

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting May 24, 2006, in Tumbler Ridge

Participants:	Dave Owens John Birnie Patricia McClelland Cathy Allard	Donna Webb Jan Legaspi Greg Lainsbury Cyndy Lorincz Angie Johnsen (recording)
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Absent:	Eric Sehn Carole Taylor Brenda Crocker	Craig Herbert Jean Valgardson
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Guest(s):	Doug Becotte	Sherry Berringer
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1. Adoption of Agenda

Adopt the agenda as circulated.

2. Adoption of Minutes April 26, 2006

06.05.01 M/S - BIRNIE

THAT the minutes of April 26, 2006, be adopted as circulated.

CARRIED

3. Educational Development Committee Report 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.
- The Committee submission deadline from the current seven days to 14 days prior to the meeting date.

06.05.02 M/S – MCCLELLAND

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

CARRIED

Joined by D. Becotte.

4. Carpentry Program - New Course Outline, Red Seal Upgrade

This is an upgrading course to assist carpenters to meet the standards established in order to challenge the Red Seal exam. Apprentices must have four years of training and non-apprentices six years of carpentry experience. The course covers all four years of apprentice instruction in the 60 hours. Quizzes will be taken to cover the material to prepare for the BC Trades Qualification Test. In order to obtain their inter-provincial Red Seal, students must write the Carpentry Red Seal test within 90 days of writing the BC Trades Qualification Test. As they go through the 60 hours of instruction, students will write some of the previous year's finals as part of their prep. Tests are not recorded and are for the sole purpose of review and prep to write the TQ test. The course will be offered for June 5th .

06.05.03 M/S – WEBB

THAT the Education Council recommends approval of the new course outline, Red Seal Upgrade, for the Carpentry Program.

CARRIED

D. Becotte was thanked and left the meeting.

5. Admin Guidelines, Course Outlines Procedures to Revise

Many questions are asked surrounding minor and major changes to course outlines. The guidelines should be updated with the removal of the reference to Program Directors and replaced with Deans. C. Lorincz would like the guidelines to have clarity in the definitions of minor and major changes. A database which will be used to enter changes to course outlines and pop-up windows with examples to show minor and major changes. There will be orientation provided for instructors to enable them to enter course and program information into the database.

J. Birnie stated that articulation meetings provide an opportunity for instructors to bring forward any changes to program and courses from their meetings. There does not need to be a timeline on waiting for the articulation meeting to occur prior to changes coming forward. G. Lainsbury affirmed that we need show clear examples of minor and major changes to outlines, with more emphasis on minor changes. Other institutions thought that submitting outlines for every course offering was not necessary. We should have one generic outline with flexibility for all the instructors that teach the same course. J. Birnie asked if there are other program areas with the same concern. C. Lorincz agreed that it is time to review the process as the current one is cumbersome. C. Allard said that the Academic Committee wants to go the same route, with one solid outline as long as it meets the needs of the instructors. C. Lorincz added that the outline must also meet the articulation piece and legal obligations. It is problematic to acquire the information that is needed to meet legal obligations. There is a way to improve the process. J. Birnie asked that this be brought forward to the Deans for discussion and to include comments from G. Lainsbury and others. It was agreed the only change to the Admin Guidelines, Course Outlines, Procedures to Revise, would be the reference of Program Directors to Deans.

Adjournment at 2:30pm.

Next Meeting June 27, 2006, in Fort Nelson.

cc: N. Smith
Deans
Liz Magistad
Karen Erickson

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