

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting April 26, 2006, in Dawson Creek

Participants:	Cathy Allard Carole Taylor Donna Webb Jean Valgardson Greg Lainsbury Eric Sehn	Dave Owens Cyndy Lorincz John Birnie Brenda Crocker Patricia McClelland Jan Legaspi Angie Johnsen (recording)
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Absent: Craig Herbert

Guest(s):	Heather Harper Howard Mayer	Kathy Handley
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Chair, C. Allard, welcomed everyone and turned the meeting over to President, Jean Valgardson, for the election of Chair and Vice Chair.

1. Election of Chair and Vice Chair

J. Valgardson called for nominations for the position of Chair three times. D. Webb nominated P. McClelland. P. McClelland agreed to stand for Chair. C. Taylor nominated D. Owens. D. Owens agreed to let his name stand for Chair. Nomination for Chair was called once more. Voting took place and J. Valgardson announced D. Owens as the Chair of Council. D. Owens accepted the position as Chair of the Education Council.

06.04.01 M/S – ALLARD

THAT the ballots be destroyed.

CARRIED

J. Valgardson asked for nominations for the position of Vice Chair three times. C. Allard nominated P. McClelland for Vice Chair. P. McClelland was declared Vice Chair by acclamation. P. McClelland accepted the position of Vice Chair. Both the Chair and Vice Chair positions are for a one-year term. Elections will be held again in March 2007. Members congratulated D. Owens and P. McClelland.

2. Adoption of Agenda

The agenda to be adopted as circulated.

3. Adoption of Minutes, March 22, 2006

06.04.02 M/S – ALLARD

THAT the minutes of March 22, 2006, be accepted as circulated.

CARRIED

4. Educational Development Committee Report, April 12, 2006

C. Allard was not in attendance for the April 12th EDC meeting and felt the Workforce training outlines had some items overlooked. She tagged the pages that she had concerns about. It was agreed that A. Johnsen would review them. C. Lorincz stated that comments made by P. McClelland regarding the College revising some of the text in outlines that were supplied by an outside agency, in particular Enform, was a legitimate concern. The outlines are externally credited and not ours. We need to pay attention to this piece. P. McClelland said that the some of the wording in the learning outcomes were changed to a more pro-active approach. D. Owens re-affirmed that the Committee did not change the curriculum that was presented to them. C. Lorincz remarked that it is a document that we have brokered. We need to advise Enform of any changes, including changes to the weighting breakdown. J. Valgardson added that it is quality control for our institution, as we are being challenged to come up with curriculum and a design for BC designers. Yes, we need consistency, but we will be opening up the dialogue around curriculum with Enform. Our intent is to produce more workers with our skills as a College. H. Mayer added that the College will be opening up discussion with industry including Enform and we must make sure we can meet the needs of the instructors.

D. Owens explained that due to the large volume of submissions that are seeking approval by the Committee the deadline for submissions will now be 14 days prior to the meeting date, effective June. H. Mayer would like to see the outline template simplified for the other programs, as opposed to the Academic. This template is a province-wide model through British Columbia Council on Admissions and Transfer (BCCAT).

C. Lorincz stated that we need to have learning outcomes and curriculum identified for the trades programs as well. This will ensure that as an institution we have the quality pieces all laid out. E. Sehn added that the difficulties are with faculty not being exposed to craft the learning outcomes.

During the Educational Development Meeting of April 12, 2006, motions were made recommending approval of the following:

- The new course outlines NATP 111 Small Engine Repair and NATP 112 Bear Awareness, as amended to reflect the addition of “or consent of the instructor” as part of the prerequisite statement;

and the Program and Information Completion Guide as amended for the Northern Adventure Tourism program.

- The new course outlines, Pesticide Dispenser, Canada Safety Council Babysitter Training, S-100 Fire Suppression, S-100 Fire Suppression Refresher, Occupational Health and Safety in Small Business, Preventing and Investigating Musculoskeletal Injury, Responsibilities of Joint Health and Safety Committees, Supervisor Safety Management, Hazard Recognition and Control, Preventing Workplace Violence, Skid Steer Loader Training (Bobcat), Superhost – Service Across Cultures, Confined Space and Entry II, NORM's, Canada Safety Council ATV Instructor Training, Well Service Blowout Prevention, Seismic Blasting, Industrial Worker Fall Protection, Industrial Fire Extinguisher Training, GELS, Safety Mgmt and Regulatory Awareness for Wellsite Supervision, Safety Mgmt and Regulatory Awareness for Wellsite Supervision Refresher, Small Employer Certificate of Recognition (SECOR) Refresher, Certified Health and Safety Auditor, with the amendments, for the Workforce Training program.
- The revised course outline MGMT 220 Managerial Accounting, for the Business Management program.
- The revised outlines to reflect new course titles, MGMT 207 Professional Selling, MGMT 103 Foundations in Financial Accounting Level 1, and MGMT 109 Foundations in Financial Accounting Level 2, for the Business Management program.
- The deletion of the courses, MGMT 144 Advanced Management Skills Part I: Management Skills, MGMT 145 Advanced Management Skills Part II: People – Your Greatest Asset and Investment, and MGMT 146 Advanced Management Skills Part III: Workplace, for the Business Management program.
- The new online courses, MGMT 104 AO Principles of Management and MGMT 204 AO Human Resource Management, for the Business Management program.
- The new course outline Level One Motorhand and the Program and Information Completion Guide for the Rig Technician Apprenticeship program.
- Of moving the Committee submission deadline from the current seven days to 14 days prior to the meeting date.

06.04.03 M/S – MCCLELLAND

THAT the Education Council accepts the minutes of the Educational Development Committee Report of April 12, 2006.

CARRIED

Joined by H. Harper.

5. Academic Program, New Certificates - Academic Arts, Academic Elementary Education, Academic Engineering, Academic Humanities, Academic Pre-Medicine, Academic Social Sciences and New Program and Information Completion Guides

There are six new certificates being presented for approval. All six completion guides list the courses that are required for each certificate. Extensive research surrounding the transferability of the courses to other institutions was completed. The certificates are utilizing present course offerings with re-bundling of those courses in order to offer each certificate for students who are interested in taking their first year of studies at Northern Lights College. It is a marketing tool. The International department would also benefit from the certificates. The certificates will entice students who do not have concrete plans. C. Allard added that parents would see what their sons/daughters have accomplished after their first year of studies.

C. Lorincz mentioned that seats were opened in the lower mainland institutions and their second year numbers are not as high as they should be. C. Lorincz questioned the term, for example, "English 100 or any 3 or 4 credit course". Does this mean Sciences or strictly English? H. Harper said it is a generic statement. C. Lorincz asked that the documents be revised to replace the generic statement to read "or any elective in first or second year". This will make it clearer for students so they are aware that they can take a first or a second-year course.

H. Mayer asked if a student enrolled in their Grade 12 year at the College would be able to take their first year of studies as well, dual credit students in particular. C. Lorincz confirmed that the College already has free placement in place for students.

J. Valgardson questioned the science framework, is it more marketable to use Pre-Medicine or Pre-Veterinarian. Should we indicate that it is a science foundation? G. Lainsbury – when they looked at a pre-health, nursing, hygiene certificates, it was varied at other institutions, therefore, Pre-Medicine was decided on. J. Valgardson – generic science not just health sciences. Generic science could open up more doors. C. Lorincz – Visual Arts is an example of Arts and Sciences combined for an Associate of Arts Degree.

It was agreed that the certificate program name would remain Pre-Medicine and that a Science certificate will be brought forward later. E. Sehn would like some time to complete the research on the Science certificate before it is offered.

06.04.04 M/S – ALLARD

THAT the Education Council recommends approval to accept the new certificates Academic Arts, Academic Elementary, Academic Engineering, Academic Humanities, Academic Pre-Medicine, and Academic Social Sciences, for the Academic program, with revisions to the wording "any 3 or 4 credit academic course to "any electives from first or second year".

CARRIED

H. Harper was thanked and left the meeting. K. Handley joined the meeting.

6. Education Assistant Program - Revised Outline, TEAC 140 Language Development and Disorder, and Revised Program and Information Completion Guide

The revised outline TEAC 140 is a step in meeting a recommendation that came out of the program review. They have added more emphasis on atypical development and language and disorders to the outline. There is currently more work dealing with children with autism. The revisions are also meeting the provincial requirements and in the field. Revisions include changes to the learning outcomes, calendar description, total hours, grading, prerequisites, and weighting. The outline has a typo on page 3. Also, remove the words "and work as a team member". The Program and Information Completion Guide has also been sent for approval at this time.

J. Valgardson questioned the course changes from 2 to 3 credits and now the total program credits are at 46. This is a 10-month certificate and believes the credits should be lighter in load in order for students to be confident and competent in their field. K. Handley will keep this in mind and take the time to review the credits and bring this matter up at their next articulation meeting. K. Handley will take a look at the equivalents at other institutions.

06.04.05 M/S – MCCLELLAND

THAT the Education Council recommends approval to accept the revised outline, TEAC 140 Language Development and Disorder, with the stated amendments;

and the revised Program and Information Completion Guide, for the Education Assistant program.

CARRIED

7. Trades and Apprenticeship Program - New Safety and Attendance Policy

H. Mayer spoke to this submission and informed members that student attendance has become an issue. Trades and Technology student's attendance and safe practices have been placed into one document, which students are required to sign. This will minimize unsafe work practice on the all campuses. This document was piloted in the welding department. Immediate feedback was received from the welding department and it has helped with student attendance. The document captures what students should be doing as opposed to not doing and the importance of attendance. We must prepare our learners better for their jobs. It will be used for all trades programs and it will also protect the College. Students will know what is expected from them while in the shop.

D. Owens felt that item #4 should include a date of instruction. H. Mayer stated that there will be a document posted next to the machinery to track instruction of students. Students must have permission each time prior to the use of any machinery and must be enforced every time. With the new safety guidelines in

place we will be able ensure that students have been instructed on the safety practices.

J. Valgardson – this document is important for employers as well. It would be advantageous to us as an institution to issue some recognition on student attendance and safety. This would be an addendum to their program certificate. This would benefit students when they leave the College for the first job. The Aircraft Maintenance Engineering program already has a similar document in place for their students. Therefore, this document will not be used for them. Three unexcused absences will be used regardless of the length of the program.

06.04.06 M/S- ALLARD

THAT the Education Council accepts the document, Safety and Attendance Rules and Regulatory Practices for Students, for the Trades and Apprenticeship Departments, with the exclusion of the Aircraft Maintenance Engineering program.

CARRIED

Meeting adjourned at approximately 3:00pm.

Next Meeting May 24, 2006, in Tumbler Ridge

cc: N. Smith
Program Directors Committee
Liz Magistad
Karen Erickson

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