

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting October 25, 2006, in Fort St. John

Participants:	Dave Owens Patricia McClelland Joe Stoney Jan Legaspi Jael Rochon Cyndy Lorincz	Donna Webb Greg Lainsbury Eric Sehn Lindsay Tabin Roma Walker Angie Johnsen (recording)
Absent:	John Birnie Brenda Crocker	Craig Herbert Jean Valgardson
Guest(s):	Howard Mayer	Andy Cole

The Chair, welcomed the four new student members to the Education Council, Lindsay Tabin and Jael Rochon, Tumbler Ridge; Roma Walker, Dawson Creek; and Joe Stoney, Chetwynd. Council orientation for students was held on Friday, October 20th.

1. Adoption of Agenda

Deadline for Submissions to Council was added to the agenda. The agenda was adopted as amended.

2. Adoption of Minutes, September 27, 2006

The minutes from September 27, 2006, have been amended to reflect minor changes in wording dealing with Items 4, 6, and 7.

Joined by C. Lorincz.

06.10.01 M/S - MCCLELLAND

THAT the minutes of September 27, 2006, be adopted as amended.

CARRIED

3. Educational Development Committee Report September 13, 2006

Motions were made recommending approval of the following:

- The new course outlines, PLAT 300 Plumber Apprenticeship Technical Training Level 3 and PLAT 400 Plumber Apprenticeship Technical Training Level 4, with the revision to PLAT 300, "date first offered", for the Plumber Apprenticeship Technical Training program.

- The revised course outlines, DRTR 201 Occupational Orientation, DRTR 202 Safety, DRTR 203 Driver Training DRTR 205 Laws of the Land, DRTR 208 Records and Recordkeeping and the revised Program Information and Completion Guide, for the Commercial Driver Education program.

TABLED

06.10.02 M/S – LAINSBURY

THAT the Education Council accepts the minutes of the Educational Development Committee Report of September 13, 2006.

CARRIED

Joined by H. Mayer

4. Commercial Driver Education Program, Deletion of DRTR 202, 203, 204, 205, 207, 208, 209, and 210, New Outline – DRTR 201 Class I Professional Driver Training, Program Name Change, Change in Program Length, Revised Program and Information Completion Guide

H. Mayer has resubmitted this submission following the recommendations suggested by Council when it was presented at the September 13th, Educational Development Committee meeting.

The wording used in the course content for the DRTR 201 course outline was questioned. It was suggested to use noun phrases at the beginning of each phrase. It was suggested that some of the wording used at the beginning of each learning outcome should be replaced with a verb.

There has been a change in program length to two weeks from 3 weeks. Also a reduction of the material covered and the amalgamation of previous modules into one, DRTR 201. The program name to now be called, Professional Driver Training.

The Program and Information Completion Guide – It was agreed that the program description should be more objective and was revised.

06.10.03 M/S – MCCLELLAND

THAT the Education Council recommends approval of the amended course outline, DRTR 201 Class I Professional Driver Training, in principle pending revisions to the wording contained in the course content and learning outcomes and;

the deletion of the course outlines, DRTR 202 Safety, DRTR 203 Driver Training, DRTR 204 Vehicle Maintenance, DRTR 205 Laws of the Land, DRTR 207 Cargo Handling, DRTR 208 Records and Recordkeeping, DRTR 209 Occupational Cost Effectiveness, and DRTR 210 Practicum and:

the program name change from Commercial Driver Education to Professional Driver Training and;

the change in program length from three weeks to two weeks, for the Professional Driver Training program and;

the amended Program and Information Completion Guide to show revisions to the program description for the Professional Driver Training program.

CARRIED

H. Mayer was thanked and left the meeting. Joined by A. Cole.

5. Aircraft Maintenance Engineering Program, Revised Outlines AMEP 105, 116, 120, AMEF 101, 102, 103, and 104, Revised Program and Information Completion Guides, AME – Basic Training and AME – Type Training

The courses outlines have been submitted with changes to the total hours. AMEP 105 course outline is a requirement suggested from the Industry Advisory group. The outline has zero hours attached to it. Students are given a group evaluation on shop cleanup. Individual grades can also be given if a student did not complete the module as part of a group. AMEP 116 has zero hours attached and is also completed as a group in simulated work environment. Students comply with the policy manual and if they do not work as a group or individually they will lose 30% from their total evaluation. It was suggested the learning outcomes should contain headings from the policy manual. A. Cole said that it is a large policy manual that would have to be placed in the learning outcomes field on the outline.

All of the AME modules have been presented in separate outlines and this works best for the program. They are long term goals set for the students that are accomplished throughout the program. They are a positive educational value for the students in which they receive an assessment for each module as part of the diploma.

AMEP 120, Transport Canada does not give credible hours, but the program feels it is important and have added this module to the diploma certification. This module offers students experience with repair and maintenance. The outline has 20 total hours. Students must complete 70% minimum and overall grade. The total program hours are set at 1820, but the diploma issued will state 1800 hours to meet Transport Canada's guidelines.

AMEF 101, 102, 103, and 104 are stand alone modules, which are an evaluation of their theory knowledge for the 15-month program. They are all final exams. When students leave the college their skills are put to test. It was suggested that all four final exams could perhaps be placed into one outline. A. Cole stated that it works best as separate modules. Students can write a single module again if they have failed one. Each evaluation has about 100 to 150 questions on them. The questions

are changed for any student doing a rewrite. Transport Canada states they must pass each area with 70% on each portion of training.

The completion guide has been revised to show changes to the admission requirements for Dual Credit students. The length of program is 63 weeks, total hours of 1820. The affiliation field now shows Okanagan College and the supplies field now contains the material fees. The required minimum grade has remained 70% overall. Attendance is a requirement for the program and the completion guide has been amended today to show the addition of this requirement. There are two completion guides, Basic Training and Type Training.

06.10.04 M/S - LORINCZ

THAT the Education Council recommends approval of the new Program and Information Completion Guides, Aircraft Maintenance Engineering – Type Training and Aircraft Maintenance Engineering – Basic Training, with the addition of the attendance policy to the Basic Training completion guide and;

the revised course outlines, AMEP 105 Shop Cleanup, AMEP 116 Audit Approved Maintenance Organization Audit, AMEP 120 Troubleshooting and Repair, AMEF 101 Fixed Wing Airframe Final Exam, AMEF 102 Rotary Wing Airframe Final Exam, AMEF 103 Piston Engine Final Exam, and AMEF 104 Turbine Engine Final Exam, for the Aircraft Maintenance Engine – Basic Training program.

CARRIED

A. Cole was thanked and left the meeting.

6. Online Course Delivery (Minor or Major Change)

It has been past practice that all course outlines offered as a face-to-face delivery if re-developed as an online course would need their first time offering approved by Council. The question asked does it need Council approval just because the delivery method has changed? D. Owens posed this question to the Council of Education Council Chairs (CoEdCo) members. The majority of the responses received by CoEdCo members agreed that they consider the delivery method a minor change.

The approval process for online courses was new to Northern Lights College Council and it was considered a major change at the time, but as technology has evolved we must keep informed. We need to keep the door open for distributed learning as it is work in progress. Members agreed that online courses will follow the route of minor changes and require the instructor and the Dean's signatures. If the learning outcomes are changed significantly we can follow the policy already in place, Educational Guideline IV-37, for major changes. The Dean's role is to work more closely with curriculum and determine those decisions with faculty. If there are differences in the components from a face-to-face and online offering then we must have two separate course outlines, as it is needs to be displayed for the Colleague system.

06.10.05 M/S – MCCLELLAND

THAT the Education Council recommends approval of course outlines that currently exist in a face-to-face mode being extended to the online delivery mode and whereby, the only change is in the delivery method, it then follows the path of Educational Guideline IV–B 37, Course Outlines Procedures to Revise, as a minor change.

CARRIED

E. Sehn left the meeting.

7. Revised Schedule of Meetings Document

The schedule of meetings document has been revised to show the removal of the Educational Development Committee meetings. A new 2007 schedule will be presented at the November Council meeting.

The deadline for submissions to the Education Council is currently set for 10 days prior to the meeting date and this poses a problem. Asking to extend the deadline to 14 business days prior to the meeting date.

06.10.06 M/S – LORINCZ

THAT the Education Council recommends approval of extending the submission deadline for the Education Council from 10 to 14 business days prior to the meeting date.

CARRIED

8. Updated Education Council Member Directory

Please review and submit any changes to A. Johnsen.

Student representatives were asked to sign off in order for Council to discuss Student Remuneration.

9. Review Student Remuneration

Student remuneration is currently set at \$208.75. This amount has increased over time due to a number of increases in tuition. Students enrolled at the College are either sponsored, pay for their own tuition, or another method, so a dollar amount has helped with paying their tuition. The last tuition increase was 2%. Council stated previously that they did not want a motion that would tie student remuneration to the amount of tuition. The intend was to assist students with tuition and keep in mind that students still have living expenses.

Currently students can attend up to 10 meetings and are not paid if they do not attend a meeting. They can also substitute any standing committee meetings for a

total of 10 meetings. Students in the past did not usually attend the Educational Development Committee meetings even if they had missed a Council meeting.

The question, do we need to adjust the remuneration amount? The \$208.75 was advertised for the student elections for Council. We can increase the amount or have it remain the same, but not decrease it. The Admin Guideline, IV-B, 33, states, "to a maximum of 10 meetings per year". We can not guarantee 10 meetings. Students must be enrolled full time in a program to attend a June and September meeting. Members agreed that the Admin Guideline did not require revisions at this time.

06.10.07 M/S – LORINCZ

THAT the Education Council recommends approval of tabling revisions to the Admin Guideline, Educational IV-B, 33, Education Council Student Representative Remuneration, to be reviewed prior to the next set of student elections at the May 2007, Education Council meeting.

TABLED

Adjournment at 3:30 pm.

Next Meeting November 22, 2006 in Dawson Creek.

cc: N. Smith
Deans
Liz Magistad
Karen Erickson

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