

NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL  
Meeting November 25, 2009, in Dawson Creek Regional Board Room

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Participants:	Jennifer Aikoroje Craig Herbert Raven Huyton Patricia McClelland Donna Merry Gloria Rounds Sharon Shonert	Janet Beavers Anna Hughes Greg Lainsbury Denise Menard Dave Owens Eric Sehn Judy Seidl (Recording)
Absent:	Michael French Jean Valgardson	Clifford Inimgba
Guest(s):	Jennifer Bowes Eva St. Jean Lisa Verbisky	Howard Mayer Steve Roe

### 1. Adoption of Agenda

**Add** – Visual and Communication Arts, New Program Information and Completion Guide

**Add** – Land Agent and Land Reclamation, Revised Program Information and Completion Guides  
New Course Outlines

a) GEOG 260 – Introduction to GIS

b) LAND 111 – Treaties and Aboriginal Rights

**Add** – Two Board Policies – Evaluating Students  
Student Appeals

**Delete** – Item 4, Applied Business Technology Online, Financial Office Assistant Certificate, Office Assistant Certificate, New Program Information and Completion Guides

**Delete** – Item 5, Applied Business Technology Online  
Medical Office Assistant Certificate

New Program Information and Completion Guide

New Course Outlines:

a) ABTM 156 Clinical Procedures and Practice

b) ABTM 183 Medical Billing – Manual

c) ABTM 184 Medical Billing – Computerized

d) ABTM 187 Medical Terminology III: Pharmacology and Specialties

H. Mayer requested Items 4 and 5 be removed as there was concern being expressed that the hours for various courses in the Applied Business Technology Online Program for the three programs being submitted were different from the classroom course hours.

**Delete** – Item 7, Early Childhood Education Professional Development, New Program Information and Completion Guide

P. McClelland advised this program submission needed to be reexamined by the Human Development and Education Care Department and would be presented again at a later date.

Agenda adopted as amended.

## **2. Adoption of Minutes, October 28, 2009**

J. Beavers wished to discuss the decision to go “paperless”. Due to the large number of items on this month’s Agenda it was tabled to the next regular month’s meeting which will be January 27, 2009.

09.11.01 M/S – OWENS/MENARD

THAT the minutes of October 28, 2009 be adopted as circulated.

CARRIED

## **3. Action List Review**

G. Lainsbury requested a wording change to Action List Item Student Evaluation Subcommittee and it was decided that the deadline for submissions to our regular monthly meeting would be changed from six weeks prior to four weeks prior to the meeting date.

## **Decision Items**

- ### **4. Wind Turbine Maintenance Technician New Program Information and Completion Guide New Course Outlines:**
- a) WTMT 101 Electrical Fundamentals (90 hours)**
  - b) WTMT 102 Meters and Test Equipment (90 hours)**
  - c) WTMT 103 Transformers (90 hours)**
  - d) WTMT 104 Semi-Conductors (60 hours)**
  - e) WTMT 105 SCRs, Diacs and Triacs (30 hours)**
  - f) WTMT 106 Electrical Safety Protocol**
  - g) WTMT 107 Wind Turbine Construction (30 hours)**
  - h) WTMT 108 Wind Turbine Towers (30 hours)**
  - i) WTMT 109 Wind Turbine Basics (90 hours)**
  - j) WTMT 110 Wind Turbine Mechanical (60 hours)**
  - k) WTMT 111 Wind Turbine Cooling Systems (60 hours)**
  - l) WTMT 112 Wind Turbine Hydraulics (60 hours)**
  - m) WTMT 113 Wind Turbine Fluids and Seals (60 hours)**
  - n) WTMT 114 Wind Turbine Specific Maintenance (60 hours)**

- o) WTMT 115 Wind Turbine Gear Maintenance and Inspection (90 hours)**
- p) WTMT 116 Wind Turbine Rotor Blades (30 hours)**
- q) WTMT 118 Work Planning (12 hours)**
- r) WTMT 119 Work Practicum (160 hours)**

H. Mayer advised the Wind Turbine Maintenance Technician Program is a one year certificate program which goes from February of one year to January of the next, including two terms and one summer practicum. The 100% Residency requirement was questioned as there are a number of Workforce Training courses listed on the Program Information and Completion Guide which can be done at different institutions. H. Mayer agreed to lower the Residency requirement to 60%. H. Mayer explained that BZEE certification training can be offered by Northern Lights College as the instructor for the program has received necessary training; however, credentialing comes from the outside organization.

The numbering of the courses came into question as members felt it was very confusing and should be laid out more logically and sequentially. H. Mayer will supply a list of courses in the order of delivery and they will be renumbered to reflect the delivery sequence. It was also suggested and agreed upon that the Applied Business Technology courses be listed as co-requisites as opposed to pre-requisites.

#### 09.11.02 M/S – MERRY/HUGHES

THAT the Education Council recommends approval of the newly created course outlines; Wind Turbine Basics; Wind Turbine Electrical Safety Protocol; Electrical Fundamentals; Meters and Test Equipment; Semiconductors; SCRs, Diacs and Triacs; Wind Turbine Construction; Wind Turbine Towers; Transformers; Wind Turbine Mechanical; Wind Turbine Specific Maintenance; Wind Turbine Gear Maintenance and Inspection; Wind Turbine Hydraulics; Wind Turbine Fluids and Seals; Wind Turbine Cooling Systems; Wind Turbine Work Planning; Wind Turbine Rotor Blades; and Work Practicum and the revised Program Information and Completion Guide for the Wind Turbine Technician Program as amended.

CARRIED

- s) WFTR 230 Wind Turbine Safety (3 hours)**
- t) WFTR 231 Sub-Station Entry (6 hours)**
- u) WFTR 232 Wind Turbine Tower and High Angle Rescue, Climbing and Personal Protective Equipment (35 hours)**
- v) WFTR 233 Fall Protection (8 hours)**

The Typical Activities and Weighting section of the course indicated a percentage of weighting in Participation but the nature of this participation was not explained. H. Mayer provided the information at the meeting and the forms were amended. Grammatical errors were also corrected.

09.11.03 M/S – BEAVERS/AIKOROJE

THAT the Education Council recommends approval of the new course outlines; WFTR 230-Wind Turbine Safety; WFTR 231-Sub-Station Entry; WFTR 232-Wind Turbine Tower and High Angle Rescue, Climbing and Personal Protective Equipment; and WFTR 233-Fall Protection for the Workforce Training Program as amended.

CARRIED

- H. Mayer left the meeting.
- J. Bowes joined the meeting.

**5. Early Childhood Education and Care Diploma  
New Program Information and Completion Guide**

P. McClelland explained that current Early Childhood Education Diploma program has been offered by Northern Lights College; it is being revised to reflect progressive trends in program area. Colleges are moving away from one year certificate programs with a two year diploma program becoming the standard. The Human Development and Education Care Department is therefore shifting the program from a vocational to an academic model to allow for more transferability to other institutions. This change will also respond to the need for fully trained Early Childhood Education professionals in all inclusive child program areas from birth to six years of age. A few grammatical changes were suggested to the Calendar description and P. McClelland made two minor corrections to the Required Courses section.

09.11.04 M/S – MERRY/HERBERT

THAT the Education Council recommends approval of the new Program Information and Completion Guide for the Early Childhood Education and Care Diploma as amended.

CARRIED

**6. Early Childhood Education  
Revised Program Information and Completion Guide  
Education Assistant**

**New Course Outlines:**

- a) **ECEC 2XX Building Professional-Family Partnerships**
- b) **ECEC 2XX Administration and Leadership in Early Childhood Education**
- c) **ECEC 2XX Working with Children with Diverse Abilities**
- d) **ECEC 2XX Infant and Toddler Development and Respectful Programming**

**Revised Course Outline**

- e) **ECEC 101 Principles and Practices I**

**New Course Outlines**

- f) **ECEC 2XX Health, Safety and Nutrition**
- g) **ECEC 1XX Curriculum I**

P. McClelland reiterated that the concerns expressed in the Early Childhood Education and Care Diploma program are mirrored in the Education Assistant program. Changes to increase the rigour of the required courses must be made in order to provide a smoother laddering to Provincial transfers and partnerships.

09.11.05 M/S – HUYTON/SEHN

THAT the Education Council recommends approval of the revised Program Information and Completion Guide for the Education Assistant Program and the revised course outline for ECEC 101 Principles and Practices I and the new course outlines: Building Professional-Family Partnerships; Administration and Leadership in Early Childhood Education; Working with Children with Diverse Abilities; Infant and Toddler Development and Respectful Programming; Health, Safety and Nutrition and Curriculum I for the Early Childhood Development programs as amended.

CARRIED

Adjourned meeting until 1:15 pm on December 9<sup>th</sup>, 2009.

- h) ECEC 1XX Curriculum II**
- i) ECTA 1XX Guiding and Caring**
- j) ECTA 1XX Human Development I**
- k) ECTA 1XX Human Development II**
- Revised Course Outline**
- l) ECTA 121 Interpersonal Communications**
- New Course Outline**
- m) ECTA XXX Essential Skills for Human Services - DEFERRED**
- Revised Course Outlines**
- n) EDAS 145 School Foundations**
- o) EDAS 148 Working with Children from Differing Cultural Backgrounds**

09.11.06 M/S – HERBERT/HUGHES

THAT the Education Council recommends approval of the revised course outlines for ECTA 121 Interpersonal Relationships; EDAS 145 School Foundations and EDAS 148 Working with Children from Differing Cultural Backgrounds, and the new course outlines Curriculum II; Guiding and Caring; Human Development I; and Human Development II; for the Early Childhood Education Programs as amended.

CARRIED

**ACTION: ECTA 1XX Essential Skills for Human Services deferred to January 27, 2010 meeting, pending revisions to learning outcomes.**

**7. Revised Program Information and Completion Guide**

**Camp Cook**

**Cook 1/Camp Cook**

The admission requirements have been updated for both the Camp Cook and Cook 1/Camp Cook programs to include Essentials of Math 10.

09.11.07 M/S – HERBERT/BEAVERS

THAT the Education Council recommends approval of the revised Program Information and Completion Guides for the Camp Cook and Cook 1/Camp Cook Programs as presented.

CARRIED

**8. University Arts and Sciences, New Course**

**HIST 209 History of the First Nations of Canada**

Northern Lights College is working on presenting the “Online Associate of Arts in First Nations Studies” in collaboration with five other Colleges. To date none of the other collaborating institutions are offering this type of course on line. As well as filling a need in the province for this course it would also be available to different programs within our institution. Some concern was expressed over the learning outcomes vocabulary, and E. St. Jean agreed to provide more concise terminology.

09.11.08 M/S – MCCLELLAND/MERRY

THAT the Education Council recommends approval of the new course outline, HIST 209 - History of the First Nations of Canada for the University Arts and Sciences Program as amended.

CARRIED

**9. Bridging Programs**

**New Program Information and Completion Guide**

**Criminology Bridging Certificate**

The Criminology Bridging Certificate has been brought back to Council with the suggested amendments in place. The length of the program has been revamped to fit within the one year certificate criteria and also the duplication of the two English courses has been addressed. Completion of the Criminology Bridging Certificate simultaneously permits students who have not graduated from high school to obtain the BC Adult Graduation Diploma (the Adult Dogwood). S. Roe agreed to remove one sentence out of the Career Prospects section with negative connotations.

09.11.09 M/S – OWENS/MENARD

THAT the Education Council recommends approval of the new Program Information and Completion Guide for the Criminology Bridging Certificate Program as amended.

CARRIED

**10. University Arts and Sciences  
New Program Information and Completion Guide  
Diploma in Criminology**

The science requirements for the Associate of Arts Degree presents a barrier for Northern Lights College students who want to pursue a two-year credential in Criminology. The Diploma in Criminology would not replace the Associate of Arts Degree with a Specialization in Criminology, but provide an option for students. Transferability to other institutions should remain strong. The Required Courses section should present a simple list rather than a planning grid, unless required by program singularities.

09.11.10 M/S – MERRY/HUYTON

THAT the Education Council recommends approval of the new credential, Diploma in Criminology for the University Arts and Sciences Program as amended.

CARRIED

**11. Internal Report on Changes to Secondary School Math Curriculum**

Implementation of a new Math curriculum at the high school level starting in 2010 will affect admission requirements at our institution. This report outlines the implications this change will have on the various programs being offered at Northern Lights College. The Education Council approved the document in principle; however, affected programs and courses will need to be brought to Council for updating when the new math curriculum is introduced.

09.11.11 M/S – SEHN/HUGHES

THAT the Education Council approves the "Recommended Changes for Official Approval and Announcement," as contained in the internal report as presented.

CARRIED

**12. Visual and Graphic Communication Arts  
Revised Program Information and Completion Guide**

Changes to the Visual and Graphic Communication Arts Program are being made to provide better transferability and to better prepare students for a second year diploma program. The introduction of a Portfolio development course will help students to become independent artists.

9.11.12 M/S – ROUNDS/McCLELLAND

That the Education Council recommends approval of the revised Program Information and Completion Guide for the Visual and Graphic Communication Arts Program as presented.

CARRIED

- L. Verbisky joined the meeting.
- J. Bowes left the meeting.

**13. Land Agent Program**

**Revised Program Information and Completion Guide**

**Land Reclamation Program**

**Revised Program Information and Completion Guide**

**New Courses:**

- a) LAND 111 – Treaties and Aboriginal Rights**
- b) GEOG 260 – Introduction to GIS**

Due to ongoing difficulties finding instructors with Masters Degrees who can teach academic course FNST 102 Treaties and Aboriginal Rights, it was decided to create an equivalent non-academic course LAND 111. The reverse is true for LAND 276 Introduction to GIS--because it is a highly transferable course it was decided to create an academic equivalent that could be articulated and transferable. This would also make the course available to students in other programs that require an academic geography course. Some grammatical errors were detected and corrected.

9.11.13 M/S – HUYTON/SEHN

THAT the Education Council recommends approval of the new course outlines GEOG 260 Introduction to GIS and LAND 111 Treaties and Aboriginal Rights and the two revised Program Information and Completion Guides for the Land Agent and Land Reclamation Programs as amended.

CARRIED

**Information/Discussion**

**14. Academic Monitoring**

A. Hughes advised the Council that at present there are no formal processes in place to monitor a student's academic performance and therefore we have students who are having difficulties, slipping through the cracks, enrolling in courses numerous times and not having success. Northern Lights College, as an educational institute needs to identify these students to help them break out of this cycle. C. Herbert suggested that some clarification be made regarding the last line of the document which states: "A course may not be repeated more than twice within five years." and change it to read: "A course may be taken once and repeated twice, to a maximum of three times within five years." A. Hughes said she would take this into consideration and make a change to provide more clarity to the statement.



9.11.14 M/S – McCLELLAND/OWENS

THAT the Education Council recommends approval of the Academic Monitoring document as amended.

CARRIED

**15. Student Appeals Policy  
Evaluating Students Policy**

Most of the members present felt that these two documents still required a lot work. E. Sehn suggested that this was for information purposes only and that they would need to be submitted again for the Council's consideration.

**16. CoEdCo Meeting Report**

Education Council Chair, G. Lainsbury presented the document and pointed out that only two recommendations were made at the Council of Education Councils meeting. One was to implement electronic voting in elections for Education Council and the other was to observe the results of a program called CurricUnet which is used to manage documents electronically. Many members thought this was an excellent idea and thought it should be looked at to see if it has merit for our institution.

Next Meeting - January 27, 2010

Adjournment – 3:40 pm

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