

NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL  
Meeting March 26, 2009, in Dawson Creek

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Participants:	Greg Lainsbury Craig Herbert John Birnie Dave Owens Brianna James Marina Hadland Obinna Uzodimma	Jean Valgardson Janet Beavers Anna Hughes Gloria Rounds Jamie Livingstone Eric Sehn Patricia McClelland
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Absent:	Penni Adams	Donna Merry
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Guest(s):	Terri Barber
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### 1. Adoption of Agenda

Add – Practical Nursing and Health Care Assistant Revised Completion Guides.  
The agenda was adopted as amended.

### 2. Adoption of Minutes, March 26, 2009

09.03.01 M/S - OWENS

THAT the minutes of March 26, 2009 be adopted as amended.

CARRIED

### 3. Action List Review

ECED 102 outline has been withdrawn. It will be blended with another course later and sent for approval. All other action items to be dealt with today.

### Decision Item(s)

#### 4. Applied Business Technology Online Program, New Outlines, ABTO XXX Medical Transcription, ABTO XXX Medical Terminology I, ABTO XXX Medical Administrative Procedures, ABTO XXX Medical Terminology II and Related Anatomy and Physiology

Course content and learning outcomes are identical to BCcampus outlines. Four more courses will be coming forward for approval for a total of eight courses constituting a Medical Certificate. There are three Applied Business Technology certificates: Medical, Legal and Administrative. If Council does not approve the outlines students can register with another institution, but will likely remain with that institution for additional courses. Northern Lights College teaches and registers students, while some institutions only teach or register.

Medical Transcription – no course content was provided in the BCcampus outline; only the calendar description appears on the BCcampus website. NLC requires both course content and learning outcomes for approval. The outline is to go back to the Dean for further consideration.

**ACTION: TABLED - MEDICAL TRANSCRIPTION UNTIL NEXT MEETING – APRIL 22.**

Medical Terminology I – minor revisions to the formatting of the course content.

Medical Administrative Procedures – approve as presented.

Medical Terminology II and Related Anatomy and Physiology – prerequisite - add Medical Terminology I.

09.03.02 M/S – SEHN

THAT the Education Council recommends approval of the new course outlines, Medical Terminology I and Medical Terminology II and Related Anatomy and Physiology, as amended;

and the new course outline, Medical Administrative Procedures, as presented, for the Applied Business Technology Online program.

CARRIED

**5. Land Administration Program, Revised Outline - LAND 201 Work Practicum**

Was presented at the February meeting, but Council asked for revised learning outcomes. A minor revision was also made to the course content.

09.03.03 M/S – MCCLELLAND

THAT the Education Council recommends approval of the revised outline LAND 201 Work Practicum, as amended, for the Land Administration program.

CARRIED

**6. University Arts and Sciences Program, Revised Outlines, BIOL 101 Introduction to Biology I, BIOL 102 Introduction to Biology II**

Returning with revisions to the learning outcomes.

BIOL 101 – clarify assignment/lab distinction.

BIOL 102 – G. Lainsbury to pass on some minor revisions.

09.03.04 M/S – HERBERT

THAT the Education Council recommends approval of the revised course outlines, BIOL 101 Introduction to Biology I and BIOL 102 Introduction to Biology II, as amended, for the University Arts and Sciences program.

CARRIED

J. Valgardson asked if there was a policy outlining the maximum percentage allowed for a final exam. E. Sehn confirmed that no final can be worth more than 50% in the academic program. Council would like to have a copy of any Academic program documentation concerning policy for weighting of grades.

J. Valgardson left the meeting at 2:40pm

**7. Geomatics Engineering Technology Year 1, New Outlines, COMM 100 Technical Communication 1 for Geomatics, COMM 110 Technical Communication 2 for Geomatics, MATH 100 Technical Mathematics for Geomatics, SURV 100 Surveying Computations 1, SURV 101 Surveying CAD 1, SURV 102 Field Surveying 1, SURV 103 Computer Applications 1, SURV 110 Surveying Computations 2, SURV 111 Surveying CAD 2, SURV 112 Field Surveying 2, SURV 113 Computer Applications 2, SURV 114 Earth Sciences, SURV 115 Photogrammetry**

The outlines presented come from a partner institution, with whom we have a block transfer agreement. There is some information missing on the outlines that will be backfilled as new instructors teach courses for first time. NLC will teach the approved outlines for one year and come back to Council with updates.

COMM 100 – minor revision to the calendar description. Grading System – change to percentage, but indicate a passing grade of percentage and letter grade. All outlines to reflect this change.

COMM 110 – revision to calendar description. Learning Outcomes – use the word “employ” for the last two outcomes. Grading should be percentage

09.03.05 M/S – HERBERT

THAT the Education Council recommends approval of the new course outlines, COMM 100 Technical Communication 1 for Geomatics, COMM 110 Technical Communication 2 for Geomatics, as amended, for the Geomatics Engineering Technology program.

CARRIED

MATH 100 – prerequisite – it should state, Math 12 (Principles of Math or Math 050) or equivalent. The credits are indicated at 7; NLC’s 105 hours courses only have 4 credits. E. Sehn stated that the credits are irrelevant as this is not an academic course. The textbook publisher information could not be confirmed at this time.

SURV 100 – change grading to percentage. Textbook information on chapters covered not available at this time.

G. Rounds left the meeting at 3pm

SURV 101 – learning outcomes - add statement, “upon successful completion the student will be able to.” There is no attendance policy in our calendar so remove the reference from the additional comments section. Academic courses use letter grades and Career Technical programs use percentage, except Land programs, which use letter grades. E. Sehn indicated that the academic courses that are part of the Geomatics program will use percentage for grading. If academic students register for only the Geomatics academic courses then they will be graded using letter grades.

09.03.06 M/S – OWENS

THAT the Education Council recommends approval of the new course outlines, MATH 100 Technical Mathematics for Geomatics, SURV 100 Surveying Computations 1, SURV 101 Surveying CAD 1, as amended, for the Geomatics Engineering Technology program.

CARRIED

SURV 102 – calendar description minor revision. Content – remove the first sentence and the lab references. Learning outcomes – change “understand” to “define.” Typical weighting – no percentage indicated for participation, but attendance is taken for field labs, as outlined in the additional comments section. Eric commented that if the program completion guide indicates attendance then the program can adopt the policy from the Trades Department.

SURV 103 – course content - minor revision.

SURV 110 – number of assignments not indicated as there is no information at this time from the partnering institution.

09.03.07 M/S – JAMES

THAT the Education Council recommends approval of the new course outlines, SURV 102 Field Surveying 1, SURV 103 Computer Applications 1, SURV 110 Surveying Computations 2, as amended, for the Geomatics Engineering Technology program.

CARRIED

SURV 111 – learning outcomes – change “understand” to “utilize.” No textbooks listed as they are using software.

SURV 112 – grading – use percentage.

SURV 113 – learning outcome #6 – missing a verb (E. Sehn to confirm).

09.03.08 M/S – OWENS

THAT the Education Council recommends approval of the new course outlines, SURV 111 Surveying CAD 2, SURV 112 Field Surveying 2, SURV 113 Computer Applications 2, as amended, for the Geomatics Engineering Technology program.

CARRIED

SURV 114 – learning outcomes – second one, replace “demonstrate an understanding” with “describe.” Weighting – add 15 for quizzes.

SURV 115 – total hours 20 hours a week. Calendar description – minor revisions. Number of assignments – remove “one quiz” and add to the additional course comment section. Clarification is needed next time for labs and assignments.

09.03.09 M/S - OWENS

THAT the Education Council recommends approval of the new course outlines, SURV 114 Earth Sciences and SURV 115 Photogrammetry, as amended, for the Geomatics Engineering Technology program.

CARRIED

**8. Workforce Training Program, New Outline – WFTR 142 Workplace Emergency First Aid**

Council asked for revisions to the learning outcomes from the February 25 meeting. This is Workplace BC’s document and should remain the same. Minor revisions to the calendar description and learning outcomes were made.

09.03.10 M/S – SEHN

THAT the Education Council recommends approval of the new course outline, Workplace Emergency First Aid, as amended, for the Workforce Training program.

CARRIED

**9. Health Care Assistant, Revised Program Information and Completion Guide**

A name change from Home Support/Resident Care Attendant to Health Care Assistant effective for the July 2009 intake.

The Solicitor General's Office Bill 16 states that anyone dealing with young children, or in a care home or infirmary setting must have a Criminal Record Search (CRS) completed. A second CRS must be completed with the RCMP. The College will only be notified if there is a problem; we will not hold the Criminal Records Searches. The College becomes the authority on whether the student is accepted or not based on any flag on the CRS.

09.03.11 M/S – OWENS

THAT the Education Council recommends approval of the revised Program Information and Completion Guide, with the inclusion of the program name change from Home Support/Resident Care Attendant to Health Care Assistant.

CARRIED

## **10. Practical Nursing, Revised Program Information and Completion Guide**

Returning to Council for clarification on attendance requirements and define "agency" as indicated in the calendar description.

Admission requirements – VCC's Math Assessment with 80% is required and the Writing Assessment 70%. Indicate NLC's application form. Add 60% to the letter grade of 'C'. Add RCMP and Solicitor General to the Criminal Record Search.

09.03.12 M/S – HADLAND

THAT the Education Council recommends approval of the revised Program Information and Completion Guide, as amended, for the Practical Nursing program.

CARRIED

## **11. Honorary Associate of Arts Degree**

No nominations were received; therefore no Honorary Associate of Art Degree will be given at this year's Convocation Ceremony

## **12. Chair/Vice Chair Elections**

A reminder they will be held next meeting April 22.

The President, J. Valgardson has appointed members, C. Inimgba and M. French to Council for the remainder of the two-year term. We now have good representation in all program areas. Allowance was not made for D. Turcotte as her represented area has already been filled.

Adjournment 4:05pm.

**Next Meeting April 22, 2009 in Dawson Creek**

cc: Cindy Ravelli  
Deans  
Turid Giovannini  
Karen Erickson

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