

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)
Darren Giersch (Staff)
Jourdan Gohn (Student)
Gurleen Grover (Student)
Russ Haugen (Faculty At Large)
Rupinder Kaur (Student)
Sandeep Kaur (Student)
Marcus Kearney (Faculty At Large)
Brandon Mackinnon (Faculty At Large)
Cindy Page (Faculty At Large)
Lana Sprinkle (Faculty At Large)
Warren Stokes (Administration)
Mike Gilbert (Board Representative)
Audra Holloway (Recording)

Absent: Sean Logie Loren Lovegreen Bryn Kulmatycki
Richard Resener Steve Roe

Guest(s): Leo Manning

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 asked for (at the request of Anndra Graff) the removal of Agenda #14.
L. Manning will present Agenda Items #4 to #10.

Agenda was adopted as amended.

2. Adoption of Minutes, February 26, 2020

20.03.01 M/S –BEDELL/STOKES

Motion: *THAT the minutes of February 26, 2020 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – in process

New Course Outline Form – in process

Decision Item(s)

~~4. Aircraft Mechanic Basics~~

*Decision by L. Manning and W. Stokes to postpone submission until the April 22, 2020 Education Council meeting.

~~5. Aircraft Maintenance Technician~~

*Decision by L. Manning and W. Stokes to postpone submission until the April 22, 2020 Education Council meeting.

6. Automotive Service Technician Foundation

L. Manning explained that the submission included the addition of the NLC POWER program as an Admission Requirements option, the addition of wording regarding the reading break, the addition of 10 hours to the ASTF 101 course length and the removal of any reference to the repealed 'Trades and Apprenticeship Safety and Attendance' policy.

L. Manning added that there was an additional change required to the submitted Program Completion Guide. The Credential wording should be: Certificate in Automotive Service Technician.

Upon review of the ASTF 101 document it was discovered that the shop hours showed 570 hours – this was updated to 580 hours (bringing the total course hours to 910 hours)

Upon review of the Program Guide it was discovered that the Length of Program showed 980 hours – this was updated to 990hrs (33 weeks) and under Required Course ASTF 101 showed 900 hours – this was updated to 910 hours.

W. Stokes asked about the wording in the Course Description of ASTF 101. L. Manning replied that it is correct, and the wording 'Level 1' should be included.

20.03.02 M/S –STOKES/DOUGLAS

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for the Auto Service Technician Foundation program, and the revised course outlines for ASTF 101 and ASTF 150 as amended.

CARRIED

7. Heavy Mechanical Trades Foundation

L. Manning explained that the submission included the addition of the NLC POWER program as an Admission Requirements option, the addition of wording regarding the reading break, the addition of HMTF 155 Course Outline and the removal of any reference to the repealed 'Trades and Apprenticeship Safety and Attendance' policy. B. Mackinnon asked about the four trades paths listed at the start of the Program Guide as there are only three descriptive paragraphs. Upon review it was

discovered that the third paragraph included two paths and decision was made to move the fourth path to its own paragraph.

B. Mackinnon asked about the wording in the HMTF 155 Course Outline that states 'describe the conditions necessary to support a fire'. L. Manning explained that the statement was correct.

20.03.03 M/S –AMBOE/KEARNEY

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Heavy Mechanical Trades Foundation program, the revised Course Outlines HMTF 101, HMTF 150 and the new Course Outline HMTF 155 as amended.*

CARRIED

8. Millwright Foundation

L. Manning explained that for the submission they had removed the 'Enhanced' component of level 2 training in order to respond to industry feedback and aligned the program with traditional ITA Foundation level training. He further explained that the submission included the addition of the NLC POWER program as an Admission Requirements option, the addition of wording regarding the reading break, the shortening of the course length of MILL 160, the lengthening of MILL 100 and the removal of any reference to the repealed 'Trades and Apprenticeship Safety and Attendance' policy.

L. Manning noted that there were two additional changes required for the submission: Course Numbering – MILL 100 should be MILL 101
– MILL 160 should be MILL 161

After review of documents it was discovered that the Program Guide had the incorrect number of weeks listed. Program Guide document was updated to show 26 weeks in the 'Program Description'.

B. Mackinnon asked about the 60hr vs 80hr listed within MILL 161. A. Amboe explained that would be due to the fact that when NLC is unable to get a practicum placement for a student, the student would be able to do the practicum at NLC. He further explained that NLC employees have a 30hr work week and the student would therefore receive a 60hr practicum.

20.03.04 M/S –KEARNEY/HAUGEN

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for the Millwright Foundation program, and the revised course outlines MILL 101 and MILL 161 as amended.*

CARRIED

9. Welder Foundation

L. Manning explained that the submission included the addition of the NLC POWER program as an Admission Requirements option, the addition of wording regarding the reading break and the removal of any reference to the repealed 'Trades and Apprenticeship Safety and Attendance' policy.

B. Mackinnon noted that on the submission Coversheet the instructor does not have a check next to 'In Support of Proposal'. L. Manning answered that he is in approval of the changes/updates.

20.03.05 M/S –PAGE/KEARNEY

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for the Welder Foundation program, and the revised course outline WELF 101 as presented.*

CARRIED

10. Advanced Certificate in Culinary Arts Program

L. Manning explained that the Advanced Certificate in Culinary Arts consist of a 32-week program designed to encompass ITA Levels 1 and 2 of Professional Cook training, with a 30-hour Capstone course to complete at the end. He further explained that the capstone project was designed to demonstrate and be evaluated as a culmination of all things learned throughout the two levels. Activities will include a dining event demonstrating each individual's skill at menu planning, dining setup, dining service, preparing quality food, delivery timing, and dining cleanup.

B. Mackinnon asked about the Total Hours listed in the Program Guide (870 hours) because when the Total Hours of each of the Required Course were added up it equaled 1050 hours. L. Manning explained that this would be what the student would be accredited with (with the ITA), not the actual length of the program.

L. Manning and W. Stokes discussed the Institutional entry pathways and concluded that in the future there may be a change to a program type similar to the Applied Business Technology program at a later date.

W. Stokes added that the credential listed in the Program Guide should be: Advanced Certificate in Culinary Arts.

20.03.06 M/S –KEARNEY/HAUGEN

Motion: *THAT the Education Council approves the new Program Information and Completion Guide for the Advanced Certificate Culinary Arts program and the new Course Outline PCOI 290 as amended.*

CARRIED

L. Manning left the meeting.

Subcommittee Standing Reports

11. Education Policy Subcommittee

L. Sprinkle thanked the Policy subcommittee members for their hard work on the policy being presented today (Agenda #15).

12. Curriculum Subcommittee

A. Holloway reported that the subcommittee meets next on April 2, 2020 to review documents for the next (April 22, 2020) meeting.

13. Admissions and Standards Subcommittee

M. Bedell explained that the subcommittee met Monday March 23, 2020 using 'Microsoft Teams'. She further explained that the subcommittee continues to work on the revised Admissions policy with much of the meeting's conversation centered on 'deferrals' – with regards to the current Covid19 issue.

Information/Discussion

~~14. 2020-21 NLC Budget Presentation~~

*Removed from Agenda at request of Anndra Graff.

15. DRAFT Academic Integrity Policy

L. Sprinkle explained that the draft policy had been brought to Education Council for review and consultation. She further explained that the Appendices and the TOR are procedural pieces and are to be refined and maintained by the Standing Committee in the form of appendices and best practices documents. These do not contain content which necessarily belongs inside the Policy document, but in the supporting documents maintained by the Committee. Training for Chairs and Standing Committee members will be based on those documents of reference. She thanked everyone that had already sent the subcommittee thoughtful feedback and asked that Education Council members direct any additional comments and suggestions to either herself or A. Holloway. The intent is to bring the documents back again to the April 22, 2020 meeting.

16. Continuing Education

T. Donnelly presented the CE courses:

CE CT19 Introduction to InDesign CC

CE CT20 Microsoft Office 2016 Value Suite

CE CT21 Introduction to Microsoft Excel 2019 - Office 365

CE CT22 Introduction to Microsoft Word 2010

CE HW33 Young Yoga Masters: Themes and Dreams Yoga Teacher

CE HW34 Applied Suicide Intervention Skills Training (ASIST)

CE PD20 Northern Health: Violence Prevention workshop

CE PD21 Keep.Me.Safe: Staff workshop

Notes:

*Reminder to members: Chair and Vice-Chair elections are held at the April Education Council meeting.

Adjournment – 225 p.m.

Next Meeting – April 22, 2020

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