Suite
- CE HW02 Create Your Life: Vision Board Workshop
- CE HW03 DreamBuilder Program
- CE OS01 Introduction to Winter Driving
- CE OS02 Workshop Alive After 5
- CE PD03 Working with Indian Students
- WFTR BE03 Sage 50 Premium Accounting level 1
- WFTR HT01 EHCT Handling a Difficult Customer
- WFTR HT02 EHCT Reading for Understanding
- WFTR HT03 EHCT Stress Management
- WFTR HT04 EHCT Success in the Workplace-the culture of work life in hospitality
- WFTR HT05 EHCT Team Work and Team Building
- WFTR HT06 EHCT Understanding and Assessing Learning Styles
- WFTR HT07 EHCT Workplace Writing Skills
- WFTR HT08 EHCT Goal Setting and Getting Things Done
- WFTR HT09 EHCT Building Your Basic Computers Skills for Success
- WFTR HT10 EHCT Excellence in Customer Service
- WFTR HT11 EHCT Communication Strategies
- WFTR HT12 EHCT Building Your Resume
- WFTR HT13 EHCT Body Language Basics
- WFTR HT14 EHCT Digital Citizenship
- WFTR HT15 EHCT Job Search Skills
- WFTR HT16 EHCT Learn the Benefits of Civility in the Workplace
- WFTR HT17 EHCT Critical Thinking
- WFTR HT18 EHCT Cultural Awareness
- WFTR HT19 EHCT Developing Assertiveness and Self Confidence
- WFTR HT20 EHCT Front Desk Representative Practicum
- WFTR HT21 EHCT Front Desk Representative-Theory
- WFTR HT22 EHCT Guest Room Attendant Theory
- WFTR HT23 EHCT Guest Room Attendant Practicum
- WFTR HT24 EHCT Creative Problem Solving
- WFTR HT25 EHCT Taking Initiative
- WFTR HT26 EHCT Improving Self-Awareness
- WFTR HT27 EHCT Conflict Resolution
- WFTR HT28 EHCT Hospitality Certification Exam Prep Course
- WFTR TI07 Commercial Vehicle Inspector Certification
- WFTR TI08 Designated Inspection Facility Operator

S. Roe left the meeting

In Camera

21. Honorary Associate of Arts Degree Nominations for 2019

19.01.15 – STOKES/RASHID

THAT the Education Council moves to endorse and recommend to the College Board of Governors that both selected candidates be awarded an Honorary Associate of Arts Degree for 2019.*

*it was determined that the meeting no longer had Quorum. A. Holloway to email motion to members for a vote.

Notes:

B. Dhillon reported to Education Council that he feels there should be standardized links to “Proofreading Tools” (eg. Turnitin) that are used/sanctioned by NLC on D2L/College Website for students to utilize.

Adjournment – 345 p.m.

Next Meeting – February 27, 2019

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