

Participants:

Faisal Rashid (Faculty At Large) *Chair
Megan Bedell (Faculty At Large) *Vice-Chair
Tracy Donnelly (Administration)
Rob-Roy Douglas (Faculty At Large)
Darren Giersch (Staff)
Jourdan Gohn (Student)
Russ Haugen (Faculty At Large)
Sandeep Kaur (Student)
Marcus Kearney (Faculty At Large)
Loren Lovegreen (Administration)
Brandon Mackinnon (Faculty At Large)
Cindy Page (Faculty At Large)
Richard Resener (Faculty At Large)
Steve Roe (Administration)
Warren Stokes (Administration)
Bryn Kulmatycki (NLC President)
Audra Holloway (Recording)

Absent: Lana Sprinkle Sean Logie Gurleen Grover
Rupinder Kaur Mike Gilbert Andy Amboe

Guest(s): Mark Heartt Jessie Drew Markus Pickartz

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. Election of Chair and Vice-Chair for Education Council

A. Holloway called for nominations for the position of Chair of Education Council three times. S. Roe nominated F. Rashid. F. Rashid agreed to let his name stand. No further nominations. F. Rashid in by acclamation.

A. Holloway called for nominations for the position of Vice-Chair of Education Council three times. F. Rashid nominated M. Bedell. M. Bedell agreed to let her name stand. No further nominations. M. Bedell in by acclamation.

Congratulations Faisal and Megan.

2. Adoption of Agenda

- M. Heartt will present Agenda Items #6 -10
- A. Graff requested removal of Item #15
- Presentation from College Board added as an Information Item (Agenda #5)

Agenda was adopted as amended.

3. Adoption of Minutes, March 25, 2020

20.04.01 M/S –KEARNEY/PAGE

Motion: *THAT the minutes of March 25, 2020 be adopted as circulated.*

CARRIED

4. Action List

Education Council Process Flowchart – in progress

New Course Outline Form Process/Procedure – in progress

5. Board Presentation - Amendments to the current Strategic Direction of the College

B. Kulmatycki explained that the Board of Governors had authorized the President to make a presentation to Education Council to propose amendments to the current Strategic Direction of the College due to consultations and feedback of stakeholders. The College and Institutes Act requires that the Board consult with Education Council prior to putting any amendments into place.

M. Pickartz presented slides showing the Mission, Vision & Values and the Strategic Priorities of NLC:

Mission Statement
(remains the same)

Vision-*then*:
NLC is the college of choice for energy, technology, and academic learning.

Vision-*now*:
NLC is the college of choice for energy and technology training, and academic and lifelong learning—in or beyond the classroom.

Values-*then*:
Accountability Innovation
Collaboration Learner centered
Excellence Respect
Inclusion Sustainability

Values-*now*:
Heart We value the emotional connections we have to each other and to those we serve.
Respect We have mutual appreciation and trust for one another, no matter our differences.
Integrity We take responsibility for everything we do, no matter the outcome.
Innovation We encourage initiatives that create opportunities for constructive change.
Excellence We strive to produce quality work that is both accurate and insightful.

Strategic Priorities-*then*:

- Students
- Programming
- People and culture

Strategic Priorities-*now*:

- Students
- Programming
- People and culture
- Connections and community

J. Drew added that she was confident that extensive stakeholder engagement led to a clear representation of what was heard.

B. Mackinnon asked about the 'Strategic enrolment strategy for domestic and international students by 2025' statement. B. Kulmatycki explained that although there was no formalized plan currently in place, the project will require time to create. W. Stokes explained that it would start as a living document – focusing on admission and working toward retention. He added that there would be a more concrete strategy in place by 2025, not that it would be created in 2025.

B. Mackinnon asked about the recruiting plan regarding domestic students. B. Kulmatycki answered that domestic numbers have been going down nationally since 2014. In terms of getting more domestic students, he explained that numbers would be limited to the population of the area. He added that enrollment from high school is still strong. M. Pickartz added that his team is currently working with engaging prospective students from places that are supporting people that have lost their job or are looking for work.

C. Page asked about the word 'Energy' used in NLC's Vision statement. She was wondering about the definition or meaning of this word out of the Peace region.

F. Rashid added that he feels that along with the College Board, Education Council should thank Minister Mark (and provincial and federal government) for providing quick and crucial support to NLC community in the present situation. He added that Education Council remains highly cohesive with the College Board as we have always aimed at having a model system of cooperation. With the College Board and Education Council working together as per College and Institute act, and facilitating academic activities in the best interest of our students and community.

A. Holloway to email the Education Members with the slide show and the following information:

“In accordance with College and Institutes Act [RSBC 1966] Chapter 52, Article 23(1)(a), the Board of Governors presented their proposed changes to Northern Lights College Strategic Priorities to Education Council as required, and further, the Board is requesting a response about Education Council's about those changes.”

The Board of Governors will officially address the changes at the May 20, 2020 regular meeting of the Board of Governors. It is a requirement under the Act that at least 10 working days must be available to the Education Council to consider these changes and respond to the Board's request. As such, the deadline for such a response provided to the Northern Lights College Board Chair will be one week prior to the May meeting, which will be set at noon on May 13, 2020, to allow Education Council up to 15 working days to respond.

J. Drew, B. Kulmatycki and M. Pickartz left the meeting

Decision Item(s)

6. Aircraft Mechanic Basics

M. Heartt explained that the new Certificate in Aircraft Mechanic Basics would be awarded for the first level of Aircraft Maintenance Technician (AMT) training in the form of a 1-year certificate. He added that this was at the request of school districts to allow dual credit students to get applicable funding.

A. Holloway asked about ESTR 047. M. Heartt stated that ESTR 047 needed to be added to Admission Requirements.

B. Mackinnon asked about the broad comment (No Transport Canada accreditation is provided for the certificate program but may meet the acceptable criteria in the Canadian Aviation Regulations 566.07 (2) (a)) in the Program Description. M. Heartt answered that it was intentionally broad.

B. Mackinnon noted there is no 'finish' date under Program Intake. M. Heartt answered that it was an oversight.

20.04.02 M/S – STOKES/ROE

Motion: *THAT the Education Council approves the new Program Information and Completion Guide for Certificate in Aircraft Mechanic Basics as amended.*

CARRIED

7. Aircraft Maintenance Technician

M. Heartt explained that the submission was to clarify the work experience portion/understanding.

M. Heartt stated that ESTR 047 needed to be added to Admission Requirements.

20.04.03 M/S –ROE/BEDELL

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Aircraft Maintenance Technician Diploma as amended.*

CARRIED

8. Oil and Gas Field Operations

M. Heartt explained that the submission was to update the Non-Course Prerequisites due to industry replacing the Electronic General Safety Orientation (eGSO) certificate with the new Common Safety Orientation certificate.

M. Kearney reminded members that the Common Safety Orientation certificate should not be abbreviated (CSO) if possible, as in industry this stands for Construction Safety Officer.

C. Page noted that under Breakdown Hours the 'Primary' designation needed to be changed to Practicum/Preceptor.

20.04.04 M/S –KEARNEY/RESENER

Motion: *THAT the Education Council approves the revised Course Outline OGOP 102 as amended.*

CARRIED

9. Youth Explore Trades Sampler

M. Heartt explained that to line up with the ITA the total hours were lowered from 360 to 300 (12 weeks). He further explained that this was to allow for the bus schedule (9am to 230pm) for Grade 10 and 11 students.

B. Mackinnon asked about the course outline listing only a few of the possible trades. M. Heartt answered that the students would be shown what was available at that individual campus.

B. Mackinnon asked about the coversheet under the consultation area. Both L. Lovegreen and W. Stokes confirmed that they are in support of the submission.

B. Mackinnon asked about the 'Location' area in the Program Guide listing 'mobile' campus. M. Heartt replied that the program can be delivered on any campus or in any community.

20.04.05 M/S –KEARNEY/HAUGEN

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Youth Explore Trades Sampler and new Course Outline YETS 091 as presented.

CARRIED

M. Heartt left the meeting

10. Applied Business Technology

S. Roe explained that the submission included revisions to the Admission Requirements, to formally acknowledge English proficiency standards for applicants whose first language is not English and for applicants who hold a degree from a Philippine post-secondary institution. He added that these changes were required to provide clarity as NLC moves toward accepting international students into the full-year Applied Business Technology program. He further explained that the changes made were to the Admission Requirements. (1b. and 1c.)

S. Roe asked that two minor edits were made to the document:

1b) IELTS **Academic** 6.0 (add the word 'Academic')

1c) IELTS **Academic** 6.0 (add the word 'Academic')

M. Bedell asked about the math requirement in the Admission Requirements. She noted that it was listed as MATH 040 and felt it should be MATH 030. S. Roe answered that it should be updated to MATH 030 or MATH 035.

B. Mackinnon asked about the coversheet not showing if L. Lovegreen was in support. L. Lovegreen answered that she is fully in support of the submission.

B. Mackinnon asked about the number of seats for the program. S. Roe explained that 20 was the maximum that could be at each campus.

20.04.06 M/S –RESENER/HAUGEN

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Certificate in Applied Business Technology (Administrative Assistant), effective September 2020 as amended.

CARRIED

11.Exception for Academic Monitoring Policy (E-1.02)

- Academic monitoring will be calculated during the week of May 4 as per policy.
- Students that are deemed Required to Withdraw will remain at the status of Academic Restriction until the next semester in which their GPA is 2.0 or higher OR the beginning of the semester after travel restrictions are lifted.
- Students will be advised of this. Note that they will continue to be limited to 11 credits.

W. Stokes explained that due to current events they looked at the Academic Monitoring Policy regarding a small group of students that might be 'stuck in limbo', due to being required to withdraw but unable to return home.

B. Mackinnon asked about future semesters. W. Stokes answered that they may need to extend the 'exceptions' for the Intersession semester as well.

20.04.07 M/S –STOKES/HAUGEN

Motion: THAT *the Education Council endorses the exceptions for the Winter 2020 Academic Monitoring policy as presented.*

CARRIED

Subcommittee Standing Reports

12.Education Policy Subcommittee – A. Holloway explained that the group will be meeting (videoconference) for a day-long meeting April 28, 2020.

13. Curriculum Subcommittee – A. Holloway explained that the group continues to review meeting documents and will meet again on May 7th, 2020.

14. Admissions and Standards Subcommittee – M. Bedell explained that there were no updates since the last Education Council meeting. She added that the group meets next on April 27, 2020. She further explained that the group continues to work on the NLC Admissions policy.

Information/Discussion

15. ~~2020-21 NLC Budget Presentation~~

Agenda item removed at request of Anndra Graff.

16. DRAFT Academic Integrity Policy

Documents provided for Education Council members to review. All comments and concerns to be emailed to either L. Sprinkle or A. Holloway.

17. Continuing Education

*all Course Outlines can be found on D2L
CE AC35 Speed Spanish
CE AC36 Advanced Fiction Writing

CE AC37 Beginning Conversational French
CE AC38 Introduction to Journaling
CE AC39 Introduction to Screenwriting
CE AC40 Publish and Sell Your E-Books
CE AC41 Romance Writing
CE AC42 Introduction to Guitar
CE BE16 Fundamentals of Technical Writing
CE BE17 Project Management Fundamentals
CE BE18 Explore a Career as an Administrative Medical Assistant
CE CT23 Intermediate Microsoft Word 2013
CE CT24 Advanced Microsoft Excel 2013
CE CT25 Advanced Microsoft Excel 2016
CE CT26 Introduction to Microsoft Word 2016
CE CT27 Introduction to Microsoft Access 2019-Office 365
CE CT28 Intermediate Microsoft Excel 2013
CE CT29 Advanced Microsoft Excel 2019-Office 365
CE CT30 Intermediate Microsoft Excel 2019-Office 365
CE CT31 Microsoft PowerPoint 2013 in the Classroom
CE CT32 Understanding the Cloud
CE CT33 Introduction to Cryptography
CE CT34 Introduction to Networking
CE HW35 International Woman's Day Workshop
CE PD22 Creating Classroom Centers
CE PD23 Differentiated Instruction in the Classroom
CE PD24 Enhancing Language Development in Childhood
CE PD25 Guided Reading: Strategies for the Differentiated Classroom
CE PD26 Integrating Technology in the Classroom
CE PD27 Creating the Inclusive Classroom: Strategies for Success
CE PD28 Empowering Students with Disabilities
CE PD29 Guided Reading and Writing- Strategies for Maximum Student Achievement
CE PD30 Homeschool with Success
CE PD31 Supply Chain Suite
CE PD32 Ready, Set, Read
CE PD33 Teaching Preschool: A Year of Inspiring Lessons
CE PD34 Solving Classroom Discipline Problems II
CE PD35 Teaching Writing: Grades K-3
CE PD36 Creating a Classroom Website
CE PD37 Manufacturing Fundamentals
CE PD38 Solving Classroom Discipline Problems
CE PD39 Supply Chain Management Fundamentals
CE PD40 Teaching Students with Autism - Strategies for Success
CE PD41 Teaching Students with ADHD

18. **Late Withdrawals**

W. Stokes explained that currently there have been a lot of questions/concerns regarding 'late withdrawals'. He wanted to ensure that Education Council members are aware that late withdrawals are in fact an exception/variation to an NLC policy. This means that the student must apply through the Dean.

Notes:

- F. Rashid let members know that all current Education Council members can have short personal profile online. He requested any interested individuals to forward profiles and possibly picture for online posting to D. Giersch.
- F. Rashid stated that there can be time during the meeting for student members to provide comments/statements if they wish.

Adjournment – 230 p.m.

Next Meeting – May 27, 2020

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