

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Informal Meeting October 24, 2007, in Dawson Creek

Participants:	Dave Owens Greg Lainsbury Janet Beavers Brenda Crocker Michael French	Jean Valgardson Eric Sehn Cyndy Lorincz Sara Dickinson Angie Johnsen (recording)
Absent:	John Birnie Patricia McClelland	Craig Herbert

1. Appointments to Council

President, Jean Valgardson, has appointed Sara Dickinson, Fort Nelson Recruiter; Michael French, Culinary Arts; two students, Lisa Conkin and K'shian Hooker to the Education Council. Students on Council by acclamation are Barbara Young and Sharon Tucker for a term of one year. C. Inimgba has indicated an interest in Council and will join the November 28th meeting.

Council orientation will be held for the four new students, also Janet Beavers, Michael French, and Sara Dickinson. Details are being worked out and dates for orientation confirmed. It would be beneficial to have a faculty mentor for students from their respective campus. There are three students from Fort St. John, Lisa Conkin, K'shian Hooker, and Barbara Young and Sharon Tucker from Dawson Creek. G. Lainsbury volunteered to mentor the Fort. St. John students and D. Owens the Dawson Creek student. D. Owens will pass this information onto the students during their orientation.

2. Limit Debate Time

Meetings vary in length due to the number of items to be addressed. Limiting the time of debate on agenda items is the responsibility of the Chair. There is only one submission at this time to be addressed at the November 28th meeting, but there is a need to schedule a Council meeting in December. December 12th was confirmed. The Academic department will likely not have any major changes to courses for the January intake. New academic instructors are asked not to make changes to their courses until they have taught for one semester. J. Birnie is working with the Deans to ensure that our curriculum is current. All course/program changes are to go through the Deans prior to coming forward to Council for approval. Instructors are the main contact with students and must have input in the changes to their outlines. It was suggested that an official signing sheet should be used for those listed on the submission cover sheet as being consulted. Currently submission documents are to be sent to those listed on the cover sheet along with all documentation. Course outlines are not officially signed until Council's approval, due to the fact that Council sometimes requests changes. It was agreed that the Dean should be responsible to ensure that those listed on the submission cover sheet have been consulted either by a phone call or email. The person completing the submission cover sheet should forward all documents, course outlines, program completion guide, and submission

cover sheet, to those listed for their consultation prior to the documents going forward to Council for approval. It was mentioned that the term “consulted” is used loosely and people feel they have not been fully consulted. A few words in the hallway is not considered as being consulted.

Joined by M. French at 2:10pm.

Faculty involvement is crucial and approval of course outlines and program documents are part of faculty’s instruction. If a time crunch is the problem then the timelines should be adjusted to accommodate the faculty’s input.

3. Preparation for Meetings

There was a large meeting package in September for Council members to review. It was decided that the submission deadline date would be moved back to accommodate enough time to everyone to review the material through the process in place. The deadline is currently 28 working days.

Council does not require approval of an online course offering if it has already been established as a face-to-face providing there has been no changes in the curriculum. J. Beavers should work closely with the Deans around licensing and copyright issues especially when course packages are being used for programs. If we are adopting course material from another institution we would try to assign a course code and number that matches the other institution.

Bachelor of Science in Nursing – not ready for a January 2008 start due to the collaborative partners. Course outlines have already been worked on using our template. Once we have an Affiliation Agreement, Letter of Intent, and the College of Nurses confirmed, it will be brought forward for approval. There has been a suggestion that there may be a major change in the curriculum so we don’t want to start off using old curriculum. There is a new Dean at the University of Northern British Columbia (UNBC) that is affecting the ability for decision making at this time.

Geomatics Program - word from Northern Alberta Institute of Technology (NAIT) that each program location will require going through a very thorough accreditation process on their own. We will work with NAIT on this process. We pay for the curriculum, the process, and accreditation team. It can be costly.

Adjourned at 2:30pm.

Next meeting December 12, 2007.