

Participants:

Faisal Rashid (Faculty At Large) *Chair
Brandon Mackinnon (Faculty At Large) *Vice-Chair
Sweetzelle Ira Arago (Student)
Heather Cobbett (Faculty At Large)
Tracy Donnelly (Administration)
Rob-Roy Douglas (Faculty At Large)
Kristel Anne Echano (Student)
Andrey Florita (Student)
Lynette Forrest (Faculty At Large)
Darren Giersch (Staff)
Ruth Angelique Marquez (Student)
Bruce McKay (Faculty At Large)
Howard Moody (Faculty At Large)
Warren Stokes (Administration)
Marissa Thola (Faculty At Large)
Audra Holloway (Recording)

Absent: Loren Lovegreen Todd Bondaroff Mike Gilbert
 Josh Klassen

Guest(s): Leo Manning Nicole Dahlen Kathleen Lewis
 Anndra Graff

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, February 23, 2022.

22.03.01 M/S –THOLA/DOUGLAS

Motion: *THAT the minutes of February 23, 2022, be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – nothing to report

Decision Item(s)

4. Revised Heavy Mechanical Trades Foundation

L. Manning explained that the total length of the program was reduced from 1160 hours to 970 hours by removing an online component that had been found to be detrimental to learners. He further explained to meet the revised program structure the courses HMTF 101 (943 hours) and HMTF 155 (137 hours) were combined to create the new course HMTF 102 (910 hours). He added that the practicum course HMTF 150 had a reduction in hours from 80 to 60 hours.

R. Douglas asked if reducing the overall program hours would affect eligibility or ITA requirements. L. Manning answered that the ITA was aware of the changes to the program and that the change in hours would not affect the student's accreditation in any way.

B. Mackinnon asked about the placement of the practicum in the program. L. Manning explained that the practicum occurs somewhat in the middle of the program to allow placement with employers.

A. Holloway asked about the plan for the students currently admitted to the 'old' version of the program currently built in Colleague for September 2022 (from the Curriculum Subcommittee). L. Manning replied that an update letter would be sent to students regarding the reduction in hours, but that the curriculum had not been changed.

22.03.02 M/S –COBBETT/STOKES

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Heavy Mechanical Trades Foundation, the new Course Outline HMTF 102 and the revised Course Outline HMTF 150 as presented.*

CARRIED

22.03.03 M/S –COBBETT/STOKES

Motion: *THAT the Education Council approves discontinuation of the Courses HMTF 101 and HMTF 155.*

CARRIED

L. Manning left the meeting

B. McKay joined the meeting

5. Revised Practical Nursing Guide

N. Dahlen explained that the submission was to make required updates to the post-admissions requirements (including Covid-19 vaccination requirement), date for intake, and to create more of a consistency in language throughout the health sciences programs.

B. Mackinnon asked about the absence of an effective date. N. Dahlen replied that the effective date should state 'September 2022'.

B. Mackinnon noted that the link on page one for the 'Application for Admission' form was not working. A. Holloway to correct the link.

B. Mackinnon asked about the range in length of program of 'Approximately 70-80 weeks.' N. Dahlen explained that there can be some differences in time for when students get into their practicums.

B. Mackinnon asked about the exam rewrite information found on page 6 and asked about the supplemental exam policy rules. A. Holloway to forward information regarding supplement exams (E-1.07 Evaluating Students policy) to N. Dahlen to ensure steps fall within the policy.

W. Stokes asked about the addition of 'N95 Fit Testing' to the post-admission requirements. To add clarification, decision by Education Council to update the wording of post-admission requirement #5 to 'N95 fit testing certification'.

22.03.04 M/S –THOLA/STOKES

Motion: THAT the Education Council approves the revised Practical Nursing Program Information and Completion Guide as amended.

CARRIED

6. Revised Health Care Assistant

N. Dahlen explained that the submission was to make required updates to the post-admissions requirements (including Covid-19 vaccination requirement) and to create more of a consistency in language throughout the health sciences programs. She added that the effective date should read 'September 2022'.

B. Mackinnon noted that the link on page one for the 'Application for Admission' form was not working. A. Holloway to correct the link.

W. Stokes asked about the addition of 'N95 Fit Testing' to the post-admission requirements. To add clarification, decision by Education Council to update the wording of post-admission requirement #5 to 'N95 fit testing certification'.

22.03.05 M/S –COBBETT/DOUGLAS

Motion: THAT the Education Council approves the revised Health Care Assistant Program Information and Completion Guide as amended.

CARRIED

7. Revised Applied Business Technology Program Guides

K. Lewis presented the submission explaining that the revised submission was to add the requirement for stronger English comprehension skills prior to acceptance to the program. The revisions would ensure that students have a solid foundation upon entry to the program resulting in better student retention throughout the program and to eliminate early drop-outs due to weak English comprehension skills.

B. Mackinnon asked about the wording 'Ministry-approved' in the Admission Requirements and whether it would be specific enough. Decision by Education Council members to add 'BC' before the wording in both 1a. and 2.

M. Thola asked about the Admission Requirement 1b. that lists a pathway for students from the Philippines. K. Lewis explained that it was a historical piece that should remain in the program guide. Decision by Education Council that the order of 1b. and 1c. be switched in all 3 program guides.

22.03.06 M/S –GIERSCH/STOKES

Motion: *THAT the Education Council approves the revised Program Information and Completion Guides for ABT Administrative Assistant, ABT Financial Assistant and ABT Office Assistant as amended.*

CARRIED

8. Ad hoc Governance Subcommittee (Education Council Bylaws)

F. Rashid explained that the current Education Council Bylaws needed to be reviewed and that the motion presented was for the creation of an Ad hoc Education Council Governance Subcommittee. He added that the presented DRAFT TOR for the subcommittee would be reviewed and revised by the subcommittee members. He asked for volunteers from the present Education Council members to join the subcommittee. M. Thola, D. Giersch, W. Stokes, and K. Echano agreed to be members of the subcommittee. A. Holloway will contact members to coordinate a meeting time.

22.03.07 M/S –THOLA/GIERSCH

Motion: *THAT the Education Council approves the convening of an Ad hoc Governance Subcommittee.*

CARRIED

9. Discontinuation of Academic courses

W. Stokes explained that he had identified a list of courses for Kathy Handley that had not been taught or scheduled in at least 5 years. He further explained that these courses were distracting prospective students from having a reasonable expectation about what could be delivered over the next few years. He added that part of the project for Kathy was to ensure that none of the courses were required for graduation from a program. He further explained that even though a course was discontinued and no longer listed, the documents would continue to exist in the archive and could be re-activated through Education Council if needed.

B. Mackinnon asked about future articulation of the deactivated course. W. Stokes answered that if a course was reactivated by Education Council it would then also be sent for re-articulation.

B. Mackinnon asked about the current Program Completion Guides that possibly list the submitted courses. W. Stokes explained that due to working on a new Academic Calendar for NLC, by July 1st, the Registrar’s office would know if the submitted courses were linked to any active Programs. He added that he could bring this motion to the June 2022 Education Council meeting with a confirmed answer. Decision by Education Council to bring the motion back for the June 2022 meeting.

22.03.07 M/S –THOLA/MOODY

Motion: *THAT the Education Council approves the discontinuation of the courses: ACCT 040, BEST 041, CRWR 050, EDCP 040, ENGL 011, ENGL 012, ENGL 013, ENGL 051, FNST 050, GEOG 050, HIST 050, INTT 030, LAWC 050, MATH 011, MATH 031, MATH 041, MATH 043, PFIN 050, SOST 030, , COMM 100, COMM 110, , JEDT 001, JEDT 002, JEDT 003, JEDT 005, JEDT 008, JEDT 009, JEDT 010, JEDT 011, JEDT 012, JEDT 014, JEDT 015, JEDT 019, JEDT 022, , BIOL 204, CHEM 170, CPSC 100, CPSC 111, CRIM 120, CRWR 209, CRWR 210, CRWR 250, EDUC 230, ENGL 105, ENGL 201, ENGL 202, ENGL 205, ENGL 221, FILM 100, FREN 101, FREN 102, GEOG 100, GEOG 101, GEOG 240, GEOL 102, HIST 200, HIST 205, HIST 206, HIST 207, HIST 211, HIST 212, HIST 231, HIST 232, HUMA 101, HUMA 102, LAND 201, MATH 105, MATH 106, MATH 110, PHIL*

~~101, PHIL 102, POLI 102, PSYC 201, PSYC 221, PSYC 223, PSYC 225, PSYC 232, PSYC 250, THEA 100, VSAR 113, VSAR 123, effective August 31, 2022.~~

Motion: *THAT the Education Council agrees to postpone the 'Discontinuation of Academic courses' submission to the June 22, 2022, Education Council meeting.*

CARRIED

Subcommittee Standing Reports

10. Education Policy Subcommittee

W. Stokes reported that the subcommittee meets twice per month and that the group would meet next on Thursday, March 24th. He added that they were not able to recruit a student member and have reached out to Lorelee to possibly solicit from other student sources. He explained that the group was currently reviewing feedback from the College Policy committee regarding the Draft Academic Integrity policy. He added that the group was also currently working on housekeeping fixes for the Evaluating Students policy as well as the rewriting of the Withdrawal and Honor List policies.

11. Curriculum Subcommittee

R. Douglas reported and that the group met on March 3rd to review the documents for the current meeting. The group would meet next on April 7th.

12. Admissions and Standards Subcommittee

A. Holloway read a report from Co-Chair Paola Rodriguez:

The Admissions Subcommittee meeting took place on Thursday, February 24th. We welcomed our newest member to the committee - Kathleen Lewis, Associate Dean. She agreed to join the committee and represent the college's academic and vocational programs.

At this meeting, we continued working on the Admission Policy document. We added a working definition of a "program" to the policy document. Warren clarified that NLC makes program-based and not institutional admissions. He further added clarity about what constitutes admissions instead of a program change on the part of a student. We also discussed program laddering at the meeting. NLC has many laddering programs. Warren described program laddering as any program where a student can receive two or more credentials.

Members also discussed admissions regarding application fee payment and active versus inactive student meanings. The committee learned that the process of admissions defines whether a student pays an application fee more than once. The program changes and laddering language provided further clarification around this issue. The committee also learned the difference between an "active" student and an "inactive" one regarding admissions. At NLC, an "inactive" student is someone who has not attended the institution for more than an academic catalog year. Consequently, this type of student would have to apply for "re-admission" and meet the admissions requirements like a first-time applicant to the college.

Information/Discussion

13. Continuing Education (documents on D2L)

- L. Forrest presented the new and upcoming CE/WFTR courses:
 - CE BE83 Customer Service Training
 - CE BE84 Goal Setting and Workplace Efficiency Training
 - CE BE85 Managing Remote Teams
 - CE BE86 Winning RFP Responses
 - CE CT176 Artificial Intelligence and Machine Learning Suite
 - CE CT178 Introduction to Artificial Intelligence
 - CE CT179 Introduction to Windows 11
 - CE CT180 UI/UX Design

14. NLC Budget

- A. Graff presented the upcoming NLC 2022/23 Budget that was recently approved by the NLC Board of Governors.

15. Valedictorian Criteria and Selection Policy Letter

- W. Stokes explained the current policy and the letter submitted to Education Council regarding the one-time decision regarding Valedictorian Criteria for a 2021/22 virtual convocation.

Notes: reminder that the Chair and Vice-Chair elections are held at the April Education Council meeting.

Adjournment – 2:53 p.m.

Next Meeting – April 27, 2022

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