

## Participants:

Faisal Rashid (Faculty At Large) \*Chair  
Megan Bedell (Faculty At Large) \*Vice-Chair  
Tracy Donnelly (Administration)  
Darren Giersch (Staff)  
Gurleen Grover (Student)  
Russ Haugen (Faculty At Large)  
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)  
Lana Sprinkle (Faculty At Large)  
Warren Stokes (Administration)  
Audra Holloway (Recording)

Absent: Bryn Kulmatycki Rob-Roy Douglas Sean Logie Mike Gilbert  
Andy Amboe

Guest(s): Leo Manning

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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**

Agenda was adopted as circulated.

**2. Adoption of Minutes, June 24, 2020**

20.09.01 M/S –ROE/BEDELL

Motion: *THAT the minutes of June 24, 2020 be adopted as presented.*

CARRIED

G. Grover joined the meeting.

### 3. Action List

Education Council Process Flowchart – in process

New Course Outline Form – in process

### Decision Item(s)

#### 4. Human Services

S. Roe explained that NLC certificate and diploma graduates in human services fields often seek additional courses to enhance skills and knowledge, to increase career opportunities, and/or to meet regulatory certification requirements. He added that the Advanced Certificate in Human Services Professional Development highlights such professional development opportunities and allows relevant course registrations to be tracked under an appropriate credential/program heading. C. Page explained that it started with a discussion regarding the post diploma students and the changes to the revised Education Assistant program having several new courses that would be of interest. She added that opportunities for extended professional development and growth in human services were clarified.

20.09.08 M/S –LOVEGREEN/STOKES

*Motion: THAT the Education Council approves the new Program Information and Completion Guide for the Advanced Certificate in Human Services Professional Development for implementation in January 2021 as presented.*

CARRIED

#### 5. Education Assistant

S. Roe explained that after the revised EA Completion Guides and related course outlines were approved at the October 2019 Education Council meeting it was discovered that the program leadership team inadvertently presented “children and vulnerable adults” as the only acceptable “works with” category. He further explained that the intention was to present “children” **or** “children and vulnerable adults” as acceptable “works with” categories.

20.09.09 M/S –BEDELL/LOVEGREEN

*Motion: THAT the Education Council approves the revised Program Information and Completions Guides for both Certificate in Education Assistant and Diploma in Education Assistant, and the revised Course Outlines EDAS 143, EDAS 240, EDAS 241, EDAS 242, EDAS 243, EDAS 244, HDEC 100, HDEC 101, HDEC 103 and HDEC 121 ,for implementation in January 2021 as presented.*

CARRIED

#### 6. Health Care Assistant

S. Roe explained that the submission was simply an omnibus correction to errors in co-requisite/prerequisite statements in the HCAT course outlines. He added that it was to align with program practice and provincial curriculum guidelines.

M. Bedell asked if registration of students would be affected by the updated prerequisites (prerequisite errors during registration). W. Stokes answered that the registration in the program assumes that the student will be successful. He added that the prerequisite language allows the student to be removed from subsequent classes if they fail a class.

20.09.10 M/S –PAGE/HAUGEN

Motion: *THAT the Education Council approves the revised Course Outlines HCAT 110; HCAT 111; HCAT 112; HCAT 113; HCAT 123; HCAT 124; HCAT 125; HCAT 126 and HCAT 127, effective February 2021 as presented.*

CARRIED

L. Manning joined the meeting

R. Resener joined the meeting

### 7. Millwright Foundation

L. Manning explained that the submission was to correct several typos and reference errors in the documents.

1. the number of weeks indicated in the program description and a typo,
2. level advancement in MILL 101 description,
3. correct MILL course number in MILL 161 description information.

20.09.02 M/S –HAUGEN/PAGE

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

CARRIED

### 8. Automotive Service Technician Apprenticeship

L. Manning explained that the submission was to remove a statement under 'Program Description' regarding Foundation program information that did not apply to the program and to standardize statements within the document to the current practice for ITA programs.

W. Stokes asked about policy listed under 'Additional Requirements/Supplies' and suggested that it be removed from the Program Guide. L. Manning agreed and the sentence was removed.

20.09.03 M/S –STOKES/BEDELL

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Automotive Service Technician Apprenticeship as amended.*

CARRIED

M. Kearney joined the meeting

### 9. Cosmetology

L. Manning explained that the new program would allow students to indicate their intended goal to complete both Hairstylist and Esthetics and allow previous graduates of one component to return as early as September 2021 to complete the second component and achieve a diploma.

M. Bedell asked about the Admission Requirements regarding students that might have taken the older Esthetics or Hairstylist programs, and whether they would have to complete the portfolio course for that program as well. L. Manning answered that past students would need to complete all portfolio courses.

M. Bedell noted that the NLC Power Program is listed as an Admission Requirement pathway of both Hairstylist and Esthetics, but not listed in the Cosmetology guide. L. Manning answered that it was not their intent for the Power Program to be a pathway for the Cosmetology program.

20.09.04 M/S –SPRINKLE/KEARNEY

*Motion: THAT the Education Council approves the new Program Information and Completion Guide for the Cosmetology Diploma and the new Course Outline COSM 250 as presented.*

CARRIED

### **10. Hairstylist**

L. Manning explained that adjustments were made to the Hairstylist course design to more clearly define the theory from practical-salon operation activities for students in the Hairstylist program. He further added that the addition of the portfolio course would result in a professional portfolio that students would develop throughout their training as a visual demonstration of their skills. He added that the program would be intended to feed into the proposed Cosmetology Diploma program expected to launch September 2021.

20.09.05 M/S –RESENER/KEARNEY

*Motion: THAT the Education Council approves the revised Program Information and Completion Guide for the Hairstylist Foundation Certificate program and course outlines HAIR 101, HAIR 102 and COSM 101 as presented.*

CARRIED

G. Grover left the meeting

### **11. Esthetics**

L. Manning explained that the addition of the Portfolio course would result in a professional portfolio that students would develop throughout their training as a visual demonstration of their skills. He added that the program is intended to feed into the proposed Cosmetology Diploma program expected to launch September 2021.

20.09.06 M/S –KEARNEY/RESENER

*Motion: THAT the Education Council approves the revised Program Information and Completion Guide for the Esthetics program, revised Course Outlines ESTH 105, ESTH 115 and the new Course Outline COSM 102 as presented.*

CARRIED

### **12. Wind Turbine Maintenance Technician**

L. Manning explained that the Advanced Certificate in Wind Turbine Maintenance program was reviewed with PAC members to improve the outlook for students. The new format would have students complete ITA foundation and level one training in

Electrician and Millwright, with the addition of a Job Safety course specifically geared toward the WTMT industry and a total of 8 weeks of practicum which would give students a clear experiential picture of what technicians do in the field, in remote areas and with limited outside contact.

B. Mackinnon asked about the practicums listed in the documents. L. Manning explained that the practicum would be 6 weeks in length and the 2 weeks would be on-site job safety training/orientation as per industry standards.

M. Bedell asked about the location listed on the Program Guide. She added that the Electrical Foundation portion they would be joining the students at the Fort St John campus. L. Manning agreed and the Program Guide was updated.

20.09.07 M/S –KEARNEY/LOVEGREEN

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide the Advanced Certificate in Wind Turbine Maintenance program, and the new Course Outlines WTMT 150 and WTMT 151 as amended.*

CARRIED

## **Subcommittee Standing Reports**

### **13. Education Policy Subcommittee**

L. Sprinkle reported that the group had recently met and worked on the Honour List policy and started preliminary work on the Student Practicum policy.

### **14. Curriculum Subcommittee**

A. Holloway explained that the group has moved to Microsoft teams and met on September 3<sup>rd</sup> to review the meeting documents.

### **15. Admissions and Standards Subcommittee**

M. Bedell reported that the group will next meets on September 28<sup>th</sup>, 2020.

## **Information/Discussion**

### **16. ANTH 202 Course Outline**

S. Roe explained that the UNAS department was working on a pre-Bachelor of Education transfer agreement with the University of Calgary. He added that during that process the Calendar Description of ANTH 202 was updated.

### **17. Continuing Education**

T. Donnelly presented the CE and WFTR Course Outlines:

CE AC56 EFC-Movement Matters

CE AC57 EFC-Songwriting for a Cause

CE AC58 EFC-Your Voice Matters

CE AC59 EFC-Character Creators

CE AC60 EFC-Creative Cartooning

CE AC61 EFC-Digital Storytelling for Young Activists

CE AC62 EFC-Impact Artist Showcase

CE AC63 EFC-Anything You Do, Let It Come from You

CE AC64 EFC-Creative Writing for Social Change  
CE AC65 EFC-Dance, Dance Revolution  
CE AC66 EFC-History Repeats Itself  
CE AC67 EFC-Lucid Body  
CE AC68 EFC-Lyricism as Expression  
CE AC69 EFC-Makeup Muse  
CE AC70 EFC-Producing for a Social Impact  
CE AC71 EFC-Writing Authentically  
CE AC72 EFC-Finding Your Voice  
CE AC73 Keys to Effective Communication  
CE AC74 Discover Sign Language II – Self-Paced Tutorial  
CE AC75 Discover Sign Language Series  
CE AC76 Spanish for Medical Professionals  
CE AC77 Spanish for Medical Professionals II  
CE AC78 Reclaiming Your Big Voice  
CE AC79 Creative Writing Value Suite  
CE AC80 Explore Fiction Writing Genres Suite  
CE AC81 Explore Non-Fiction Writing Suite  
CE BE22 Project Management Fundamentals Series  
CE BE23 Understanding the Human Resources Function  
CE BE24 Explore a Career in Medical Coding  
CE BE25 Computer Skills for the Workplace  
CE BE26 Technical Writing Suite  
CE BE27 Administrative Assistant Fundamentals  
CE CT50 Intermediate InDesign CC  
CE CT51 Creating WordPress Websites Series  
CE CT52 Intermediate Networking  
CE CT53 Microsoft Excel 2019 and Statistics Suite  
CE CT54 Microsoft Excel and Access 2019 Suite  
CE CT55 Color Theory  
CE CT56 Introduction to Bootstrap Training  
CE CT57 Intermediate Oracle  
CE CT58 Intermediate PHP and MySQL  
CE CT59 Introduction to Digital Scrapbooking  
CE CT60 Introduction to Vue.js Training  
CE HW44 Infectious Diseases and Infection Control  
CE HW45 Aging and Health Bundle  
CE HW46 Become a Physical Therapy Aide  
CE HW47 End of Life Care  
CE HW48 Explore a Career as a Medical Assistant  
CE HW49 Explore a Career as a Pharmacy Tech  
CE HW50 Global Healing Systems  
CE HW51 Integrative Mental Health  
CE HW52 Introduction to Natural Health and Healing  
CE PD52 20 Hour Instructor Support  
CE PD53 Mastering Public Speaking  
CE PD54 NPM- Project Procurement and Contracts Management  
CE PD55 NPM- MS Project for Managing Projects  
CE PD56 NPM- Project Management Tools and Techniques Level 1  
CE PD57 NPM- Project Management Tools and Techniques Level 2

CE PD58 NPM- PMP Certification Exam Preparation workshop  
CE PD59 High Performance Organization  
CE PD60 Business Finance for Non-Finance Personnel  
CE PD61 Managing Fundamentals  
CE PD62 Manufacturing Applications  
CE PD63 Six Sigma: Total Quality Applications  
CE PD64 Instructional Design Training  
CE PD65 Introduction to Algebra  
WFTR TI29 Rescue Canada: Swiftwater Safety Rescue Technician – Level 2  
WFTR TI30 NRTG Electrofishing Certification  
WFTR TI31 Irwin’s Safety – Marine Emergency Duties (MED A3)  
WFTR TI32 Irwin’s Safety – Wilderness & Bear Awareness  
WFTR TI33 Irwin’s Safety – Transportation Endorsement  
WFTR TI34 BC Hydro Fish Monitoring Program

Adjournment – 225 p.m.

Next Meeting – October 28, 2020

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