

**NORTHERN LIGHTS COLLEGE
PROCESS FOR SUBMISSIONS TO
THE EDUCATION COUNCIL**

What should be referred to the Education Council?

The Education Council has four levels of authority by legislation depending on the issue:

1. It recommends its own bylaws that must be approved by the Minister of Advanced Education.
2. It has **sole decision making authority** for the following issues:
 - (a) set policies concerning examinations and evaluation of student performance;
 - (b) set policies concerning student withdrawal from courses, programs and the institution;
 - (c) set criteria for academic standing, academic standards and the grading system;
 - (d) set criteria for awards recognizing academic excellence;
 - (e) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;
 - (f) set curriculum content for courses leading to certificates, diplomas or degrees.
3. It has **joint authority with the College Board** for the following:
 - (a) curriculum evaluation for determining whether
 - (i) courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution, or
 - (ii) courses or programs, or course credit, from one part of the institution are equivalent to courses or programs, or course credit, in another part of the institution;
 - (b) other responsibilities of the Board that, on the initiative of the Board, the board and the Education Council agree are subject to joint approval.
4. It has **an advisory role to the College Board** for the following:
 - (a) the mission statement and the educational goals, objectives, strategies and priorities of the institution;

- (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;
- (c) reports after implementation by the institution without prior review by the education council of
 - (i) new non-credit programs, or
 - (ii) programs offered under service contract;
- (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
- (f) evaluation of programs and educational services;
- (g) policies concerning library and resource centres;
- (h) setting of the academic schedule;
- (i) policies on faculty member qualifications;
- (j) adjudication procedure for appealable matters of student discipline;
- (k) terms for affiliation with other post secondary bodies;
- (l) consultation with community and program advisory groups concerning the institution's educational programs;
- (m) qualifications for admission policies;
- (n) criteria for awarding certificates, diplomas and degrees;
- (o) other matters specified by the board.

Advice may not conflict with policies or directives issued by the Minister.

In brief, the Education Council primarily concerns itself with educational policies and criteria and not necessarily individual operational matters.

How should items be submitted to the Education Council?

Education Council items must be submitted to the Secretary 4 weeks in advance of the meeting. Meetings are usually held in the Regional Board Room on the Dawson Creek Campus beginning at 1:15 p.m. on the fourth Wednesday of each month. Members at other locations join the meeting via teleconference.

1. All items to be discussed or reviewed by the Education Council must have the following:
 - a) Cover Sheet.
 - b) All relevant or supporting documentation that the membership may need to guide its deliberations (e.g. Course Outline(s) and Program and Information Completion Guide).
 - c) Clearly stated proposals or recommendations.
2. Items, as appropriate, should come through the relevant departments or Deans before reaching the Education Council agenda. The following documents can be found on the Education Council webpage on the Northern Lights College website:
(Program Information and Completion Guide, Cover Sheet for Submissions, Course Outline Form, Course Outline Field Descriptions, Process for Submission to Education Council)
3. Item proposer(s) must be prepared to present and speak to their item. Normally, a Dean would speak to all new program proposals, or major changes in programs. He/she may be accompanied by such specialists and faculty as deemed necessary.
4. Notwithstanding numbers 3 and 4, items can come to the Education Council agenda from individuals if they are brought forward by a member of the Education Council who will present the item and speak to it.
5. If the item is deemed to be outside the Education Council mandate, or lacking in sufficient documentation, it will be referred back to the initiator or to the relevant body to deal with (e.g. *Student Services, Admin. Committee, Program Group*).
6. The Education Council Agenda will be posted via e-mail to all College personnel five (5) working days prior to meetings. This will serve as notification to all interested parties who may wish to attend the meeting.

Individuals may request to speak to agenda items by notifying the Education Council Secretary, Judy Seidl. Prior notification is preferred; however, the Chair will canvass unscheduled attendees at the beginning of meetings, to allocate time if they wish to speak.

7. While 4 weeks prior to a meeting, is the normal deadline for submission of items, late additions to the agenda will be considered, if they are of a pressing nature (e.g. *directives from the Ministry*). The Chair will vet late submissions and will submit appropriate items for consideration.