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Participants:

Faisal Rashid (Faculty At Large) \*Chair  
Megan Bedell (Faculty At Large) \*Vice-Chair  
Andy Amboe (Faculty At Large)  
Arindam Bari (Student)  
Balwinder Dhillon (Student)  
Tracy Donnelly (Administration)  
Rob-Roy Douglas (Faculty At Large)  
Darren Giersch (Staff)  
Marcus Kearney (Faculty At Large)  
Loren Lovegreen (Administration)  
Richard Resener (Faculty At Large)  
Steve Roe (Administration)  
Hargun Singh (Student)  
Lana Sprinkle (Faculty At Large)  
Alison Starr (Faculty At Large)  
Warren Stokes (Administration)  
Carlos Yu (Student)  
Mike Gilbert (Board Representative)  
Audra Holloway (Recording)

Absent: Addie Dawe Sean Logie Cindy Page  
Bryn Kulmatycki

Guest(s): Lisa Verbisky Erin Evans Rod Cork

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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**

Due to time constraints:

Agenda #9 moved to #2

Agenda #7 moved to #3

Agenda was adopted as amended.

**2. Associate of Arts Degree (Health Studies)**

S. Roe explained that NLC's new Associate of Arts Degree (Health Studies) is designed to provide an optimal transfer pathway into UNBC's proposed Northern Baccalaureate Nursing Program, which will be based in Fort St. John.

He further explained that Students in northeastern BC will be able to prepare for and complete a BScN education in the north, for employment in the north. Most of the NLC Associate of Arts Degree (Health Studies) courses will be available on the Dawson Creek and Fort St. John campuses, or online. Some travel to Fort St. John or Dawson Creek will be necessary, particularly for lab courses; however, efforts will be made to minimize both video-conference and travel for students.

Two changes were made to the Program Guide:

- 1) the effective date was updated to September 2019
- 2) on page 5 both 'Notes' #2 and #3 were deleted – the students will instead be referred to an UNBC 'information' page regarding these matters.

#### 19.06.01 M/S –KEARNEY/AMBOE

*Motion: THAT the Education Council approves the new Program Information and Completion Guide for the Associate of Arts Degree (Health Studies) and the Course Outlines ANTH 102, BIOL 105, BIOL 111, BIOL 112, HSCI 100, HADM 310 and HADM 311 effective September 2019 as amended.*

CARRIED

A Starr joined the meeting

### 3. English Language Requirement Document (IELTS update)

L. Verbisky explained the updates to the documents:

a) Changes to minimum English Language Proficiency requirements for international students, as well as domestic students who received their secondary education in French, or another language. The proposed changes would increase the IELTS score from an overall score of 6.0 or higher with no band less than 5.5 to an overall score of 6.0 or higher with no band less than 6.0.

This change would include the following programs:

- Advanced Certificate in Business Management
- Archaeology Diploma
- Arts Certificate
- Associate of Arts Degree
- Associate of Arts Degree-AHCOTE
- Business Management Certificate
- Business Management Diploma
- Criminology Certificate
- Criminology Diploma
- General Arts and Sciences Certificate (note: English Proficiency document does not apply to domestic entrance requirement)
- Humanities Certificate
- Indigenous Human Services Worker Certificate (note: English Proficiency document does not apply to domestic entrance requirement)
- Interactive Technologies and Game Design
- Pre-education Certificate
- Pre-medicine Certificate
- Land and Water Resources Diploma (included with another submission)
- Social Sciences Certificate
- Social Services Worker Diploma (included with another submission)

b) that under 'Residency Requirement' (regarding Transfer) – that all Program Guides now state“; note that a minimum 60% or 'C' grade is required for courses to be considered for transfer into this program. The age of the course will also be considered in course transfer. The age of the course will also be considered in course transfer.“

c) that the 'Application Deadline' comment for all Program Guides was updated to “Last day for late registration as indicated in the NLC Calendar. International students should contact the

International Department for deadlines specific to their situation.“

d) that the ‘Eligibility for Canada Student Loans’ comment most Program Guides was updated to “Yes, for domestic students. No, for international students.“

She further explained that NLC is grouped with other BC colleges that have the lowest minimum English Language Proficiency requirements for international students. The proposed change would increase the standard to the level of the majority of colleges in B.C, based on an environmental scan of entrance requirements for this group. Moreover, the increase in IELTS score is meant to improve student academic readiness and success. It is anticipated that better preparedness in English proficiency will reduce the frustration and workload involved for many departments when working with ESL students in academic programming.

L. Lovegreen asked about decreased applications and the idea of a ‘slow roll-out’. L. Verbisky explained that all the Post Degree Diploma students have the 6.0 standard and that looking at numbers this would be a ‘slow roll-out’.

W. Stokes as about the effective date of May 2020 as the application period has already started. He explained that the issue is that Education Council is being asked to change admission requirements after NLC has started recruiting students to come to the institution. L. Verbisky answered that currently there are no applications on file for Jan 2020 or May 2020 and wonders if as a small institution NLC should consider June 1<sup>st</sup> too early for recruitment or registration. Much discussion between members regarding the Effective Date. Decision by members to have the motion go to a vote with the May 2020 Effective Date. The motion was not unanimous.

#### 19.06.02 M/S –KEARNEY/AMBOE

*Motion: THAT the Education Council approves the revised ENGLISH LANGUAGE REQUIREMENT document for the revised Program Information and Completion Guides as presented Effective May 2020:*

*Business Management - Advanced Certificate in Management*

*Business Management – Certificate*

*Business Management – Diploma*

*Business Management – Interactive Technologies and Game Design*

*Land and Water Resources Diploma*

*Social Services Worker Diploma*

*University Arts and Sciences:*

*Certificate – Arts*

*Certificate – Criminology*

*Certificate – General Arts and Sciences*

*Certificate – Humanities*

*Certificate – Indigenous Human Service Worker*

*Certificate – Pre-Education*

*Certificate – Pre-Medicine*

*Certificate – Social Sciences*

*Degree – Associate of Arts*

*Degree – Associate of Arts (AHCOTE)*

*Diploma – Archaeology*

*Diploma – Criminology*

CARRIED

#### 4. Adoption of Minutes, May 22, 2019

19.06.03 M/S –KEARNEY/AMBOE

Motion: *THAT the minutes of May 22, 2019 be adopted as circulated.*

CARRIED

#### 5. Action List

Education Council Process Flowchart – in progress

New Course Outline Form – see Agenda item #12

#### Decision Item(s)

S. Roe left the meeting

#### 6. SSWD

E. Evans explained the submission revisions:

A. To consider addition of course options to the Social Services Worker Diploma (SSWD) program completion guide for both closed required courses and closed elective courses, where closed indicates limited options. The rationale for increasing course options both aligns with the strategic plan for the program and increases options and flexibility for students. NLC now offers a greater breadth of courses. Many of these courses are very relevant to the current social services field, and in many cases more relevant than the previous identified courses. As an example, a recently developed Indigenous Human Services Certificate program provides a wealth of courses that focus on indigenous social issues. Not only is this a topic relevant to the practice of social work, but it also aligns with NLC's strategic plan to provide indigenous content and to provide programming that might increase indigenous participation.

B. Generally, the changes to course outlines are relatively minor, but changes do attempt to align with current professional practice. The field of social services is a constantly changing field in response to changing social issues. This is an attempt to keep the program relevant. Specific changes are indicated on the course outlines.

M. Bedell asked about the new admission requirement 'SSWD Consent to Release of Information'. E. Evans explained that for the last 2 years the SSWD students have been signing the form during their first class. She added that it could be moved to a post-admission requirement. W. Stokes asked if there was a consequence if the student did not sign the form. E. Evans answered that the student would not be able to continue in the program as the form is important for the new 'Professional Suitability' part of the program. Much discussion between members regarding the 'Consent of Release of Information'. Decision by Education Council members to remove Admission Requirement #2.

W. Stokes asked about the new 'Community Development Citation'. Decision by Education Council members to remove information regarding the 'Community Development Citation' from page 6.

19.06.04 M/S –YU/BEDELL

Motion: *THAT the Education Council approves the revised Social Services Worker Diploma Program Information and Completion Guide and revised Course Outlines SSWD 110, SSWD 120, SSWD 210, SSWD 220, SOWK 200 and SOWK201 as amended.*

CARRIED

E. Evans left the meeting

**7. MGMT 217**

L. Verbisky explained that the prerequisite statement changed from 'CPSC 100 or CPSC 101, or enrolment in PDD program' to 'CPSC 101 or ITEC 150 or enrolment in PDD program or permission of the Chair'. She added that this allows flexibility in choosing prerequisite. Students with an IT background will find it convenient to take ITEC 150 to fulfill MGMT 217 prerequisite. Whereas CPSC 101 would be suited for students with no prior knowledge of computer.

19.06.05 M/S –KEARNEY/STARR

Motion: *THAT the Education Council approves the revised Course Outline for MGMT 217 Business Systems Analysis & Design as presented.*

CARRIED

**8. ECON 102**

L. Verbisky explained that the prerequisite statement changed from 'none' to 'ECON 101 or permission of the Chair'. She added that most macroeconomics concepts are based on principles of microeconomics. Students with no prior knowledge of microeconomics will find it difficult to understand modern macroeconomics.

W. Stokes asked for the Course Outline to be Effective September 2019.

19.06.06 M/S –STOKES/KEARNEY

Motion: *THAT the Education Council approves the revised Course Outline ECON 102 Principles of Economics (Macro) as amended.*

CARRIED

**9. Power Engineer**

R. Cork explained that recently the courses were adjusted based on a Technical Safety BC program audit, and the Power Engineering Program moved to a stand-alone option to the current Power Engineering. He added that the submission was simply to correct an error in the number of weeks (28 vs 30) and to renumber the courses now that the GPO material had been removed from the program.

19.06.07 M/S –AMBOE/KEARNEY

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Power Engineering Program and the revised Course Outlines POPR 150, POPR 151, POPR 152 and POPR 160 as presented.*

CARRIED

## 10. Professional Cook 2 Direct Entry

R. Cork explained that this new Program will allow direct entry access to Level 2 Apprenticeship training in Professional Cook for those already in the industry who are looking for formal training and certification.

19.06.08 M/S –KEARNEY/LOVEGREEN

*Motion: THAT the Education Council approves the new Program Information and Completion Guide for Professional Cook 2 Direct Entry and the new Course Cutline PCOD 200 as presented.*

CARRIED

M. Gilbert left the meeting

R. Cork left the meeting

## 11. Land and Water Resources

L. Verbisky explained that the WATR 260 course outline was approved as part of the original program completion guide as a 3 credit course. During curriculum development, the content expert discovered he could not fit all the essential learning outcomes into the 45 hour course and requested we add a lab component to provide additional time for field techniques and practical experience. She added that this change will impact the current students as they were not expecting to have a lab course in Sept 2019. This will cost them time and additional tuition dollars. She further added that these skills will better prepare students for employment in this field.

19.06.09 M/S –KEARNEY/BEDELL

*Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Land and Water Resources and the new Course Outline WATR 260 as presented.*

CARRIED

## 12. New Course Outline Form

L. Sprinkle presented the final Draft of the new Course Outline form to Education Council members and she thanked the Curriculum Subcommittee for all of their work on creating the document. She added that this document is part of a 'package' or 'group' of documents that will encompass the Course Outline creation and approval process at NLC.

A. Holloway added that the Policy Subcommittee has brought the Course Outline form for approval, without the accompanying policies and procedures, to accompany the new Evaluating Students policy effective September 2019. She further added that the additional documents will come to Education Council at a future date.

F. Rashid asked about the 'roll-out' of the new form. A. Holloway explained that the plan was to use it for any new submissions to Education Council and then look at moving some of the older courses over (using subject experts) that might not be coming to Education Council in the near future.

19.06.10 M/S –YU/AMBOE

Motion: *THAT the Education Council approves the new Course Outline form effective September 2019 as presented.*

CARRIED

### Subcommittee Standing Reports

**13. Education Policy Subcommittee-** L. Sprinkle reported that the group continues to work on the Academic Integrity (Honesty) policy.

**14. Curriculum Subcommittee-** A. Holloway reported that the group met on June 6<sup>th</sup> and will meet next on September 5<sup>th</sup> to review documents.

**15. Admissions and Standards Subcommittee** – M. Bedell reported that the group met Monday June 24<sup>th</sup>. She added that the group has reviewed the information gathered regarding Admissions and will be transferring it onto the Policy template. The next meeting is September 23<sup>rd</sup> 2019

### Information/Discussion

**16. WGPO** – R. Cork explained that recently the Gas Process portion was separated from the Power Engineering program. This material will be delivered through SAIT and can be done on-line. He further explained that this will allow industry to have employees ‘brush up’ or increase their knowledge by taking the GPO’s.

- WGPO T101 Gas Process Operations Level A
- WGPO T102 Gas Process Operations Level B
- WGPO T103 Gas Process Operations Level C
- WGPO T104 Gas Process Operations Level D

R. Cork Left the meeting

**17. Continuing Education** – T. Donnelly presented the following new and revised Course Outlines from the Continuing Education department to the Education Council members:

- CE AC17 Learn to Macramé
- CE BE07 Medical Terminology Series
- CE CT07 Microsoft Excel 2016 Series
- CE HW11 Community Cannabis Information Session
- CE HW12 Positive Behavior Support: Autism Community Training
- CE HW13 Kickstart Your Wellness Routine
- CE HW14 Slay Your Sweet Tooth
- CE PD11 Inter-Generational Diversity in the workplace
- WFTR BE02 Office Skills for the Workplace
- WFTR BE04 Accounting/Bookkeeping Basics
- WFTR CS03 Civility in the Workplace
- WFTR CS06 Customer Service
- WFTR CS07 Handling a difficult customer

WFTR HT05 Team Work and Team Building  
WFTR HT11 Communication Strategies  
WFTR HT13 Body Language Basics  
WFTR HT17 Critical Thinking  
WFTR HT19 Developing Assertiveness and Self Confidence  
WFTR HT24 Creative Problem Solving  
WFTR HW01 Dementia Care Consulting: Best Clinical Practices for Health Care Professionals  
WFTR HW02 Dementia Care Consulting: Overview and Professional Communications  
WFTR MS06 Windows Operating System Fundamentals  
WFTR MS07 Network Fundamentals  
WFTR TI20 Basic Use of a Lathe Workshop  
WFTR TI21 Floorhand Training for Service Rigs

She added that currently any student who successfully completes WFTR TI21 (Floorhand Training for Service Rigs) are guaranteed an interview with drilling company partner.

Adjournment – 311 p.m.

Next Meeting – Sep 25, 2019

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