

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting April 25, 2007, in Dawson Creek
APPROVED MINUTES

Participants: Dave Owens Craig Herbert
 Roma WalkerJohn Birnie
 Cyndy Lorincz Jean Valgardson
 Greg Lainsbury Patricia McClelland
 Eric Sehn Lindsay Wyffels
 Brenda Crocker Angie Johnsen (recording)

Absent: Janet Beavers Jael Rochon

Guest(s): Howard Mayer Jeff Lekstrom

Quorum was established. Chair, Dave Owens, turned the meeting over to President, Jean Valgardson, for election of Chair and Vice/Chair positions for 2007/2008.

1. Election of Chair and Vice Chair

J. Valgardson called for nominations for the position of Chair three times. C. Herbert nominated D. Owens. D. Owens accepted the position. J. Valgardson officially declared D. Owens, Chair of the Education Council.

J. Valgardson asked for nominations for the position of Vice Chair three times. E. Sehn nominated G. Lainsbury. G. Lainsbury accepted the position. J. Valgardson declared G. Lainsbury, Vice Chair of the Education Council.

Both Chair and Vice Chair positions are for a one-year term. Elections will be held again in April 2008. Congratulations to both D. Owens and G. Lainsbury.

E. Sehn left the meeting at 1:55pm.

2. Adoption of Agenda

That the agenda be adopted as circulated.

3. Adoption of Minutes, March 28, 2007

C. Lorincz asked for clarification regarding the motion 07.03.03, where the wording "or an equivalent course" is used. An equivalent course does not mean a high school course. She felt that that statement should be simplified for documents that students will be receiving for clarity. Item #5, MGMT 110 should be MGMT 100.

07.04.01 M/S – BIRNIE

That the minutes of March 28, 2007 be adopted as amended.

CARRIED

It has been confirmed that Roy Forbes will be in attendance for the Fort St. John Convocation ceremony being held June 4th to receive the Honorary Associate of Arts Degree, which he was nominated for.

4. Revised Document, Flowchart Process for Submitting, Program and Course Information and Addendum to Flowchart

The revised Process for Submitting Program and Course Information and the Addendum to the Flowchart was approved by the Deans April 16th. It is the intent to use the education of the Secretary to Education Council to its greatest degree and make the process easier for submitting all course and program documents.

The signing of course outlines - A minor change to a course outline requires the instructor and Dean's signature. A major change requires the instructor, Dean, Chair of Education Council, and the VP of Learning signatures.

07.04.02 M/S – LORINCZ

THAT the Education Council recommends approval of the revised documents, Process for Submitting Program and Course Information and the Addendum to the Process for Submitting Program and Course Information.

CARRIED

5. Addition to Education Council Bylaws

During the March 28th Council meeting, members agreed to amend the Education Council Bylaws in order to allow the President to appoint interim members to Council. The suggested wording: 2.4.4 President Appointed Staff Vacancies, "The President may appoint interim members from program areas not represented to fill vacancies on the Education Council until the next formal election is held.

J. Valgardson stated that there is a revised version of the College and Institution Act, as of March 21st, that will allow more flexibility to Council. She will operate within the framework that the Act provides for a reasonable distribution pulling from our program mix to fill positions on Council.

C. Lorincz – the Bylaws already state that "the Registrar shall conduct at least one election per calendar year to fill vacancies on the Education Council, and may conduct a second election if a vacancy occurs within six months of the first election". Therefore, appointing people to Council due to vacancies for the interim may mean that representatives may only be on Council for a few meetings if a second election is called. C. Lorincz supports the notion, but would like to take a closer look at the timing

aspect of elections. More explicitly around “formal election”, as a bi-election is considered a formal election.

Being appointed to Council by the President can be declined depending on the individual’s circumstances.

07.04.03 M/S – BIRNIE

THAT the Education Council recommends approval of the amendment to the Education Council Bylaws, 2.4.4 President Appointed Staff Vacancies, The President may appoint interim members from program areas not represented to fill vacancies on the Education Council until the next formal election is held.

CARRIED

6. Adult Basic Education, New Course, PFIN 040 Personal Finance and Investing

The creation of the new course, Personal Finance and Investing was due to requests from a number of campuses. It will be offered on the Dawson Creek campus as a test run and then available at all campuses. W. Mould has been instructing some courses in the Adult Basic Education program and developed this course. The course may not be focused at younger learners. It is a good alternative or option within the adult dogwood criteria. It has a total of 30 hours and C. Herbert noted that the minimum hours accepted for the adult dogwood is 30.

B. Crocker joined at 2:10pm.

C. Lorincz – it is a great elective option for students. How was it decided that the course would be offered at the 040 level and not 050? It was confirmed that the course can not be offered as an elective towards the adult dogwood at the 040 level. If it was to be articulated at the Math 04 level, it could be used towards the core requirements and at the 050 level as an elective option. C. Herbert feels that the math level for this course is not higher than the 040 level.

It was decided to set aside the new course outline from the today’s meeting until C. Herbert can discuss and confirm additional details with instructor W. Mould.

Joined by B. Haugen and H. Mayer.

7. Workforce Training Program, New Course, Solar Thermal Installer

This course will enable those in the plumbing and heating business, as well as homeowners, to become solar thermal installers. A certificate will be issued by the College as well certification from CanSIA upon passing the CanSIA exam. This is the first solar thermal project available in Canada. It is an optional course for apprentice plumbers. A journeyman status must be obtained before a plumber can be certified. Students will participate in the installation of a complete solar system and evaluated on the installation of a system. A final exam will be administered and students will be given a pass or fail grade. There is no test on competency. Smaller classes and more

than one solar system would be required for individual learning outcomes to be identified. It was agreed that the prerequisite statement did not need to be changed and left as “none” thereby allowing not only certified plumbers, but homeowners.

07.04.04 M/S – HERBERT

THAT the Education Council recommends the approval of the new course, Solar Thermal Installer, for the Workforce Training program.

CARRIED

8. Applied Business Technology Program, New Admission Assessment Document Revised Admission Requirements, Moving from Letter Grades to Percentage and Factors to Credits,

Over a number of years students enrolled in the program have commented on the workload. Instructors reviewed the course content of all the outlines to reduce the workload for both faculty and students in order for students to be successful in completing the program. They have addressed the intent to open access of the program to more people in the community, such as, mature students wanting to change or upgrade their career and also adjusted the admission requirements to accommodate these students. It is recognized that the Applied Business Technology program is an entry level program combining multiple skills to enter employment in administrative, financial, and office settings. All faculty vetted the changes and direction the program is working towards.

Assessment Document – will be replacing the previous admission prerequisites of the program. All students will be asked to complete the assessment document. It will cover reading comprehension and math competencies. This document was based on Okanagan College’s assessment tool and our Applied Business Technology (ABT) faculty had input. The program has removed the net words per minute (nwpm) typing skill and exit speed of 45 nwpm as this is not as much a concern as accuracy, especially for data entry. Students require completion of the assessment document with a score of 70% or higher, or permission of Applied Business Technology faculty to enter the program.

C. Lorincz commented that the assessment document is not a normed document, therefore its measurement for math and English, other than a single cohort, may not provide an accurate retention for the program. H. Mayer said it was developed by faculty to assess skills in math and English, not to accept or reject students, and to give faculty an idea where the students are with their math and English skills. The 70% is a guideline, but if they do not achieve the 70%, students will not be rejected. It helps to identify areas that students or those students that have some areas that need improving and offer help for those areas. It would work without a 70% pass. It will provide more access to faculty members for consultation and help students on a one-on-one basis.

It was asked if it would be beneficial to have a prerequisite of maybe Grade 10 and then students would not be required to complete the assessment. H. Mayer did ask the ABT faculty the same question and no consensus was reached. As it is now, not all faculty are seeing students that have completed a Grade 10 or 11, but still have the skills to enter the program. J. Valgardson would like the College to use the assessment to develop the norms and credibility. The assessment tool is not for selection, but for placement. The 70% pass to bridge students into the program and have access through the Adult Basic Education (ABE) program for upgrading is not a measure for the ABE program. How do we make this work for both programs? How do you determine the course that students should take in the ABE program and meet completion requirements? H. Mayer commented that the ABT courses build upon each other and students do just fine. Some students may decide to go to the ABE program to enhance their weak areas, maybe enroll in evening classes, but they would still be part of the ABT full-time program. We need to be flexible. C. Lorincz, this speaks to workload issues for our students. H. Mayer stated that former ABT students completed more in the previous program completion requirements. If a student part way through the program feels that they can not handle the workload then faculty will help the student identify what should be completed. Those courses not completed would be picked up the following year.

The assessment is self administered and is there a potential that students will share the results with other students? H. Mayer did not feel that this would be a major concern. The program may look at moving the test online and the questions would change. The assessment tool will not measure competency in areas of math and English for the ABE program. It does not place students for upgrading in ABE program. If students do not have the skill readiness as a single variable for success and retention in the program then we must look at ABE for upgrading. We need to be able to guide the student. H. Mayer does not want students to reduce their workload or drop ABT courses in order to upgrade areas in ABE. C. Lorincz - if we look at transitioning students, why can't the assessment document address the ABT and ABE requirements? H. Mayer will take this under advisement.

R. Walker left the meeting at 3:20pm.

For the first year H. Mayer will review and mark the assessment document. Instructors will then have time to reduce the content in the courses and be ready for the fall semester. Then program clerical staff will mark the assessment. Any revision to the document will come back to Council. Recruiters and front end staff will not be marking the assessment.

07.04.05 M/S – BIRNIE

THAT the Education Council recommends approval of accepting the new assessment document as presented, for the Applied Business Technology program.

CARRIED

P. McClelland abstained and C. Lorincz not in favour of the motion.

- 8c. Move from Letter Grades to Percentage and Factors to Credits – to align with the other vocational programs. C. Lorincz noted that over the next year career technical and some vocational programs will also move to credit models. One credit for 15 hours is an academic model and academic program runs around 450 hours in a year. The Applied Business Technology 39 week program is 990 total hours, which is more than double. The credit values should be investigated.

07.04.06 M/S - HERBERT

THAT the Education Council recommends approval to accept the admission requirements: Completion of admission assessment document, a score of 70% or higher on assessment or permission of Applied Business Technology faculty, as listed on the Program and Information Completion Guides, Administrative and Financial Assistant, Financial Assistant, and Office Assistant, for the Applied Business Technology program.

CARRIED

H. Mayer stated the critical pieces requiring approval are the assessment and admission pieces. The rest of the submission could be considered at the next meeting. Items 8d – 8i will be addressed at the May 23rd meeting due to meeting time restraints.

H. Mayer was thanked and left the meeting. Joined by J. Lekstrom.

9. Welding 'B' Level Program, New Outlines, WELD 207, 208, 209, 210, 214, 215, 216, and 217, New Program and Information Completion Guide

Students complete a final exam for each welding module and the grading weight is listed as 100% final exam on the outline. The practical portion is based on their welding techniques and the instructor assigns a pass or a fail. Students can practice their welding technique until a passing mark is obtained. The program is self paced. The student decides when they want to write each module exam, which is usually in conjunction with the practical competencies for each module. The program and information completion guide states 480 hours, which is the total hours for students completing all the modules.

07.04.07 M/S – LAINSBURY

THAT the Education Council recommends approval of the new course outlines, WELD 207 P7 Shielded Metal Arc Weld Groove Welding (SMAW), WELD 208 P8 Gas Metal Arc Welding (GMAW II), WELD 209 P9 Flux Core Arc Welding (FCAW II), WELD 210 P10 Gas Tungsten Arc Welding (GTAW I), WELD 214 RK4 Welding Quality Control and Inspection Procedures, WELD 215 RK5 Welding Codes, Standards, and Specifications, WELD 216 RK6 Blueprint Reading II, WELD 217 RK7 Welding Metallurgy II, for the Welding 'B' Level program.

CARRIED

07.04.08 M/S – MCCLELLAND

THAT the Education Council recommends approval of the the new Program Information and Completion Guide, for the Welding 'B' Level program.

CARRIED

10. Welding 'A' Level Program, New Outlines, WELD 311, 312, 318, and 319
New Program and Information Completion Guide

07.04.09 M/S – BIRNIE

THAT the Education Council recommends approval of the new course outlines, WELD 311 P11 Shielded Metal Arc Welding III, WELD 312 P12 Gas Tungsten Arc Welding (GTAW II), WELD 318 RK8 Welding Metallurgy III, WELD 319 Rk9 Blueprint Reading III, for the Welding 'A' Level program.

CARRIED

07.04.10 M/S – BIRNIE

THAT the Education Council recommends approval of the new Program Information and Completion Guide, for the Welding 'A' Level program.

CARRIED

J. Lekstrom was thanked and left the meeting.

Next Meeting May 23, 2007 in Tumble Ridge.

Adjourned at approximately 4:00pm.

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. _____