

NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL  
Meeting November 22, 2006, in Dawson Creek

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

1. Adoption of Agenda

Added to the agenda, ANTH 202AO Ethnography of Canada's First Nations People and ANTH 203AO Contemporary Canadian Native Peoples, Member Recruitment/Replacement, Member Absenteeism, and Revised Process for Submissions.

The agenda was adopted as amended.

2. Adoption of Minutes, October 25, 2006

Currently motions that are made in principle or pending revisions are followed up by A. Johnsen to ensure they have been completed. It was felt that motions that have been made in principle or pending revisions require a more demonstrated follow up procedure. It was decided that once the documents have met the criteria they would be noted in Council minutes stating the original motion number. This will ensure that programs and courses are not being offered without the requested formal changes.

Motion 06.10.03 – MCCLELLAND, dealing with revisions to the DRTR 201 course outline has been completed.

06.11.01 M/S – BIRNIE

THAT the minutes of October 25, 2006 be adopted as circulated.

**CARRIED**

3. Revised Process for Submissions

J. Birnie, Vice President of Learning, stated that in dropping the Educational Development Committee meetings, the expectation would be that all submissions to Council would be viewed by the Deans and the Vice President of Learning prior to

Council's approval. That has not occurred for today's submissions. The timeframe for instructors, Deans, and the Vice President of Learning to review documents has not fully evolved with the new process for submission model. J. Birnie indicated that he was working with the Deans to implement this process. The Process for Submission Flowchart does not identify the signing piece. It should be added to the chart to show that the final document is signed by the instructor, Dean, and then Vice President of Learning. The Submission Cover Sheet should also be revised to include the signing off procedures as well.

Advisory Committees have not been signing off on the submissions either. Have they been asked to review the documents prior to Council's approval? Many of the programs need industry connection and we should be asking them for their approval prior to submissions coming forward to Council. Program Advisory Committees are consulted if the program has such a committee. We are struggling with a time issue to get programs up and running that some of this falls between the cracks. When reviewing documents, Council must be content with the number of people that have been noted as consulted. We still need the feedback from industry to ensure our program and courses are meeting industries requirements.

Joined by J. Lapp and H. Mayer.

3. Northern Adventure Tourism Program, Deletion of Course Outlines, NATP 101, 103, 106, 127, and WFTR 102, Revised Course Outlines, NATP 100, 102, 104, 105, 107, 120, 121, 122, 123, 124, 125, 126, New Course Outline, NATP 128 Introduction to River Rafting

This is the third intake of the program that has been offered. It ran last year from January to May, not including the work practicum, with a total of nine students. Revisions to the program have been made following feedback from students, H. Mayer, and other instructors.

The program has been shortened, several courses have been revised courses and a new one added, total hours for course outlines were reduced, content revised, grading weight changes, calendar description changes, and the Work Practicum has been removed from the program. Other programs around the province were researched and found that rafting was important to the program for the north so Introduction to River Rafting has been added as a new course. This is an entry level program and not the same as what Capilano College offers, as their program length is longer. This program will be offered as two intakes, each intake four months in length. The practicum did not fit the new model and was removed. Employers are ready to hire the students without the practicum portion. Students have the skills acquired from the program and without the practicum can still achieve the same objectives once they are employed.

The submission cover sheet includes implications to the library and it is fundamental that references and library resources should be included in the investment for programs with theory portions in their courses. We need to build these resources for all programs. This does not mean textbooks, but reference materials from a library. The library is being used in Atlin with textbooks and resource materials available to

the students. Library references are not utilized by the students that much as most of their time is spent out in the field. Research is also done through the internet. The internet sites are provided to the students and the local library. The required textbooks can be purchased at the Atlin campus. There have been print resources developed by J. Lapp for students also.

The program residency requirement is 70% due to it being offered at a remote campus and the small number of students in the program. Local people are also allowed to come in and take a course if space is available. The goal is to encourage the ten students starting the program to complete it. It is a specialized program for the north. North Island offers a coastal program and we focus on the adventure tourism that is available in the north. It was felt that the 70% residency requirement should be 25%. How will students coming through Atlin be able to complete the program? We need to be more flexible than rigid to draw learners from other countries and BC to the north. We are reducing student's options if they enter the program with a 30% residency from elsewhere. H. Mayer felt that the changes implemented were from feedback received and the 70% residency does not make a huge difference in attracting students. We are an entry level training program, not a two year. Twenty five percent is the standard for most programs. So that students may complete the program, change the program residency requirement to 25% and use Prior Learning Assessment (PLA) for the other 75%. This change may also attract First Nation's learners and another group of learners other than those in Atlin. The program may also be offered in Tumbler Ridge in the future as it can be a mobile program. It was agreed to change the 75% residency to 25%.

The College is trying to make access to our programs easier for students with no road blocks, but the admission requirements includes a comprehensive letter stating student's background, interest, and goals for taking the program. The previously approved admission requirements included the clause, "discretion of the coordinator" for entry into the program. The letter helps with the understanding as to why a student wants to enter the program as we want students who are serious about the program. Also some students may not have the required math and English skills.

It was mentioned that the course outlines should be reviewed by partnerships and affiliations prior to Council approving the submission, as they may be the employers of the students completing the program. We need to know that the College is addressing the skills that the employers are asking for. J. Lapp commented that the initial program design and the revisions were seen by industry people based on their feedback. The affiliations are looking for entry level people. Advisory Committees must be formally involved and programs will be asking the Committees for more input.

The deletion of Occupation First Aid Transportation Endorsement was questioned. The program has moved away from the WCB endorsement and is now using Wilderness First Aid in its place. There is no transportation endorsement, but Wilderness First Aid covers forms of transportation and wilderness specifically.

D. Webb asked if the program has applied for Canada Student Loan (CSL) eligibility as the completion guide states “yes” it is eligible for CSLs. Appropriate documents must be completed to see if the program qualifies.

Members were directed to the NATP 102 outline. It lists a weekly breakdown of 25 hours for field experience and yet the weighting section has no field experience hours noted. It lists 20% for final exam, 50% assignments, and 30% participation. J. Lapp stated that the assignments are covered in the classroom and the field work will be based on participation and a field based exam. So he used 30% participation as it is the best way to evaluate the students in the field. NATP 107 is called Wilderness Theory and the lecture hours are listed at 15 and field 25. Should the course title include the word theory? This course is based on a BC model and the theory covered does not need to be taught in the classroom, but in the field. The course outline weighting is distorted and not the best for instructor’s to use as it modeled for academic programs. Assignments could be completed both in the field and classroom. For example, labs can be completed either in the classroom or the field. This program offers theory in the field and uses participation and assignments.

It was also mentioned that the completion guide does not list tuition fees and therefore would not appear on the program web page. Fees should be reviewed annually and updated by the Deans and the Registrar notified of these changes. The Registrar provides an annual tuition fee document for student services, recruiters, program support clerks, etc. It was felt that tuition amounts did not belong on the completion guide, but they should be available on the website in a separate area. The NATP completion guide should be revised with the removal of the \$25 NLC application fee and the \$500 non-refundable deposit amounts.

#### 06.11.02 M/S – WEBB

THAT the Education Council recommends approval of the deleted courses, NATP 101 Business Communication in Adventure Tourism, NATP 103 Business of Adventure, NATP 106 Marketing Tourism, NATP 127 Work Experience Practicum, and WFTR 102 Occupational First Aid Transportation Endorsement and;

the new course outline NATP 128 River Rafting and;

the amendments to the revised course outlines, NATP 100 Introduction to the Adventure Tourism Industry, NATP 102 Guiding Leadership and Group Management, NATP 104 Legal Liability & Risk Management, NATP 105 Introduction to Natural History, NATP 126 Introduction to Kayaking and;

the revised course outlines, NATP 107 Wilderness Travel Theory, NATP 120 Advanced Wilderness First Aid, NATP 121 Dog Sledding, and NATP 122 Snowmobile Touring, NATP 123 Introduction to Cross-Country Skiing, NATP 124 Introduction to Hiking, and NATP Introduction to Whitewater Canoeing and;

amendments to the revised Program and Information Completion Guide, for the Northern Adventure Tourism program.

CARRIED

J. Valgardson, H. Mayer, and J. Lapp were thanked and left the meeting. Joined by C. Kaweesi.

4. Social Services Worker Diploma Program, Revised Program and Information Completion Guide

Asking to add CRIM 135 Introduction to Canadian Law and Legal Institutions to the Social Services Worker Diploma program. CRIM 135 will be offered on both campuses. Many students are taking criminology courses for credit towards their Associate of Arts Degree and an Associate of Arts Degree in Criminology Specialization.

Items 3 and 7 listed on the admission requirements were questioned as they may be restrictive for those students outside the region to complete. C. Kaweesi added that they are in the processing of reviewing the admission requirements. Students outside the region are mailed the documents and a PowerPoint presentation so that the interview can be done over the phone. It was suggested that the word "attend" could be replaced with "participate". The admission requirements are being compared with other institutions and a new submission will come forward for Council's approval when it is finalized. Currently mature students only are asked to complete the Canadian Adult Achievement Test (CAAT) and this process will be reviewed as well. It is competitive market and we need to have limited barriers for students to enter our programs. Students will choose what works best for them for entry into their program and institute of choice.

06.11.03 M/S – CROCKER

THAT the Education Council recommends approval of the revised Program and Information Completion Guide to show the addition of the course offering, CRIM 135 Introduction to Canadian Law and Legal Institutions, for the Social Services Worker Diploma program.

CARRIED

5. Academic Program, New Online Courses, ANTH 202AO Ethnography of Canada's First Nations Peoples and ANTH 203AO Contemporary Canadian Native Peoples

Both ANTH 202AO and 203AO are part of the package commitment for BCcampus online for the Associate of Arts Degree and the First Nations courses. They will be offered in January 2007 for this consortium. More depth has been added to the outlines by changes to the learning outcomes and course description. Both courses will be resubmitted for re-articulation. We can anticipate the transfer credit will improve with these changes. The courses may be only offered as online courses for the time being and not as a face-to-face courses.

06.11.04 M/S – BIRNIE

THAT the Education Council recommends approval of the online course outlines, ANTH 202AO Ethnography of Canada's First Nations Peoples and ANTH 203AO Contemporary Canadian Native Peoples, for the Academic program.

CARRIED

6. Academic Program, Revised Course Outline, CRWR 250 Advanced Writing Techniques I

The revisions were vetted through C. Kaweesi, E. Sehn, and the Articulation Committee. Changes were made to the course content, learning outcomes, and evaluation criteria. The date first offered is January 2007 and add a passing grade of "D". It was asked why both letter grades and percentages are used for grading. Instructors use both letter and percentage grades in the classroom, but the registrar receives only the letter grade for the student's transcripts.

06.11.05 M/S – HERBERT

THAT the Education Council recommends approval of the amendments to the revised course outline, CRWR 250 Advanced Writing Techniques I, for the Academic program.

CARRIED

C. Kaweesi was thanked and left the meeting.

7. 2007 Education Council Schedule of Meetings

The deadline for submissions has been moved from 10 to 14 business days prior to the meeting date. The schedule of meetings is set out a year in advance so please add these dates to your calendar.

## 8. CoEdCo Report

Bill Parker from the Ministry passed on information dealing with the Degree Quality Assessment Board. The Board is responsible for reviewing applications from institutions applying for degree status for their programs. There have been several changes in the criteria required for institutions to meet. Northern Lights College has not yet finalized the degree status with the Ministry for the Land and Resource Management Degree program.

Campus 2020 is the focus of the government for the planning of 2020. CoEdCo will make a submission by Dec 20<sup>th</sup> for 2020. D. Owens will update Council when this happens. The Central Data Warehouse will provide data that would refute preferential treatment of regular university students competing with College transfer students for the same seats. Industry Training Authority (ITA) - discussions to put limits on the funding programs that don't have 75% of students enrolled. BCIT is in the process of pulling out their partnerships with five school districts. ITA to mandate that training is broken up into smaller pieces. A push for a quick certification so students can go to work and then return for training as needed.

Request as to why there is no particular dedicated position for a First Nation's person on Council. D. Owens posed this question to CoEdCo and no other institution does this. The mandate would need to be directed from the government and stated in the College and Institute Act.

## 9. Member Recruitment/Replacement

Council is currently short several members and the Board is concerned. According to the College and Institute Act, Council is still running within the mandated number required. Looking for suggestions on how Council can attract more members. March 2007 all Council positions will be up for re-election. As of the October meeting four new students were elected to Council for a one-year term. There is less support representation on Council from vocational areas. If Council does not look at changing the criteria there will likely not be a change in the number of people interested in being on Council.

D. Owens commented that some institutions hold late afternoon or evening meetings, not weekends. We may need to look at holding a luncheon meeting from 11:30am – 1:30pm, so instructors who wish to participate on Council would not miss instruction time with their classes. Such items as the CoEdCo Report could be circulated prior to the meeting so the meeting length would be closer to 1.5 hours.

## J. Legaspi left the meeting.

All campuses are notified by the Registrar by email at Council election time. The College and Institute Act identifies the composition of the Council and the Education Council Bylaws contains the designated program areas.

10. Meeting Absences.

Consecutive Absences according to the Education Council Bylaws:

In the case of two consecutive absences (excused or not), the Chair should be in verbal communication with the member to determine the attendance difficulty. The Council may recommend to the Chair that the absentee member be suspended and determine if a replacement is necessary according to current bylaws of the Education Council.

It is imperative that Council members show up to the meetings as we must have quorum and representation from all areas of expertise.

Adjournment at approximately 4pm.

Next Meeting January 3, 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. \_\_\_\_\_