

Participants:

Bruce McKay (Faculty At Large) *Acting Chair
Aileen Aguirre (Student)
Mark Andaya (Student)
Heather Cobbett (Faculty At Large)
Lynette Forrest (Faculty At Large)
Josh Klassen (Faculty At Large)
Josephine Mata (Student)
Howard Moody (Faculty At Large)
Lisa Morin (Staff)
Faisal Rashid (Faculty At Large)
Marissa Thola (Faculty At Large)
Mike Gilbert (Board Representative)
Audra Holloway (Recording)

Absent: Rob-Roy Douglas Kathy Handley Morteza Ghadirian
Darren Giersch Anndra Graff Brandon Mackinnon
Warren Stokes Steve Tullao Todd Bondaroff

Guest(s): Lindsay Tiemer Kathleen Lewis Rod Cork
Brody Dorer

Territorial Acknowledgement:

Northern Lights College expresses gratitude for the First Nations people of the Cree, Dene, Dane-zaa, Kaska, Sauleau, Tse'khene, Tahltan and Tlinglit for sharing their territory with us.

1. Adoption of Agenda

Agenda was adopted as circulated.

2. Adoption of Minutes, October 26, 2022

22.11.01 M/S –COBBETT/THOLA

Motion: *THAT the minutes of October 26, 2022 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – Nothing to report.

Decision Item(s)

4. Revised Career and College Preparation (CCP) Course Outlines

K. Lewis explained that the submission was batch 1 (of 3) CCP documents to be coming to Education Council for review/approval. She further explained that the course descriptions, learning outcomes and pre-requisites were being updated. She added that CCP/ABE courses must be routinely updated (every 4-7 years) for them to remain transferable and that most learning outcomes were provincially articulated. A. Holloway noted that there was a small fix for CHEM 050 – the total hours were incorrectly calculating – it should be showing 120 hours. Document corrected.

22.11.02 M/S –MOODY/COBBETT

Motion: *THAT the Education Council approves the revised Course Outlines BIOL 040 BIOL 050, BEST 051, CPST 030, CPST 040, CPST 050, EDCP 050, PHYS 040, PHYS 050, SCIE 030, CHEM 040, CHEM 050, and CPST 020, effective September 2023.*

CARRIED

Subcommittee Standing Reports

5. Education Policy Committee – A. Holloway read a report:

The Admissions and Standards Committee met on November 12th and will meet again on December 8th. (the November 24th meeting was cancelled). The meeting included:

1)Terms of Reference Review: the group discussed membership for the committee.

Decision: ‘Currently (with a lens to this committee) the committee does not see that the document needs to be altered at this time, as the representative structure is balanced. As always this can be brought forward again for discussion at any meeting, if required’

2)E-1.07 Evaluating Students (regarding ‘Supplemental Exams’) – policy was tabled until Kathy would be able to participate in the meeting.

3)The group finalized the DRAFT Withdrawal policy: the next steps are ‘Consultation’ (Deans/VPA, College Policy Committee, Education Council – and then an NLC ‘All Staff’ email for stakeholder comments/suggestions)

6. Curriculum Committee – A. Holloway explained that the group met on November 8th to review the CCP documents for the meeting. She further explained that as there is no Education Council meeting in December, the committee would not meet until January 5th, 2023.

7. Admissions and Standards Committee – A. Holloway read a report:

The Admissions and Standards Committee met on October 27/22. There has been a change in Committee membership. Kathy Handley is replacing Kathleen Lewis as the representative from the Dean of Academics and Vocational Programs. Also, there is a vacancy on the committee for a Support Staff representative, which will be filled upon the creation of the Education Council - Governance Committee. The group continued with a discussion of admissions prioritization and timelines. Warren explained to the group that NLC’s current admissions policy explains who gets access to what and when. Moreover, this same policy gives Admissions some flexibility regarding special cohorts.

Included in this policy are predetermined application deadlines for programs as well as intakes. These dates align with the last day to add/drop for a specific course or program

deadline. Moreover, due to COVID-19, the deferral process at NLC has been extensively developed and implemented. As the discussion continued, Warren reminded the group that Admissions at NLC are made on a first-qualified basis, thus reaffirming the institution's commitment to the access principle.

The Committee then reviewed the Offers and Acceptance policies. This discussion centered around registration and admissions fees and how they were determined according to NLC policy. Warren stated that expiry dates are set on offers. By doing this, the college does not want to turn anyone away but rather wants to capitalize on filling cohorts – domestic applicants are given 2 weeks to accept offers, and international applicants have 3 months to do the same. Moreover, deposits are paid by these students upon receiving their offers to secure their seats - \$275 (less than 5 months for a program) and \$550 (longer than five months for a program) for domestic students, and \$6,000 for international students for full-time programs. Some international students will pay a deposit of \$1,000 for programs less than 5 months, like HDEC 102.

The rationale for the deposit is to encourage students to commit to attending. By paying the deposit, students are more than likely to attend the institution (the idea of “skin in the game.”) For those students who find the deposit a barrier to attending, the Financial Aid Department offers deposit waivers for both the admissions fees and the registration deposit.

M. Gilbert and J. Klassen joined the meeting.

Information/Discussion

8. WFTR WL01 and WFTR WL02 Course Outlines – R. Cork explained that the Course Outlines were revised to correct a typo in the title and course description to replace the word ‘place’ with ‘plate’.

9. ROTO 122 Course Outline – R. Cork explained that the Course Outline had been revised to correct the detailed course content list to reflect current industry standards.

10. Land Acknowledgment – Course Outline - H. Cobbett explained that at articulation meetings it was noted that some institutions had started including a land acknowledgement on their institutional course outlines. She added that one of the new pillars for future Strategic Planning would be reconciliation and that the Leadership Team would most probably discuss the topic at a Leadership level first. A. Holloway added that she would gather information about course outlines from other institutions through BCCAT.

11. DRAFT E1-1.14 Withdrawal policy for consultation – A. Holloway explained that the Education Council Policy committee had completed a significant revision to the Policy E-1.14 - Withdrawal. A draft was emailed to Education Council members for review. She added that it was not a submission for approval at this time – just consultation. She asked that if any members had questions or comments regarding the policy, could they please email them to her.

Notes:

- 1) Question from Josephine, Aileen and Mark regarding a viewable list of students for the 'Academic Integrity Course' in D2L. L. Tiemer replied that the Registrar's office will investigate this matter immediately.
- 2) Question from Josephine, Aileen and Mark regarding student graduation – about flow of information to students. L. Tiemer explained that the information regarding the 'Request to Graduate form' comes from the Registrar's office.

Adjournment – 1:50 p.m.

Next Meeting – January 25, 2023

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