

Participants:

Faisal Rashid (Faculty At Large) *Chair
Megan Bedell (Faculty At Large) *Vice-Chair
Andy Amboe (Faculty At Large)
Tracy Donnelly (Administration)
Rob-Roy Douglas (Faculty At Large)
Jourdan Gohn (Student)
Gurleen Grover (Student)
Sandeep Kaur (Student)
Marcus Kearney (Faculty At Large)
Loren Lovegreen (Administration)
Brandon Mackinnon (Faculty At Large)
Richard Resener (Faculty At Large)
Lana Sprinkle (Faculty At Large)
Warren Stokes (Administration)
Audra Holloway (Recording)

Absent: Darren Giersch Rupinder Kaur Russ Haugen
Sean Logie Cindy Page Steve Roe
Bryn Kulmatycki Mike Gilbert

Guest(s): Lisa Verbisky Sharon Strasdin Leo Manning
Lindsay Tierner

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, May 27, 2020

20.06.01 M/S –RESENER/BEDELL

Motion: *THAT the minutes of May 27, 2020 be adopted as presented.*

CARRIED

3. Action List

Education Council Process Flowchart – in process

New Course Outline Form – in process

Decision Item(s)

4. Early Childhood Education and Care

S. Strasdin explained that the submission was simply to update the 'Required Courses' area of the Program Information and Completion Guide from ECTA 121 to HDEC 121. She added that the change had already occurred in the Education Assistant program, and that the course outline for HDEC 121 had already been approved at a previous meeting. The ECEC program leadership team will discuss deactivation of ECTA 121 with the Registrar's Office.

20.06.02 M/S –AMBOE/RESENER

Motion: THAT Education Council approves HDEC 121 as a replacement for ECTA 121 in the Program Information and Completion Guide for the Diploma in Early Childhood Education and Care, effective September 2020 as presented.

CARRIED

R. Douglas joined the meeting

5. Education Assistant

S. Strasdin explained that the submission consisted of housekeeping items for the Education Assistant program:

- A) Where applicable, the attached Program Information and Completion Guides have been updated to reflect the changes below.
- B) EDAS 152 and EDAS 153 Course Outlines
 - i) Changing the Grade System for the EDAS 152 and EDAS 153 practicum courses from letter grades to Pass/Fail.
 - ii) Changing the course name of EDAS 152 from "Classroom Practicum 1" to "Practicum 1."
 - iii) Changing the course name of EDAS 153 from "Block Practicum" to "Practicum 2."
 - iv) Removing EDAS 148 as a prerequisite for EDAS 153.
- C) EDAS 240 Course Outline
 - i) Prerequisite removed and textbooks updated.

W. Stokes asked about the French versions of EDAS 152 and EDAS 153 (APS 120 and APS 121) needing their Course Titles and Grading System updated as well. S. Strasdin replied that the Éducacentre courses have their own titles in the Program Guide but, she was not sure about the grading and would look into it.

20.06.03 M/S –SPRINKLE/BEDELL

Motion: THAT the Education Council approves specified changes to the Certificate in Education Assistant and Diploma in Education Assistant Program Information and Completion Guides, and to EDAS 152, EDAS 153, and EDAS 240 Course Outlines as presented.

CARRIED

S. Strasdin left the meeting

6. Professional Cook 2 Institutional Entry

L. Manning explained that recently, at the May 2020 Education Council meeting, it was decided that the Professional Cook 2 Institutional Entry Program Guide would come to a future meeting to update the PCOI 201 course hours.

Updates were:

- 1) Under “Length of Program”: from 420 to 240 hours
- 2) Under “Required Courses”: PCOI 201 from 420 to 240 hours

W. Stokes asked about the number of weeks listed. Decision made to update the total weeks from 14 to 8.

B. Mackinnon asked if W. Stokes and L. Lovegreen are in support of the submission (as the information was missing on the submission cover sheet). Both L. Lovegreen and W. Stokes answered that they are fully in support of the submission.

20.06.04 M/S –AMBOE/LOVEGREEN

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

CARRIED

7. Welder Apprenticeship

L. Manning explained that the submission was to correct the total weeks and hours of the program.

20.06.05 M/S –AMBOE/RESENER

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Welder Apprenticeship as presented.

CARRIED

8. Aircraft Maintenance Technician Diploma

L. Manning explained that the ESTR 047 admission path option was not included in the recent (May 2020) submission. He added that the submission was to add ESTR 047 back in as an admission pathway in the Admission Requirements.

20.06.06 M/S –RESENER/SPRINKLE

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

CARRIED

9. AMT Course Outlines

L. Manning explained that for the submission the Course Content topics were moved for better flow within the semester and the statement “Admission into the Aircraft Maintenance Technician program or Aircraft Mechanic Basics” was added to prerequisite statements. He added that the update was where material was to be delivered during the semester, that there was in fact no change in the actual curriculum.

20.06.07 M/S –LOVEGREEN/BEDSELL

Motion: *THAT the Education Council approves the revised Course Outlines AMT 101, AMT 102, AMT 103, AMT 104, AMT 105, AMT 106, AMT 107, AMT 108, AMT 111, AMT 112 and AMT 114 as presented.*

CARRIED

L. Manning left the meeting

10. Engineering

L. Verbisky explained that the revisions to both credentials was prompted by new and enhanced opportunities for transfer credit:

The Certificate in Engineering now allows for full, seamless, guaranteed first-year transfer credit to the University of Alberta's engineering programs. This is a remarkable opportunity for students in NLC's catchment area.

The Certificate in Engineering Studies was revised to align with the BC Common First-Year in Engineering. This credential now allows students to apply for transfer into second-year engineering programs throughout BC. This is another remarkable opportunity for NLC students.

The redesigned Certificate in Engineering and the redesigned Certificate in Engineering Studies are significant enhancements to NLC's STEM programming.

B. Mackinnon asked about the 'must pass final exam' wording in all three of the ENGG Course Outlines. L. Verbisky explained that the standard for Engineering courses is that the student must pass the final exam.

B. Mackinnon asked about the 50% weighting for the final exam for the ENGG 125 course. L. Verbisky answered that the weighting came directly from the instructor/creator and suspects that it would be normal practice for that type of course.

L. Verbisky explained that a small update was required for the ENGG 130 Course Outline, the course should be ENGG 125.

W. Stokes would like the Effective Date for all the Course Outlines to be September 2020.

20.06.08 M/S –LOVEGREEN/SPRINKLE

Motion: *THAT the Education Council approves the revised Program Information and Completion Guides for the Certificate in Engineering, the Certificate in Engineering Studies, and the related course outlines for ENGG 115, ENGG 120, and ENGG 125, effective September 2020 as amended.*

CARRIED

11. Interactive Technologies and Game Design

L. Verbisky explained that the course outlines were for newly developed courses as part of the Interactive Technologies and Game Design Diploma program. She noted the course title for ITEC 290 had been changed from Project Based Co-op to Project Based Field Experience to more accurately reflect current distinctions around types of work integrated learning.

W. Stokes noted that the title of certification was incorrect. It was updated to "Diploma in Interactive Technologies and Game Design".

W. Stokes explained that the English Language Proficiency Requirement document found at the end of the document was an incorrect version. Decision to remove the document from the Program Guide for this submission and that the correct one could be added by A. Holloway prior to filing.

W. Stokes asked about ITEC 290 having 90 contact hours and only 3 credits. L. Verbisky explained that most practicum courses don't transfer and that the hours would be for students to come together for group work. L. Lovegreen concurred with L. Verbisky about the 3 credits for the course.

L. Lovegreen asked about the language used in the Program Guide regarding a laptop requirement. Decision by Education Council to have the language reviewed by L. Verbisky, W. Stokes and Salil Ghosh with the update of: "A computer with the minimum requirements as noted on the NLC website" to be added to the Program Guide for approval. F. Rashid suggested adding a Discussion Item #18 regarding the issue, as NLC moves to online delivery.

20.06.09 M/S –RESENER/BEDELL

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for the Interactive Technologies and Game Design Diploma and the new Course Outlines ITEC 225, ITEC 235, ITEC 245, ITEC 255, and ITEC 290 as amended.

CARRIED

12. CPSC 123

L. Verbisky explained that the original course CPSC 122 was a 3-credit course that had 45 hours of lecture and 45 hours of lab contact hours. She further explained that the proposed CPSC 123 course would see an increase in credits from 3 to 4 as compared to CPSC 122 with no substantive changes to learning outcomes or content. The credit increase aims to accurately reflect the common practice at NLC and around the Province to apply 4 credits to a course with these numbers and proportion of lecture to lab contact hours. She further added that CPSC 122 as a 3-credit course could prevent the course from transferring to an equivalent course denoted as a 4 credit course at other institutions.

W. Stokes noted that the CPSC 122 was not listed under 'Equivalent Course Code'. After discussion a decision was made to add it to the Course Outline.

W. Stokes asked that a second motion be added to discontinue the Course Outline CPSC 122.

20.06.10 M/S –RESENER/AMBOE

Motion: THAT the Education Council approves the new Course Outline CPSC 123 as amended.

CARRIED

20.06.11 M/S–RESENER/AMBOE

Motion: THAT the Education Council approves the discontinuation of Course Outline CPSC 122.

CARRIED

13. Paleontology

L. Verbisky explained that given the proximity to Tumbler Ridge and the abundance of paleontological record in this region, these courses are intended to enhance the relevance of and interest in the University Arts and Sciences curriculum. Combined with other geology and biology courses, PALE 2XX courses allow students to obtain a

concentration in the field of earth sciences, as typically referred to at receiving institutions for this course cluster, when pursuing an Associate of Science Degree at Northern Lights College. Upon approval, the courses would immediately be available as science electives for NLC's Associate of Arts and Science Degrees, Diplomas and Certificates. Without these two courses, there are not enough science courses offered on the DC campus to support the Associate of Science Degree.

B. Mackinnon asked about the cover sheet proposing field trips for both courses but, no mention in the PALE 201 Course Outline. L. Verbisky explained that it would be up to the instructor if a field trip would be listed in the Instructor Syllabus for that course.

B. Mackinnon asked about the requirement of passing the 'invigilated portions of the course' in order to pass the course. L. Verbisky answered that although the Course Outline lists Face-to-Face as the delivery method, the program would be currently taught by 'distance' delivery.

20.06.12 M/S –AMBOE/SPRINKLE

Motion: *THAT the Education Council approves the new Course Outlines PALE 200 and PALE 201, effective September 2020 as presented.*

CARRIED

14. Business Management Diploma

L. Verbisky explained that the submission consisted of housekeeping items within the Program Guide:

- A) Removed language that inaccurately inferred that the Certificate in Business Management must be completed before admission to the Diploma in Business Management.
- B) Admission requirements have been reformatted for clarity.
- C) Length of Program: hours have been increased to reflect two full years of study.
- D) The required courses have been reformatted for clarity. Inactive courses have been removed.

M. Bedell asked if MATH 042 should be added as an option to the Math area of the Admission Requirements. L. Verbisky explained that MATH 042 is not an acceptable prerequisite for MATH 104/MGMT 290, so cannot be listed as an option.

W. Stokes asked about the statement "The date of course completion will also be considered in course transfer." in the Residency Requirement area. L. Verbisky replied that it would be "10 years for theoretical course and 3 years for technological course". L. Verbisky added that she felt that there needed to be an NLC transfer credit policy with standards clearly stated for the institution. W. Stokes concurs that this policy was needed for NLC. A. Holloway to convey this request to the Admissions and Standards subcommittee.

W. Stokes asked about the wording of 'stream' in the Required Courses area of the guide. He added that it was listed as an 'option' in the previous guide. L. Verbisky answered that he was correct and that on the bottom of page three and top of page four it should state 'Accounting Option'.

B. Mackinnon asked about the difference between the Program Guide and the planning grids. L. Verbisky explained that the planning grids would be aligned to the Program Guide.

20.06.13 M/S –AMBOE/LOVEGREEN

Motion: *THAT the Education Council approves the proposed revisions to the Program Information and Completion Guide for Diploma in Business Management as amended.*

15. Business Management Preclusions and Prerequisites

L. Verbisky explained that the submission consisted of housekeeping items related to select prerequisite statements in the submitted Business Management Course Outlines. She added that the amended prerequisite statements eliminate unnecessary restrictions on student registration and generally facilitate student access to individual courses.

B. Mackinnon asked if the submitted outlines would be used for transfer agreements.

L. Verbisky answered that they would be submitted to BCCAT once they were approved by Education Council.

W. Stokes explained that for the Course Outline for MGMT 225, the prerequisite could not be built into Colleague as it was currently written. L. Verbisky asked if there was a possible way to ensure that the student would be taking the course later into the program. W. Stokes suggested marker courses that could work as benchmarks or to use amount of credits completed, not the curriculum itself. L. Verbisky asked that it go through 'as is' and that it would come back at a later date with a new submission.

B. Mackinnon asked about the textbook recorded for the Course Outline for MGMT 295. A. Holloway to update with correct textbook after the meeting, as it would be considered a minor change.

20.06.14 M/S –BEDELL/RESENER

Motion: *THAT the Education Council approves revised Course Outlines for COMM 301, MGMT 150, MGMT 225, MGMT 295 and MGMT 302 as amended.*

CARRIED

L. Verbisky left the meeting

G. Grover left the meeting

16. Health Care Assistant

L. Sprinkle explained that the submission consisted of housekeeping items within the Program Information and Completion Guide for the Certificate in Health Care Assistant:

A. Program contact

- Updated to acknowledge the program Chair.

B. Admission requirements

- Reference to a "one-time application fee" removed.
- Reformatted Admission Requirements to clarify criteria for English-speaking applicants and for non-English-speaking applicants, respectively.
- To explicitly acknowledge highly detailed compliance requirements established by BC Care Aide and Community Support Worker Registry, we have omitted reference to the CELPIP "Academic" Test. We have also noted that both the CELPIP "General" and the CAEL must be completed within two years of admission. Acknowledgement of these Registry requirements will not disadvantage any NLC applicants.

C. Program Intakes

- We have acknowledged that NLC now intends to offer two HCA intakes per year, subject to adequate enrollment.

D. Additional Requirements/Supplies

- To again meet BC Care Aide Registry requirements, we have noted that Provincial Violence Prevention Curriculum E-Learning modules are completed prior to practice education.

- We have acknowledged that NLC has established standard, minimum computer requirements for programs.
- We also acknowledge that standardized uniforms must be purchased through an NLC Bookstore.

B. Mackinnon asked about HCAT 126 Course Outline title in the Program Guide. L. Sprinkle answered that it was correct.

M. Bedell asked about the immunization comment “D. Submission of up-to-date immunization records including...” found on page 4. She asked if it could be instead “Submission of a completed NLC immunization form” including:” L. Sprinkle answered that the update would be acceptable.

W. Stokes noted that the Course Outline for HCAT 126 (found in Agenda Item #22) had a change to the course description (major change) and asked that it be added to the motion.

20.06.15 M/S –BEDELL/LOVEGREEN

Motion: THAT the Education Council approves the specified revisions to the Program Information and Completion Guide for the Certificate in Health Care Assistant and the revised Course Outline HCAT 126, effective February 2021 as amended.

CARRIED

17. PNUR 247

L. Sprinkle explained that the submission was to retroactively fix the Grading System and Passing Grade listed on the PNUR 247 Course Outline, effective September 2019. She added that students would not be affected, as currently percentage grades were being entered into Colleague.

20.06.16 M/S –RESENER/LOVEGREEN

Motion: THAT the Education Council approves the revised Course Outline PNUR 247, retroactive to September 2019 as presented.

CARRIED

18. Technological Requirements Update

In light of NLC moving to online delivery, W. Stokes suggested adding the statement: “We recommend that all students have access to the minimum computer requirements” to the NLC website.

W. Stokes composed the motion and noted that he would be working with L. Lovegreen to update the NLC website.

20.06.17 M/S –RESENER/BEDELL

Motion: THAT the Education Council endorses advising all students that a minimum computer is a necessary requirement for the fall 2020 semester owing to the impact of COVID-19.

CARRIED

Subcommittee Standing Reports

19. Education Policy Subcommittee- L. Sprinkle explained that the next meeting would be on June 25th and the group would be working on the Honor List policy, the Withdrawal policy and the Course Outline project.

20. Curriculum Subcommittee- A. Holloway explained that group next meets September 3rd to review September meeting documents.

21. Admissions and Standards Subcommittee- M. Bedell explained that the group met on Jun 22nd. She added that she had made a note regarding the Transfer Credit/Agreement policy discussed in Agenda Item #14.

Information/Discussion

22. HCAT Course Outlines – L. Sprinkle presented nine Course Outlines with minor changes:

- HCAT 110
- HCAT 111
- HCAT 112
- HCAT 113
- HCAT 123
- HCAT 124
- HCAT 125
- HCAT 126 (see Agenda Item #17)
- HCAT 127

23. Continuing Education

T. Donnelly explained that the CE group was currently working with a Broadway group to create camps for kids.

T. Donnelly presented the following CE courses:

- CE AC49 How to Make Money from Your Writing
- CE AC50 Mystery Writing
- CE AC51 Research Methods for Writers
- CE AC52 Write Fiction Like a Pro
- CE AC53 Writing Fiction Series
- CE AC54 Writing the Fantasy Novel
- CE AC55 Beginning Writer's Workshop
- CE BE19 Administrative Assistant Suite
- CE BE20 Managing Personal Finances
- CE BE21 Medical Terminology II: A Focus on Human Disease
- CE CA16 How to Make Lemon Pound Cake
- CE CT42 Typography
- CE CT43 Wireless Networking
- CE CT44 Accounting with Excel 2016 Suite
- CE CT45 Accounting with MS Excel 2019 Suite
- CE CT46 Write Effective Web Content
- CE CT47 Advanced A+ Certification Preparation: Hardware/OS II

CE CT48 Basic A+ Certification Preparation: Hardware I
CE CT49 Basic Computer Skills Suite
CE HW40 Veterinary Assistant Series
CE HW41 Veterinary Medical Terminology
CE HW42 Health and Wellness at Work
CE HW43 Work Yourself Happy
CE PD47 Six Sigma: Total Quality Fundamentals
CE PD48 Supervisor Suite
CE PD49 TEAS Prep 1
CE PD50 TEAS Prep 2
CE PD51 TEAS Prep Series
WFTR BE03 Sage 50 Premium Accounting Level 1
WFTR PD02 College Success Skills
WFTR PD04 Organizational Skills
WFTR TI28 Math Readiness

Adjournment – 322 p.m.

Next Meeting – September 23, 2020

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