

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting January 3, 2007, in Dawson Creek

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

Quorum was established.

1. Adoption of Agenda

Added to the agenda, Approved Minutes to the Board. Removed from agenda, 4a-d, Applied Business Technology Legal Administrative Assistant Certificate. The agenda was then adopted as amended.

2. Adoption of Minutes, November 22, 2006

The minutes were amended on page 2, 1st paragraph. Removed the sentence J. Birnie apologized for not reviewing the submissions prior to today's meeting. Added the sentence, J. Birnie indicated that he was working with the Deans to implement this process. J. Rochon was not in attendance for this meeting as indicated.

07.01.01 M/S - BIRNIE

THAT the minutes of November 22, 2006, be adopted as amended.

CARRIED

Joined by J. Lapp.

3. Northern Adventure Tourism Program, Revised Outline, NATP 124 Introduction to Hiking and Backpacking

Changes to the outline were based on feedback from last year's program, which included, course title, calendar description, course content, and learning outcomes.

07.01.02 M/S – LAINSBURY

THAT the Education Council recommends approval of the revised course outline NATP 124 Introduction to Hiking and Backpacking, for the Northern Adventure Tourism program.

CARRIED

J. Lapp indicated that he has not started the process to apply for qualification of the Northern Adventure Tourism program for Canada Student Loans with D. Webb.

J. Lapp was thanked and left the meeting. Joined by J. Lekstrom.

4. Welding Program Mandate

According to the Program/Service Review Guidelines the program/service mandate should come forward to Council for approval and sent onto the Board before the program review begins.

Members agreed to replace the word provide with produce. It reads as follows: "The Welding program will produce employable graduates whose skills meet industry recognized standards."

07.01.03 M/S – BIRNIE

THAT the Education Council recommends approval of the amended Welding Program/Service Mandate and be forwarded to the Board.

CARRIED

E. Sehn indicated that the Academic program review mandate will be brought forward soon to Council.

J. Lekstrom was thanked and left the meeting. Joined by J. Beavers.

5 Copyright Issues

J. Beavers is the Regional Coordinator of Library Services and also the copyright facilitator. There is currently an Admin Guideline in place for copyright and software implementation. Issues are getting worse not better. There is a lot more copyrighted material out there being used. The Education Council Submission Cover Sheet states "what implications will approval of this request have for the library", but it does not indicate anything regarding copyright and plagiarism issues. In her position J. Beavers has valuable input for implementing new courses and refining courses around academic integrity as courses are being developed. She currently uses newsletters and a library webpage to pass on information.

6. Education Council Position for the Librarian

C. Lorincz confirmed that the methods being used currently for copyright issues are not successful right now. The best place to vet them would be at the Council level. A regular position for the Regional Coordinator of Library Services on Council is being asked for as opposed to being re-elected each 2-year term. Copyright laws are changing and are very important and integral to the integrity of what the College does.

J. Beavers gave an example of the problems she encountered with the course packages she worked on for the Early Childhood Education program. The course packages had already been reformatted into documents that were sent out to students. It took approximately two weeks to clear up each course package. Permissions had not been sought from the publishers before packages were sent out to the students.

J. Birnie applauded the efforts being made to adhere to the copyright regulations. Has there been discussion with colleagues at other institutions (are we creating more problems, what is the cost associated, and what are they doing to address this issue)? J. Beavers completed a survey of other colleges and universities within the province and found that librarians had a seat on Council and in most cases a voting member.

The Submission Cover Sheet that accompanies all submissions to Council should be revised to accommodate Janet's role. The quality portion of the submission still lies with the Deans and V.P. of Learning prior to Council's approval. Council has the option of asking for revisions to the submission, due to missing pieces, prior to its approval.

There was concern surrounding the library position being permanent when there is still one non-instructional position presently vacant, which the librarian falls under. In the past we have had to juggle members from specific programs into a different category to fill positions on Council. Four administrators are appointed by the President to Council therefore, the librarian could be appointed and it would be part of their duties. Members were reminded that there is no dedicated First Nations position on Council as it can also fall under one of the categories already designated. Council can have more than the legislated number of 20 members on Council. Keep in mind that the program categories on Council are to be reviewed. Are we looking for a designated voting position or a consultative position?

Some members were in favor of a voting member on Council as we are struggling with quorum, but as a non-instructional position. C. Lorincz commented that we want an addition to the Council and with J. Beavers there would be 21 members. Making J. Beavers a voting member is a reasonable expectation, and would enhance Council. This position has a regional focus. The President and Recording Secretary are the only non-voting members.

07.01.04 M/S – LORINCZ

THAT the Education Council recommends approval of the Regional Coordinator of Library Services position being made a dedicated voting position on the Education Council.

CARRIED

7. Process for Deactivation of Workforce Training Courses from Northern Lights College Website

C. Lorincz stated that Workforce Training courses are vetted through Council then posted on the NLC website. A number of courses remain on the web even when they are not being currently offered. For example, the Office Management Diploma program or the academic course Linguistics. There needs to be a process to find out if the courses are still active or not. After what length of time should they be removed from the web? Is it up to Council? J. Birnie would like the responsibility left to the Deans to review once a year. C. Lorincz will provide a list annually for the Deans to review.

8. Student Resignation from Council

J. Stoney, student on Council, has submitted his resignation for personal reasons. There have been student resignations from the Board, as well. Therefore the Board and Council positions will be filled with a bi-election. Registrar to confirm the date.

The Chair reminded members that all Council positions will be up for re-election, the term ending March 31, 2007. Please spread the word about Council positions and current members as to whether or not they will run for Council again.

9. Approved Minutes to the Board

The Council minutes that go forward to the Board for approval are not vetted until Council's meeting the following month. Minutes that contain amendments are not seen by the Board. Check with Jean to see if delaying the minutes by one month prior to forwarding to the Board would be a problem. Council has issues from time-to-time that are an advisory role to the Board that would need addressing quickly. A copy of the amended minutes is available to Board members by request.

Joined by H. Mayer.

As additional information, D. Owens mentioned that the Board has questioned the number of members on the Council as it does not meet the 20 members legislated. Is there a better time than the fourth Wednesday of the month to allow for more members? Fridays was suggested as some program areas do not have scheduled classes. It seems that the slotted time is well entrenched and we may have problems if moving to Friday. There is a need to make it more attractive for those program areas with no representation. Release time for instructors to attend Council meetings

is a big issue. Most trades programs have only one instructor and coverage can not be provided while attending the meeting. It was mentioned that the trade programs should discuss the options and possibly have a rotating position on Council. D. Owens has arranged to meet with trades people in February. We have not thoroughly looked at an alternative time or day. A survey should be sent out to all faculty outlining specific questions to allow them to participate on Council. Deans could speak with faculty at their meetings or by email. D. Owens agreed to send out a survey to all faculty.

Meeting adjourned at approximately 3pm.

Next Meeting to be held January 24, 2007, in Fort St. John.

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. _____