

NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL  
Meeting May 23, 2007, in Tumbler Ridge  
APPROVED MINUTES

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Participants:	Dave Owens Lindsay Wyffels Craig Herbert Roma Walker Greg Lainsbury Eric Sehn	Jael Rochon John Birnie Cyndy Lorincz Brenda Crocker Patricia McClelland Angie Johnsen (recording)
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Absent:	Jean Valgardson	Janet Beavers
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Guest	Howard Mayer
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1. Adoption of Agenda

The agenda to be adopted as circulated.

2. Adoption of Minutes, April 25, 2007

07.05.01 M/S – BIRNIE

THAT the minutes of April 25, 2007 be adopted as amended.

CARRIED

3. Adoption of Minutes, April 30, 2007

07.05.02 M/S - MCCLELLAND

THAT the minutes of April 30, 2007 be adopted as amended.

CARRIED

4. Adult Basic Education Program, New Course, PFIN 050 Personal Finance and Investing

The submission was set aside at the April 25<sup>th</sup> meeting to determine if the course would be offered at the 050 level in order to meet the requirements as an elective optional credit for the adult dogwood.

Brenda joined at 1:55pm

The only change is the course number from 040 to 050. The prerequisite of Math 030 Intermediate Mathematics remains the same. How did it move from 040 to 050 without any other changes? C. Herbert and instructor W. Mould worked together and

felt that the course content and learning outcomes did not require any revisions. It was difficult to determine the level it should be offered at. There is currently no course to compare it to as it is a locally developed course and not in the ABE articulation grid. It has been developed for our college only. The generic expectations for the 050 level within the ABE articulation process should help to determine whether this course is to be offered at the 050 level.

07.05.03 M/S – WYFFELS

THAT the Education Council recommends approval of the new course PFIN 050 Personal Finance and Investing, for the Adult Basic Education program.

CARRIED

Joined by H. Mayer

5. Applied Business Technology Program, Letter Grades to Percentages and Factors to Credits, Revised Outlines, ABTC 111, 112, 116, 117, 121, 124, 133, 144, 151, 153, 161, 163, 173, 182, 184, 192, 194, and 195, New Amalgamated Outlines, ABTC 120, 156, 165, and 187, New Online Courses, ABTO 144, 185, and 193, ABTC and ABTO Course Equivalencies Chart, Certificate Name Change for Administrative Assistant, Revised Program and Information Completion Guides, Administrative and Financial Assistant, Financial Assistant, and Office Assistant

Letter Grades to Percentages – Seventy percent is appropriate for a vocational program. It aligns with other programs in the province.

Factors to Credits – Moving to credits would make the program more consistent across the system. Using factors was specific to the Applied Business Technology (ABT) program for tuition purposes only. It was an internal decision and not part of Council's approval process.

07.05.04 M/S – WYFFELS

THAT the Education Council recommends approval of changing from letter grades to percentage with a 70% passpoint, and factors to credits, for the Applied Business Technology program.

CARRIED

Revised Outlines – The learning outcomes were developed by the ABT instructors using the detailed course content for each outline. Learning outcomes are the fundamental piece of the approval process of any course outline. ABTC 111, 117, 120, 124, 151, 156, 165, 184, 187, and 192 were set aside as Council asked for more detail in the learning outcomes. ABTC 112 set aside to confirm the net words per minute requirement; it is listed differently in two separate instances.

07.05.05 M/S – BIRNIE

THAT the Education Council recommends approval to accept the revised course outlines, ABTC 116 Human Relations for Career Success, ABTC 121 Electronic Spreadsheet I, ABTC 133 Word Processing I, ABTC 144 Groupware, ABTC 153 Word Processing II, ABTC 161 Electronic Spreadsheet II, ABTC 163 Records Management, ABTC 173 Keyboarding II, ABTC 182 Automated Accounting, ABTC 194 Presentation Software and ABTC 195 Business Communications, for the Applied Business Technology program.

CARRIED

07.05.06 M/S – BIRNIE

THAT the Education Council recommends approval of the revised course outlines, ABTC 111, 112, 117, 120, 124, 151, 156, 165, 184, 187, and 192 pending the revision of the learning outcomes to contain more detail, for the Applied Business Technology program.

TABLED

New Online Courses, ABTC 144, 185, 193, – Were developed to add to the current online course offerings. Other institutions initially developed the courses and approved by the BCcampus consortium. The courses are the property of BCcampus. The College can now deliver the online courses as their own. T. Barber did not develop the courses and the course content belongs to BCcampus. Our course outline states authoring instructor T. Barber. This is minor in the approval process. The prerequisite uses “or permission of coordinator”. Replace the word coordinator with instructor. The outlines have no credits assigned and using letter grades instead of percentages.

07.05.07 M/S – ROCHON

THAT the Education Council recommends approval of the new online courses ABTO 144 Groupware Using Outlook, ABTO 185 Office Simulation for Administrative Assistants, and ABTO 193 Desktop Publishing pending the addition of credits, letter grades to percentages, prerequisite statement to replace the word “coordinator” with “instructor”, for the Applied Business Technology Online program.

CARRIED

Equivalency Charts – Lists the online and face-to-face course equivalencies. Students that can not complete the face-to-face requirements can complete the equivalent online courses, which are accepted towards their certificate requirements. Equivalency chart was presented to Council for information only.

Certificate Name Change – There are three certificates, Office Assistant, Financial Assistant, and Administrative and Financial Assistant formerly called Administration

Assistant. The name change applies only to the main certificate Administration Assistant. It was agreed that the credential wording should be revised for all three certificates to read, Applied Business Technology Certificate (Administrative and Financial Assistant), Applied Business Technology Certificate (Office Assistant), and Applied Business Technology Certificate (Financial Assistant).

All three Program and Information Completion Guides to be revised in the following areas, Program Description - removal of words "the use". Program Intake - removal of the words, "courses may have unique and/or staggered start and end dates". Application Deadline - to read "instructor discretion for late entry applicants". The career prospects wording to be revised and resubmitted.

Residency Requirement - Listed at 0%, means that students can bring 100% of their courses from another institution without taking a single course with NLC and receive credit toward the ABT certificate. The academic program uses 25% and Aircraft Maintenance Engineering 100%. An externally credited program would have a different residency requirement. H. Mayer will take this back to the ABT faculty for discussion.

#### 07.05.08 M/S – BIRNIE

THAT the Education Council recommends accepting the revised Program and Information Completion Guides with the amendment to all three certificate credential names, Applied Business Technology Certificate (Administrative and Financial Assistant), Applied Business Technology Certificate (Office Assistant), and Applied Business Technology Certificate (Financial Assistant), for the Applied Business Technology program.

CARRIED

C. Lorincz left the meeting at 3:15pm

#### 6. Concerns and Solutions Regarding Course Outline and Program Documents

This document was circulated to Council via email from P. McClelland, which outlines observations from faculty and proposed plans of possibilities to assist Council. Many of the suggestions outlined will be put in place once the Central Management Database (CMS) is in place. All instructors will have access to the database to submit their outlines for either a minor or major change. J. Birnie suggested that A. Johnsen and P. McClelland attend the June 11<sup>th</sup> Dean's meeting to expand on how the concerns outlined can be improved upon.

Adjournment at approximately 3:30pm.

Next Meeting June 27, 2007, in Fort Nelson

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. \_\_\_\_\_