

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting February 28, 2007, in Dawson Creek

Participants:	Dave Owens Craig Herbert Eric Sehn Jan Legaspi Lindsay Tabin	Donna Webb Greg Lainsbury Patricia McClelland Jael Rochon Brenda Crocker Angie Johnsen (recording)
Absent:	Janet Beavers Cyndy Lorincz	John Birnie Jean Valgardson
Guest(s):	Jeff Lekstrom Andy Cole Steve Roe	Howard Mayer Allen Johnson Connie Kaweesi

1. Adoption of Agenda

The agenda was adopted as circulated.

2. Adoption of Minutes, January 3, 2007

07.01.01 M/S - HERBERT

THAT the minutes of January 3, 2007 be adopted as circulated.

CARRIED

Joined by A. Cole and J. Lekstrom.

3. Aircraft Maintenance Engineering – Type Training Program, Revised Outlines
ROTO 119 Bell 204/205 Series Airframe, ROTO 124 Honeywell/Lycoming T53
Series Engines

The experience of delivering the course for several years and with improvements in training methods, has allowed the course to be delivered in less time. Transport Canada has agreed to both courses being offered for a one-time delivery with reduced hours. This is a pilot project and data will be produced for Transport Canada to determine whether the reduced hours will remain the same or return to the previously set hours. The current hours were based upon the manufacturer's training hours. The manufacturer's training prerequisites do not require prior training in aircraft maintenance, so they must instruct to the lowest level in a class. Both courses are meeting the learning outcomes.

07.02.02 M/S – WEBB

THAT the Education Council recommends approval of the revised course outlines ROTO 119 Bell 204/205 Series Airframes and ROTO 124 Honeywell/Lycoming T53 Series Engines, for the Aircraft Maintenance Engineering - Type Training program.

CARRIED

A. Cole and J. Lekstrom were thanked and left the meeting.

4. Natural Resources Field Assistant Program, New Outlines, NRFA 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113, 114, 120, 121, 122, 123, 124, and New Program Information and Completion Guide

This is a vocational program, field based and very much applied to develop entry level skills for forestry and oil and gas. A strong endorsement was made by industry to bring the program forward for approval was asked during a recent meeting. Consultation with Doig River First Nation and Blueberry River First Nation was completed prior to the submission. There are 17 core courses plus a selection of Workforce Training courses to complete prior to receiving a certificate. Students may use the College or outside agencies to complete the Workforce Training course portion of the certificate. In order to confirm certificates obtained from outside agencies, students will be asked to provide a copy of those certificates. The program begins in April and will now be a full cost recover program. The program will be delivered on a demand basis with specific communities as requested. The program can ladder into the Forest Resource Technology two-year program and Land and Resource Management Diploma program.

The admission requirements include students having 50% English 10 or equivalent and 50% in Math 10 (Principles, Applied, Essentials). It was asked if students will be able to handle, for example, the NRFR 101 Map interpretation of 15 hours and one credit with the lengthy course content with 50% in English 10. There is a lot to cover in the 15 hour course. A. Johnson feels that students will be able to understand the content as it is very basic. Field/lab and lecture experience is also part of it. There is more of a hands-on approach. There is a "C+" overall passing grade with a "D" minimum for each individual course and employers are comfortable with that standard. The program is setup with three, five-week blocks. The students will be available for work in June. The courses are completed consecutively. B. Taylor and P. McPhail have seen the course and program documents, but no reply was received. The two-year Forest Resources Technology program and the Natural Resources Field Assistant Certificate program attract two different groups of people. The two-year diploma has more potential for employment work increments. The industry group made sure that there was no duplication between the Forest Resources Technology and Natural Resources Field Assistant programs.

The completion guide states “yes” for Canada Student Loan eligibility, but CSLs are not just dependant on the hours attached to the program. For now students will be sponsored. Revise the completion guide to state “n/a” Canada Student Loans.

B. Crocker joined at 2:05pm

07.02.03 M/S – LAINSBURY

THAT the Education Council recommends approval of the new program, Natural Resources Field Assistant and;

the new course outlines, NRFA 101 Map Interpretation, NRFA 102 Photo Interpretation, NRFA 103 GPS and GIS Data Collection, NRFA 104 Compassing, Navigating, and Traversing, NRFA 105 Timber Cruising, NRFA 106, Teamwork, NRFA 107 Safety Awareness, NRFA 110 Plant and Ecosite Identification, NRFA 111 Wildlife Awareness, NRFA 112 Silviculture Surveys and Data, NRFA 113 Stream and Riparian Assessments, NRFA 114 Forst and Range Fire Suppression, NRFA 120 Camp Assembly and Management, NRFA 121 Office Skills, NRFA 122, Roads and Cutblocks, NRFA 123, Forest Health Surveys, and NRFA 124 Environmental Restoration and;

the new Program Information and Completion Guide with the amendment to the Canada Student Loans field to state “no”, for the Natural Resources Field Assistant program.

CARRIED

5. Forest Resources Technology Program, Name change to Forest Ecosystem Stewardship, and Revised Program Information and Completion Guide

The program name change was brought forward from the November Advisory Committee meeting. It was suggested to update the name of the program and differentiate ourselves from the Forest Resources Technology program offered at Northern College of New Caledonia. Curriculum has not changed. The only change is the program name as reflected on the completion guide.

07.02.04 M/S – MCCLELLAND

THAT the Education Council recommends approval of the program name change from Forest Resources Technology to Forest Ecosystem Stewardship as reflected on the revised Program Information and Completion Guide.

CARRIED

S. Roe joined the meeting.

6. Revised Program Admission Policy and Prerequisite Wording, and Changes for the Writing Assessment

The Writing Assessment is the tool used to assess students planning on enrolling in any English course with the College. The past policy was to waive the Writing Assessment for students with an “A” in English 12.

Students who do not have at least a “B” or higher in English 12 or at least a “C” in a university-level English course must complete the NLC Writing Assessment and discuss the results with a Recruiter before registering in 100-level English courses, Management 100, or Introductory Creative Writing at the 200 level. Completion of the Writing Assessment is recommended for applicants who wish to enroll in English 099 Foundational Writing.

Research was completed around the province with standards varying. One or two institutions do not require any assessment at all. The change in standards across the province will be monitored by the English faculty and do not believe students are at risk by changing the standard at Northern Lights College.

07.02.05 M/S – LAINSBURY

THAT the Education Council recommends the approval of the revised English 12 exemption standard for the Writing Assessment and;

the revised wording of course prerequisites relating to the Writing Assessment.

CARRIED

S. Roe was thanked and left the meeting. Joined by C. Kaweesi.

7. Social Services Worker Diploma Program, Revised Program Information Completion Guide (Admission Requirement Changes), and Admission Criteria Checklist

S. Otto and C. Kaweesi reviewed the program’s admission requirements after a comprehensive program review was completed in August 2004. In doing so, they tried to be consistent with other institutions who offer the same program. Students can enter the program in the Fall, Winter, or Intersession academic terms. Students do not have to have completed Grade 12 prior to applying for entry into the program as they will have time to complete it prior to the intake they may enroll in. The program will no longer be using the Letter of Intent as part of the admission criteria. The student admission process will be checked by the Recruiters as the Recruiter is the student’s first contact. Continuous intake for students enrolling at the Dawson Creek, Fort St. John, and Tumbler Ridge campuses was agreed upon

A Criminal Record Check is not required prior to admission into the program. Students are well informed regarding what is required to work in this field and the Criminal Record Check. The interview with students does capture this. Several areas are taken into account prior to entry into the program and this is done more informally with the student.

07.02.06 M/S – MCCLELLAND

THAT the Education Council recommends the revised Program Information and Completion Guide and;

the Admission Criteria Checklist for the Social Services Worker Diploma program.

CARRIED

C. Kaweesi was thanked and left the meeting.

8. Academic Program Mandate

According to the Program Service Review Guidelines, Program/Service Mandates have to be approved by the Education Council and the Board before the Program Service Review process begins.

The Academic Program Mandate states: The Academic program at Northern Lights College serves individuals and communities by providing university-level learning opportunities that reflect the intellectual and creative modes of inquiry practiced in the arts and sciences.

07.02.07 M/S – WEBB

THAT the Education Council recommends approval of the Academic program mandate and forward to the Board.

CARRIED

H. Mayer joined the meeting.

9. Applied Business Technology Legal Administrative Assistant Program
Deleting Courses, ABTC 121 Electronic Spreadsheets I, and ABTC 111 Accounting I, and ABTC 144 Groupware and Adding Course, ABTO 119 Introduction to Computers and the Internet, and Revised Program Information and Completion Guide (LAC)

The proposed changes bring the College in line with other colleges and provide students with the skills required by prospective employers and address students' course/workload by ensuring relevance of courses taught. Asking to delete ABTC 121 Electronic Spreadsheets I, and ABTC 111 Accounting I, and ABTC 144 Groupware and adding ABTO 119 Introduction to Computers and the Internet.

The ABTC coded courses are classroom courses and the ABTL are legal courses available online. ABTO 119 Introduction to Computers is the equivalent to ABTC 117 Computer Information Systems. The Legal Administrative Assistant Certificate admission requirements are remaining the same for now. There will be a new set of

admission requirements coming forward for approval. There are many different kinds of students applying for the Applied Business Technology program and through discussions the program admission requirements will be revised to accommodate the varied learners. All ABT faculty have approved these changes.

07.02.08 M/S – LEGASPI

THAT the Education Council recommends approval of deleting ABTC 111 Accounting I, ABTC 121 Electronic Spreadsheets, and ABTC 144 Groupware and;

the addition of CARE 105 Online Learner Success as a prerequisite for the Legal Administrative Assistant Certificate and;

the addition of ABTO 119 Introduction to Computers and the Internet as an alternate course for ABTC 117 Computer Information Systems for the Legal Administrative Assistant Certificate and;

the changes to the Admission Requirements and;

the revised Legal Administrative Assistant Certificate Program and Information Completion Guide, for the Applied Business Technology program.

CARRIED

J. Rochon and H. Mayer left the meeting.

10. Adult Basic Education Program Review

The program review has taken place over a course of several years with program leaders changing a number of times. It is an ongoing effort. C. Herbert addressed recommendations 3, 4, and 5, as the Education Council is identified as the responsible body. Recommendations 1, 2, 6, and 7 that identify Council as the responsible body do not fall under Council's purview and will not be addressed.

Recommendation 3. **Increase Flexible Offerings:** Access would be increased through expansion of Distance Education offerings. Some individuals currently go to the more youth focused Northern Correspondence School. NLC ABE through BCcampus and locally developed courses provide a more conducive adult environment for these adult students. Courses could be developed using various modalities, including video-conferencing, online, teleconferencing and print media, and can be developed using a combination of these modalities with face-to-face (hybrid).

Task: To increase the visibility of distance offerings to prospective students through ensuring that all Students Services and external agencies are aware of this option. Development of further courses will also add to options available to students.

Recommendation 4. **Offer Flexible Learning Options for Learners Needing Grade 5 – 8:** Currently there are no adult learning based options for individuals with less than a grade 9 education, yet these learners are under-prepared to access even the fundamental level of ABE. Flexible learning options need to be developed to enable this group of learners to upgrade their education.

Task: To develop modules and courses that will enable upgrading in the Grade 5 to Grade 8 skill and knowledge areas so that learners can access fundamental or higher levels of ABE.

C. Herbert commented that he was not sure of the viability as part of the program review. Other agencies do offer this. Not sure that we should be looking at this recommendation. If we rebuild to address this recommendation for Grades 5 – 8 it will be a difficult task to accomplish. C. Herbert confirmed that this is not a task that can be pursued at this time.

Recommendation 5. **Develop more Focused Upgrading leading to Postsecondary programs:** Offering a variety of program delivery options increases student access and success. The College needs to continue to explore and pursue options for learning, such as modules specifically designed for students needing focused upgrading to access post secondary training and education. Training modules have been developed for a number of trades programs. These need to be offered throughout the Region.

Task: To increase the number of modules available, as needed by students needing focused upgrading to access postsecondary studies.

This task has already been initiated, for example, Math 020

A follow-up on recommendations will be brought forward to Council within a year of today's submission.

07.02.09 M/S – WEBB

THAT the Education Council recommends approval of accepting recommendations 3, 4, and 5, for the Adult Basic Education Program Review.

CARRIED

11. Education Assistant Program Service Review Progress, Report on Recommendations

A progress report on recommendations is to be completed within a year of the program review submission to Council. Council had no questions.

07.02.10 M/S – WEBB

THAT the Education Council recommends approval of accepting the Progress Report on the Program Service Review Recommendations for the Education Assistant program.

CARRIED

12. Practical Nursing Program Service Review Progress, Report on Recommendations

Only two recommendations were listed for the review. As a College we are going in the direction to offer a BSN program.

07.02.11 M/S – TABIN

THAT the Education Council recommends approval of accepting the Progress Report on the Program Service Review Recommendations for the Practical Nursing program.

CARRIED

13. Reminder - Education Council Nominations for New Two-Year Term

The Deadline for nominations is Thursday, March 1, 4pm sharp. Nominations must be submitted to K. Erickson.

14. Honorary Associate of Arts Degree Nominations

Nominations are now being accepted for conferring the Northern Lights College Honorary Associate of Arts Degree for 2007. The deadline is March 13. Criteria is as follows:

*The individual must have made some direct and significant contribution to the region served by Northern Lights College;

*The individual should have a reputation or profile of distinction and excellence which extends beyond the regional boundaries of the College and which is worthy of association with the College;

*The individual will be honored by the awarding of the Honorary Associate of Arts Degree and be present for its bestowing, whatever might be a mutually agreed upon occasion;

*Current Board members and employees of Northern Lights College are not eligible for consideration.

Process:

1) No more than two honorary degrees can be awarded in a calendar year;

2) Nominations are received within the College community by the Registrar's Office and forwarded to the Education Council for initial review;

3) All nominations are forwarded, along with annotations from the Education Council, to the College Board for final decision.

Adjournment at 3pm.

Next Meeting March 28, 2007 in Fort St. John

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. _____