
Participants:

Faisal Rashid (Faculty At Large) *Chair
Megan Bedell (Faculty At Large) *Vice-Chair
Tracy Donnelly (Administration)
Darren Giersch (Staff)
Marcus Kearney (Faculty At Large)
Cindy Page (Faculty At Large)
Steve Roe (Administration)
Warren Stokes (Administration)
Mike Gilbert (Board Representative)
Audra Holloway (Recording)

Absent: Andy Amboe Addie Dawe Rob-Roy Douglas
 Sean Logie Loren Lovegreen Richard Resener
 Lana Sprinkle Bryn Kulmatycki

Guest(s):

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

#11 Information Item “Proposed NLC Academic Schedules” added by W. Stokes.
Agenda was adopted as amended

2. Adoption of Minutes, June 26, 2019

19.09.01 M/S –ROE/KEARNEY

THAT the minutes of June 26, 2019 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – F. Rashid reported that this action item will commence upon completion of the policy, process and procedure documents.

New Course Outline Form – F. Rashid explained that the new Course Outline form was effective Sept 2019 and that the process and procedure documents are currently in progress.

Decision Item(s)

4. Professional Cook 2 Direct Entry

A. Holloway explained that the submission was to correct a clerical error made in the original submission regarding the total hours/program length of the Program. She added that both the Course Outline and Program Guide have been corrected with an effective date of September 2019.

M. Kearney brought forward comments/suggestions regarding the submission:

In the Program Guide, under Program Description:

a) I would change “have completed Level 1 training” with “have obtained a C of Q in Professional Cook 1”

b) Regarding the use of ‘Level 2’ and ‘Level 1’ wording - ITA doesn’t call these levels, should be Professional Cook 1, 2 & 3.

In the Course Outline:

a) Under the ‘Apprenticeship’ listing, the NLC course outline uses ‘First Year’, ‘Second Year’ - ITA doesn’t call these levels/year. It’s Professional Cook 1, 2 & 3

b) Under ‘Typical Activities and Weighting’ - The % don’t line up with ITA. It should be 68.25% for Lab Work and 31.75% for Quizzes/Tests.

Decision by Education Council members to approve the submission documents ‘as submitted’ and that A. Holloway will forward comments/suggestions made by M. Kearney directly to M. Heartt.

19.09.02 M/S – KEARNEY /PAGE

THAT the Education Council approves the revised Program Information and Completion Guide for Professional Cook 2 Direct Entry and the revised Course Outline PCOD 200, effective September 2019.

CARRIED

M. Gilbert joined the meeting

5. Heavy Mechanical Trades Apprenticeship

A. Holloway explained that the submission was to correct the Program ‘Admission Requirements’ to align with current practice and the other apprentice programs at NLC.

M. Kearney suggested that to line up with the ITA, the HDTA course codes should be HDTE 400 and TTM 401. W. Stokes explained that regarding the course rubric, in consultation with M. Heartt, the current course code had been chosen for use at NLC.

19.09.03 M/S –ROE/ KEARNEY

THAT the Education Council approves the revised Program Information and Completion Guide for Heavy Mechanical Trades Apprenticeship, Effective September 2019.

CARRIED

6. Early Childhood Education

S. Roe explained the revisions to the Program Information and Completion Guide for the Diploma in Early Childhood Education and Care. These proposed revisions would apply to ECEC Diploma applicants starting in September 2020:

- a) Revised IELTS Academic scores for international students and for domestic students who received their secondary education in a language other than English (i.e., English-as-an-additional-language applicants).
- b) Updated CRC language to reflect current practice.
- c) Miscellaneous house-keeping items:
 - Removed materials fee from Additional Requirements/Supplies.
 - Removed cost details from all remaining items in the Additional Requirements/Supplies list.
 - Residency requirement: clarification that the 25% course requirement equates to a minimum of five NLC courses.
 - Removed the term “Core,” which formerly appeared prior to the list of required courses.

We do not wish to consider any additional changes to the Program Information and Completion Guide at this time.

M. Gilbert supports with the decision regarding the revised IELTS scores in regards to students struggling with language issues.

19.09.04 M/S – KEARNEY /BEDELL

THAT the Education Council approves the enclosed revisions to the Program Information and Completion Guide for the Diploma in Early Childhood Education and Care, effective September 2020.

CARRIED

Subcommittee Standing Reports

7. Education Policy Subcommittee

- A. Holloway reported that the group had not met since the last meeting.
W. Stokes requested that all requests (policies, etc.) made to the Educational Policy Subcommittee be listed on the Education Council Action List.
A. Holloway to add all policies referred to the subcommittee onto the Action List.
S. Roe asked about the Policies and Procedures for the New Course Outline project.
A. Holloway answered that it is next on the Action List for the group.

8. Curriculum Subcommittee

- A. Holloway explained that the group continues to review meeting documents.

9. Admissions and Standards Subcommittee

- M. Bedell reported that she had stepped down as Chair of the subcommittee. Paola Rodriguez was elected as chair by the subcommittee members.

Information/Discussion

10. CE courses

T. Donnelly explained about the new CE website: <https://ce.nlc.bc.ca/>

T. Donnelly reported on the new Continuing Education outlines:

- CE AC18 DIY Painting Project
- CE AC19 Silk Screening Workshop
- CE AC20 Stories I Love Workshop
- CE AC21 Story Starter Workshop
- CE AC22 Beading 101
- CE BE08 Project Management Applications
- CE BE09 Stocks, Bonds, and Investing: Oh, My!
- CE BE10 The Keys to Effective Editing
- CE CS08 Time Management
- CE CT08 Introduction to Microsoft PowerPoint 2016
- CE CT09 Introduction to Microsoft Excel 2016
- CE CT10 Keyboarding
- CE CT11 Microsoft Office 2019/365 Value Suite
- CE HW15 Opioid Overdose Prevention and Response
- CE HW16 Values and Visions
- CE HW17 Mindfulness Based Stress Reduction
- CE HW18 Sound Meditations
- CE HW19 Young Yoga Masters: Yoga Literacy
- CE PD12 New Manager Suite
- CE PD13 Social Media Savvy
- CE PD14 Using Social Media in Business
- CE PD15 Rubric Training for Employees
- CE PD16 Fundamentals of Supervision and Management
- CE TI05 Overview of the Petroleum Industry
- WFTR CS09 Cashiering Fundamentals
- WFTR TI22 Wheeled Loader Operator Training

11. Academic Schedules

W. Stokes explained the recommendations he was bringing for discussion, with the four academic schedules coming back for approval at the October 2019 Education Council meeting. The recommendations are:

1. Change of name for the compressed semesters.

The attempt to adopt new language (“session”) and avoid confusion has not actually worked. Therefore, I propose we adjust the naming standards, effective immediately as follows:

Period	Old Name	New Name
May to August	Spring semester	Spring semester
May to June	Session One	Intersession
July to August	Session Two	Summer session

2. Four years plus the current year approved academic schedules

As NLC becomes more proactive about planning, the need to know the Academic Schedule well in advance of the current practice of 11 months has grown. I propose that Education Council maintains four years of approved academic schedules beyond the current year. The Registrar will work with the Director of Marketing to ensure these dates are presented appropriated.

Academic Schedule	Education Council Meeting
2020/2021 2021/2022 2022/2023 2023/2024	September, 2019
2024/2025	September, 2020
2025/2026	September, 2021
2026/2027	September, 2022

He then explained the policy statements for the Academic Schedule, with reference to both the priority (we have to) and preferred (we would like to) statements for the 15-week, compressed and 20-week semesters.

S. Roe commented on the tables of the Academic Schedules. He suggested the removal of the word 'Spring' in the Academic headings (in the blue boxes) and instead add the dates into the boxes directly below. W. Stokes replied that he would make the amendments.

M. Kearney explained that regarding the add/drop period, within the trades department, they are finding that for a 10-week program arriving after the first week is unattainable. Also he is finding that students haven't paid their tuition as of the first day of classes and they are simply not showing up.

W. Stokes added that the proposed 2020-21 Academic Schedule is a 'perfect year' and that for the next three schedules there will be a few anomalies. He documented them in the 'Notes' section of each schedule:

Proposed 2021-22 Academic Schedule

- Notes: - College reopens on first day of Winter classes
- Reading break includes Family day
- Nov 11 is cause of 12 Thursdays
- Grades submission for Intersession overlaps with first day of Summer session

Proposed 2022-23 Academic Schedule

- Notes: - College reopens on first day of Winter classes
- Reading break includes Family day
- Good Friday reduces winter Fridays
- Canada Day delays grade submission date for Summer session

Proposed 2023-24 Academic Schedule

- Notes: - College reopens on first day of Winter classes
- Reading break includes Family day
- Canada Day delays grade submission date for Summer session

Meeting Notes:

Education Council faculty members Alison Starr and Addie Dawe have retired from NLC and have resigned from the Education Council.

New student members (Gurleen Grover, Rupinder Kaur, Sandeep Kaur and Jourdan Gohn) will begin their term at the October meeting.

Adjournment – 220 p.m.

Next Meeting – October 23, 2019

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