

NORTHERN LIGHT COLLEGE  
EDUCATION COUNCIL  
Meeting November 28, 2007, in Dawson Creek

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Participants:	Dave Owens Jean Valgardson Janet Beavers Brenda Crocker Lisa Conkin Greg Lainsbury	Michael French Sharon Tucker John Birnie Sara Dickinson K'shian Hooker Patricia McClelland Angie Johnsen (recording)
Absent:	Eric Sehn Barbara Young	Cyndy Lorincz Craig Herbert
Guest(s):	Clifford Inimgba	Megan Bedell

The Chair introduced and welcomed four new students to Council; Lisa Conkin, Barbara Young, K'shian Hooker, from Fort St. John, and Sharon Tucker from Dawson Creek. Also joining today's meeting is Megan Bedell, Regional Receptionist and Clifford Inimgba, Fort St. John Business Management instructor.

1. Adoption of Agenda

Remove Item 4, Welding Program Service Review. Also items 3 and 9 to be addressed at the December 12<sup>th</sup> meeting. The agenda was adopted as amended.

2. Adoption of Minutes, September 5, 2007

07.11.01 M/S - BIRNIE

THAT the minutes of September 5, 2007 be adopted as circulated.

CARRIED

B. Crocker joined at 1:50pm. A. Cole joined the meeting.

3. Aircraft Maintenance Engineering – Basic Training, Revised Program Information and Completion Guide

Admission requirements have changed and now match the approved Trades Admission Form Criteria. The medical requirement that was developed over twenty years ago was removed and the advised physical components have been added.

Add to required minimum grade section, "Attendance requirement, 90 hours absenteeism over entire course and 30 hour per semester. Attendance may be made up at one week intervals at the end of the semester".

Changes to the additional requirements section to include:

- a) The sentence, “required textbooks are estimated at \$500”, add “please contact the bookstore or provide a link to the bookstore”,
- b) Field trip, add the words “estimated at” \$500.
- c) Move the sentence “for important dates” to the application deadline section.

07.11.02 M/S – BIRNIE

THAT the Education Council recommends approval of the revised Aircraft Maintenance Engineering – Basic Training Program Information Completion Guide as amended, with the inclusion of the attendance requirements.

CARRIED

A. Cole was thanked and left the meeting.

4. Early Childhood Education Diploma Program, Revised Course Outlines, ECED 203B Child Development Children with Diverse Abilities, ECED 208 Infant Toddler Practicum, ECED 210 Special Needs Practicum, ECED 215 Working with Children with Diverse Abilities, ECED 218 Family Professional Collaborations

P. McClelland addressed the submission.

Course outline information has been revised and transferred to the new course outline template.

ECED 203B – using Canadian textbook 2002. The course title has been changed to keep pace with the community. The course content contains the words “severe medical abilities”. This phrase is used in the community and acceptable. It was agreed to change the word “abilities” to “conditions”. Add bullets to the list under knowledge, skills, attitudes, etc, and use all lower case.

The field “this is a revision of an existing course and is being submitted for re-articulation” was answered as “no”. This was discussed with K. Handley and at the articulation meeting and agreed on “no”. This response was questioned as we have accountability to students and that a major change won’t affect the transfer of the course. The changes to the course will not compromise the student’s transferability and does not required re-articulation. Students on Council were asked their opinion and commented that they do not know what articulation even means and would go to the BCCAT transfer guide to check the transferability of the course. Leave as “no”.

Item 3 on the cover sheet states, library implications, “none, unless they are purchasing a library set of textbooks or can find any of these texts online”. J. Beavers stated that the library is required to purchase books for students that are not available to be purchased through the bookstore.

This course is offered online with total hours of 45, weeks 15, 3 hours per week. We need to indicate online tutor interaction hours. Usually hours are indicated on the outline so students are aware the hours that instructors are available. This is an asynchronous course. Meaning that P. McClelland is online with the students at the same time and responding to online discussions. It was mentioned that outlines should not be used as a source for faculty workload. It is for contact hours with students. It is a legal contract with our learners. What is instructed in the classroom must match what is laid out on the course outline. Students should be informed the meaning of lecture hours. The course outline is a student friendly document used along with a syllabus.

P. McClelland agreed that the breakdown per week would be left as 3 lecture hours. P. McClelland would like to discuss this with the department to confirm. S. Tucker feels that lecture hours refers to class lecture. If the three hours were indicated as "other contact hours" this could apply to online and could specify what is included in the three hours per week, such as online discussion, posting, etc.

It is apparent that this document does not work for all programs. If this course were delivered as face-to-face the hours would be indicated as "lecture". Today's ECE course outlines should have been approved for the September start date. It was agreed that the course outline would show the breakdown per week as 3 and the tutor interaction hours 3. J. Birnie will take this forward to the Dean's for a closer look. How do other institutions use the BCCAT approved course outline template when they have other modes of delivery, online, face-to-face, and teleconference?

It was agreed that Council needs to review the course outline template to address our other modes of delivery

S. Dickinson joined the meeting at 2:30pm.

ECED 208 – changes include prerequisite statement, course content, and learning outcomes. The prerequisite lists the courses that are mandatory prior to the practicum. Course content - added professional and personal development. Outcomes - added the skills component.

ECED 210 – prerequisite change now clarified.

ECED 215 – name change and prerequisite. Add interaction hours of 3. This course is offered by teleconference and online. Page 3 – individual work and group work, change to 50% each.

ECED 218 – prerequisite change, there is no prerequisite required. There is no completion guide on file at this time for the program.

07.11.03 M/S – BEAVERS

THAT the Education Council recommends approval of the revised course outlines as amended, for the Early Childhood Education program and;

that Council address the course outline template form to better meet our needs for online delivery.

CARRIED

5. Adult Basic Education Program, Revised Course Outline, MATH 030 Intermediate Mathematics (Online)

C. Herbert was not able to connect to today's meeting to address the submission. Defer to the December 12<sup>th</sup> meeting.

6. English as a Second Language Program, Revised Course Outlines, EASL 020 Beginners, EASL 030 Pre-Intermediate, EASL 040 Intermediate, EASL 050 Advanced, Revised Program Information and Completion Guide

Sixteen course outlines were approved at the September 5<sup>th</sup>, but have been resubmitted today for approval. It was not beneficial to the students to be registered and graded out of the 16 modules. There is a need for only four modules, one for each level. This works much better in the Colleague system.

07.11.04 M/S – LAINSBURY

THAT the Education Council recommends approval of the revised course outlines, EASL 020 Beginners, EASL 030 Pre-Intermediate, EASL 040 Intermediate, EASL 050 Advanced and the revised Program Information Completion Guide, for the English as a Second Language program.

CARRIED

7. 2008 Education Council Schedule of Meetings

The second meeting date in September and January have been removed from the schedule. Deadline for submission is now 28 days prior to the meeting date.

8. Education Council Informal Meeting of October 24, 2007

The meeting was informal and does not require a motion. Just for information purposes only.

9. CoEdCo Report

Formal report was not ready for today's meeting. D. Owens will send out by email. A report is usually submitted to members prior to the meeting and is for information only unless there is something that we as an institution need to address.

Adjournment at approximately at 3:30 pm.

**Next Meeting December 12, 2007 at 1:30pm in Dawson Creek**

cc: Cindy Ravelli  
Deans  
Liz Magistad  
Karen Erickson

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