

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

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Participants:	Janet Beavers Craig Herbert Jean Valgardson Marina Hadland Eric Sehn	John Birnie Dave Owens Jamie Livingstone Greg Lainsbury Obinna Uzodimma Angie Johnsen (recording)
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Absent:	Patricia McClelland Michael French Clifford Iningba	Anna Hughes Brianna James
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Guest: Jeff Lekstrom

Quorum was not established.

### 1. Adoption of Agenda

The agenda was adopted as circulated, motions to be ratified when quorum established.

### 2. Adoption of Minutes, January 28, 2009

09.02.01 M/S - OWENS

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

CARRIED

### 3. Action List Review

Items 2, 3, and 4 will be presented at the March 25 meeting. The approval process for new program information and completion guides is on agenda.

#### Decision Item(s)

J. Lekstrom joined the meeting

### 4. Esthetics and Nail Care Technology Program, Revised Program Information and Completion Guide

Grade 11 English (ENGL 030) is considered equivalent to Grade 11 Communications. Revisions have been made in consultation with School District 59.

Length of program - to indicate 10 months of training.

Program description – second paragraph sentence revised to “Also integrated are the basic principles of anatomy, physiology, microbiology, chemistry, electrotherapy, and sanitation procedures to support the applied learning required of the certificate.

Additional requirements – indicates that the Cosmetology Industry Association of British Columbia (CIABC) licensing exam must be written by all students. Students passing the Esthetics program will receive the certificate credential from Northern Lights College, but not be able to work in the province of BC without writing the CIABC licensing exam..

09.02.02 M/S – BIRNIE

THAT the Education Council recommends approval of the revised Program Information and Completion Guide, as amended, for the Esthetics and Nail Care Technology program.

CARRIED

**5. Hairstyling/Cosmetology Program, Revised Program Information and Completion Guide**

Additional requirements - same revisions as for Esthetics program.

09.02.03 M/S – BIRNIE

THAT the Education Council recommends approval of the revised Program Information and Completion Guide, as amended, for the Hairstyling/Cosmetology program.

CARRIED

C. Herbert joined at 1:40pm. Quorum established.

**6. Practical Nursing Program, Revised Program Information and Completion Guide**

E. Sehn joined the meeting at 1:45pm

Revisions made on recommendations from the Advisory Committee. NLC is obligated to follow the rules from Vancouver Community College (VCC) as they are the partnering institution.

Program name – the licensing process is a different step that is not handled by the college, but completed after receiving the certificate at NLC. Leave the program name as Practical Nursing not Licensed Practical Nursing.

Admission requirements - add Biology 12 (BIOL 050) to CAAT criteria.  
Add 60% to 'C' grade. The 'C' or higher grade completed within the last 5 years comes from VCC standards.

Program description – “the agency.” Council asked for clarification of “the agency.”

Attendance requirements – “mandatory clinical days.” Clarification is needed.  
Students may challenge “mandatory.” Perceptorship change to preceptorship.

**ACTION: TO BE DEFERRED TO NEXT MEETING PENDING REVISIONS  
(CLARIFYING “THE AGENCY” AND MANDATORY CLINICAL DAYS.)**

J. Valgardson left the meeting 2:00pm

**7. Home Support/Resident Care Attendant, Revised Program Information and Completion Guide**

The curriculum for the program is not standardized across BC. New guidelines for the province are coming forward from the Ministry of Health. Program description - revise wording.

09.02.04 M/S – BIRNIE

THAT the Education Council recommends approval of the revised Program Information and Completion Guide, as amended, for the Home Support/Resident Care Attendant program.

CARRIED

Quorum established and previous motions accepted.

09 02.05 M/S- SEHN

THAT the Education Council recommends approval of the motions 09.02.01, 09.02.02, 09.02.03, as stated previous to establishing quorum.

CARRIED

C. Herbert abstained from voting in favour of motions 09.02.01 – 09.02.03.

**8. Educational Policy Course Outlines Procedures to Revise (IV-B 37)**

Adopting BCCAT's language for major changes will improve our policy. G. Lainsbury added some minor revisions. Procedures – Minor Changes - remove VP of Learning from the signing piece.

09.02.06 M/S – OWENS

THAT the Education Council recommends approval of the Educational Policy Course Outlines Procedures to Revise (IV-B 37), as amended.

CARRIED

**9. Approval Process for New Program Information and Completion Guides**

A. Hughes and L. Doerksen were consulted regarding the process for approving new program information and completion guides without course outlines. Council has made the decision to continue accepting the completion guides without outlines. The timeline should be thought through for students to register prior to the start of the program. Council should be able to accommodate the odd exception. New programs can now be marketed in advance.

A link to the program webpage for courses that are not in the database cannot be provided without course outlines; therefore students will not receive complete program information from the website until outlines are approved by Council. Hour changes to the program completion guide once course outlines are approved will affect tuition. Completion guides must be approved with all necessary information provided in as accurate a form as possible. M. Hadland added that students have been directed to the college website regarding course textbooks and have found it frustrating when information is not provided.

Camp Cook is a new program that has gone to marketing without approval from Council in order to start a list of interested students. The Northern Collaborative Information Technology program will be moving to the next stage, a diploma. Pre-nursing Certificate is being marketed now, but students cannot register until the three Biology course are approved.

09.02.07 M/S – SEHN

THAT the Education Council recommends approval of accepting new Program Information and Completion Guides without outlines to be forwarded to the Marketing Department in the most complete and accurate state possible.

CARRIED

**Information/Discussion**

**10. Nominations for Council Positions**

Only a few nominations have been received. Nominations close March 2, at 4pm.

Honorary Associate of Arts Degree nominations – G. Lainsbury has not received any.

Meeting adjourned at 2:50pm.

**Next Meeting March 25, 2009**

cc: Cindy Ravelli  
Deans  
Anna Hughes  
Karen Erickson

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