

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting June 24, 2009, in Dawson Creek Regional Board Room

Participants:	Penni Adams Michael French Anna Hughes Jamie Livingstone Donna Merry Gloria Rounds Obinna Uzodimma	Janet Beavers Craig Herbert Greg Lainsbury Patricia McClelland Dave Owens Eric Sehn Jean Valgardson Judy Seidl (Recording)
Absent:	Marina Hadland Brianna James	Clifford Inimgba
Guest(s):	Howard Mayer Cheri Hermans Lisa Verbisky	Jeff Lekstrom Stacy Smith

1. Adoption of Agenda – 9:05 am

Removed Item 4 University Arts and Sciences Revised Course, FNST 100
Aboriginal Peoples of Canada submission, deferred to September 9, 2009 meeting.

The Agenda was adopted as amended.

2. Adoption of Minutes, May 27, 2009

09.06.01 M/S - SEHN

THAT the minutes of May 27, 2009 be adopted as circulated.

CARRIED

3. Action List Review

Three items addressed. One member of the Student Evaluation Committee, P. Adams, has resigned and will be replaced at a later date.

Decision Items

**4. University Arts and Sciences
Revised Course, FNST 100 Aboriginal Peoples of Canada**

Instructor, K. Irvine, was unable to attend this meeting.

ACTION: FNST 100 – Deferred to next meeting on September 9, 2009.

**5. Workforce Training Program, New course
WFTR 805 Heavy Equipment Operator Assessment**

This two-day course is designed to allow experienced Heavy Equipment Operators who have at least 5000 hours of operating experience to receive certification recognizing their operating skills and general knowledge of the occupation. Since many employers now require experienced Equipment Operators to have formal certification, this course will fill an Industry need. The course outline specifies four pieces of equipment: Graders, Loaders, Excavators and Dozers.

Questions were raised as to whether the student would receive a certificate for all the pieces of equipment or if it would be specific to only one piece of equipment. H. Mayer indicated that the certificate would be specific to only the piece of equipment that the student wishes to be certified for. This then raised the question that if it was specific to only one piece of equipment, would the student then be able to come back in the future to obtain certification for each of the other three? Many Education Council members felt the Calendar description was not clear enough and may be misleading to Heavy Equipment Operators who are seeking certification for all four pieces of equipment. H. Mayer agreed to provide clarification and resubmit at the next meeting.

ACTION: WFTR 805 – Deferred to next meeting on September 9, 2009, pending clarification of calendar description.

**6. Business Application Specialist
New Program Information and Completion Guide**

This program is designed for learners who find it necessary to fit training and education around employment obligations and is thus scheduled for evenings and weekends. It addresses underemployment and the learner's desire to improve business office skills and abilities. The Business Application Specialist program addresses modern workplace demands and allows individuals to differentiate themselves in a competitive work environment. A suggestion was made by G. Lainsbury to indicate, with an asterisk, which courses were eligible for Microsoft certification. J. Valgardson asked Council to recognize the team who worked on this submission, and commend them for their efforts to make this program a reality.

09.06.02 M/S - McCLELLAND

THAT the Education Council recommends approval of the new Program Information and Completion Guide for the Business Application Specialist as amended.

CARRIED

New Course Outlines:

a) WFTR 512 Interpersonal Skills for the Workplace

A question was raised as to how the number of credits for each of these courses was derived. E. Sehn suggested that credits be removed so as not to confuse students with academic course outlines. H. Mayer conceded that no other Workforce training courses have credits attached to them and it was agreed by all that they should be removed.

09.06.03 M/S – OWENS

THAT the Education Council recommends approval of the new course outline WFTR 512 Interpersonal Skills for the Workplace, as amended, for the Business Application Specialist Program.

CARRIED

b) WFTR 520 Business Communications

All agreed a portion of the learning outcomes relating to personal skills should not be included in this section and be moved to Additional Comments and Policies.

09.06.04 M/S – OWENS

THAT the Education Council recommends approval of the new course outline WFTR 520 Business Communications, as amended, for the Business Application Specialist Program.

CARRIED

c) WFTR 530 Microsoft Excel Level 1 – Essential Skills

d) WFTR 531 Microsoft Access Level 1 – Essential Skills

e) WFTR 532 Microsoft Word Level 1 – Essential Skills

f) WFTR 533 Microsoft Office PowerPoint Level 1 – Essential Skills

g) WFTR 534 Microsoft Office Outlook (Levels 1 & 2)

h) WFTR 535 Microsoft Windows Vista

A change in the wording of the Additional Course Comments and Policies section for all of these outlines was recommended by P. Adams and agreed upon by everyone present. Thus, “*Students who complete this course are on their way to preparing for a Microsoft Certified Application Specialist Exam*” was changed to “*Completion of this course partially prepares students to write the Microsoft Certified Application Specialist Exam*”. G. Lainsbury questioned the Outlook textbook for WFTR 533 – Microsoft Office PowerPoint, C. Herman will look into this and provide the correct textbook. WFTR 534 Microsoft Office Outlook had “Level 1 & 2” in the Course title, it was felt it would be more appropriate in the Calendar Description, all agreed.

09.06.05 M/S – OWENS

THAT the Education Council recommends approval of the new course outlines WFTR 530 Microsoft Excel Level 1, WFTR 531 Microsoft Access Level 1, WFTR 532 Microsoft Word Level 1, WFTR 533 Microsoft Office PowerPoint Level 1, WFTR 534 Microsoft Office Outlook, and WFTR 535 Microsoft Windows Vista, as amended, for the Business Application Specialist Program.

CARRIED

- i) WFTR 536 Introductory Accounting for Small Businesses and Entrepreneurs Level 1**
- j) WFTR 537 Introductory Accounting for Small Businesses and Entrepreneurs Level 2**

Minor grammatical changes to the calendar description were suggested as was the removal of headings in the learning outcomes section.

09.06.06 M/S – ADAMS

THAT the Education Council recommends approval of the new course outlines WFTR 536 Introductory Accounting for Small Businesses and Entrepreneurs Level 1, and WFTR 537 Introductory Accounting for Small Businesses and Entrepreneurs Level 2, as amended, for the Business Application Specialist Program.

CARRIED

k) WFTR 538 Microsoft Publisher

09.06.07 M/S – OWENS

THAT the Education Council recommends approval of the new course outline WFTR 538 Microsoft Publisher for the Business Application Specialist Program as presented.

CARRIED

- l) WFTR 539 Simply Accounting Levels 1 & 2**
- m) WFTR 540 Quickbooks Pro**
- n) WFTR 541 Web Page Design Levels 1, 2 and 3**

Because students may have significant experience prior to enrolling in these courses, it was suggested that the prerequisite statement include “or permission of Instructor” rather than just stating a particular course. Last line of the calendar description was removed in WFTR 539 Simply Accounting Levels 1 & 2. The levels were removed from the course title of WFTR 541 Web Page Design Levels 1, 2 and 3.

09.06.08 M/S – ADAMS

THAT the Education Council recommends approval of the new course outlines WFTR 539 Simply Accounting Levels 1 & 2, WFTR 540 Quickbooks Pro and WFTR 541 Web Page Design, as amended, for the Business Application Specialist Program.

CARRIED

- o) WFTR 550 Microsoft Excel Level 2 - Building Productivity**
- p) WFTR 551 Microsoft Access Level 2 - Building Productivity**
- q) WFTR 552 Microsoft Word Level 2 - Building Productivity**
- r) WFTR 553 Microsoft Office PowerPoint Level 2 - Building Productivity**
- s) WFTR 570 Microsoft Excel Level 3-Advanced Skills**
- t) WFTR 572 Microsoft Word Level 3 - Advanced Skills**

In all of the above outlines the word “some” was removed from the calendar description. Additional Comments section was reworded from “*Students who complete this course are on their way to preparing for a Microsoft Certified Application Specialist Exam*” to say “*Completion of this course partially prepares students to write the Microsoft Certified Application Specialist Exam.*”

09.06.09 M/S – ADAMS

THAT the Education Council recommends approval of the new course outlines WFTR 550 Microsoft Excel Level 2 – Building Productivity, WFTR 551 Microsoft Access Level 2 – Building Productivity, WFTR 552 Microsoft Word Level 2 – Building Productivity, WFTR 553 Microsoft Office PowerPoint Level 2 – Building Productivity, WFTR 570 Microsoft Excel Level 3-Advanced Skills and WFTR 572 Microsoft Word Level 3 – Advanced Skills, as amended, for the Business Application Specialist.

CARRIED

H. Mayer and C. Hermans left the meeting.

7. Bridging Programs

New Program Information and Completion Guides

The purpose of the bridging programs is to provide a rational transition into academic programming for students who do not meet program entrance requirements. These programs formalize the upgrading process, giving guidance to both students and Northern Lights College staff members, specifically recruiters, as to how to proceed with upgrading for a specific program. Much of this work is already being done on an informal basis. The goal of creating these programs is to help students succeed upon entering academic programming, thus improving student retention.

- a) Land Reclamation Bridging Certificate**
- b) Land Agent Bridging Certificate**
- c) Land Administration Bridging Certificate**

Program description was reworded by removing reference to “giving guidance to Northern Lights College staff members,” and residency requirement changed from 100% to 25%.

09.06.10 M/S - OWENS

THAT Education Council recommends approval of the Program Information and Completion Guides for Bridging Certificates, Land Administration Certificate, Land Agent Diploma, and Land Reclamation Diploma for upgrading into academic programming that combine Career and Preparation courses with selected Academic Program courses, as amended.

CARRIED

d) Social Service Worker Bridging Certificate

Program description was reworded by removing reference to “giving guidance to Northern Lights College staff members”, and changing admission letter grade from a “C” to a “D”.

09.06.11 M/S - MERRY

THAT Education Council recommends approval of the Program Information and Completion Guides for the Social Service Worker Bridging Certificate, as amended.

CARRIED

e) Criminology Bridging Certificate

Numerous questions were raised as to the set-up of this Program, such as why do student have to take ENGL 099 when they have already completed ENGL 050? And could the program not be compressed to only two semesters instead of three? All of Northern Lights College Certificate programs are based on only one year of attendance.

ACTION: Criminology Bridging Certificate to be resubmitted for September 9 meeting.

8. Workplace Essential Skills

Revised Program Information and Completion Guide

a) New course, WPES 006 Workplace Essential Skills Project

Northern Lights College has received funding for a Work Place Essential Skills Project. The Completion Guide and Course Outline have been updated for the specific requirements of this project. The Completion Guide indicates passing grade of 65% while the course outlines only indicates a passing grade of 50%. C. Herbert confirmed that the Program Completion Guide should only indicate a passing grade of 50%.

09.06.12 M/S - OWENS

THAT Education Council recommends approval of the revised Program Information and Completion Guide, and the new course outline, WPES 006 Workplace Essential Skills Project, as amended, for the Workplace Essential Skills Program.

CARRIED

**9. Practical Nursing
Revised Program Information and Completion Guide**

The admission requirements have been updated for clarity.

09.06.13 M/S - McCLELLAN

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

CARRIED

**10. Career and College Preparation
New Program Information and Completion Guides**
a) **Fundamental Level**
b) **Intermediate Level**
c) **Advanced Level**

The Articulation Handbook outlines the institutional certificates available for Adult Basic Education (Career and College Preparation) learners. These completion guides are necessary in order for certificates to be available for Northern Lights College learners. Minor revisions of Program description were made and residency requirement changed from 100% to 20%.

09.06.14 M/S - ADAMS

THAT the Education Council recommends approval, as amended, of the Program Information and Completion Guides for the following three Career and College Preparation Program certificates:

- Certificate in Career and College Preparation - Fundamental Level
- Certificate in Career and College Preparation - Intermediate Level
- Certificate in Career and College Preparation - Advanced Level.

CARRIED

**11. Social Services Worker Diploma
Revised Program Information and Completion Guide**

Students applying to the Social Service Worker Diploma Program in the past were not required to complete a Criminal Record Check prior to admission to the program. Some students were required to complete a Criminal Record Check prior to practicum placement in an agency working with vulnerable adults or children. Changes to the Criminal Records Review Act of British Columbia have placed the onus on the

educational institution to ensure that students working with children undergo a criminal record check. The Criminal Records Review Act of British Columbia has been amended: "17.1 (1) An education institution must ensure that every registered student who will work with children undergoes a criminal record check. (2) An education institution must inform registered students of the requirements of this Act" (Criminal Records Review Act 2009).

09.06.15 M/S - OWENS

THAT the Education Council recommends approval of the revised admission criteria on the Program Information and Completion Guide for the Social Services Worker Diploma Program as presented.

CARRIED

**12. Northern Collaborative Information Technology, New Program
New Program Information and Completion Guide**

New Course Outlines:

- a) NCIT 202 Finite Mathematics**
- b) NCIT 210 Object Oriented Programming 1**
- c) NCIT 214 Database Design**
- d) NCIT 232 Network Security**
- e) NCIT 234 Server Management (On-Line)**

Northern Lights College currently offers the Northern Collaborative Information Technology Certificate program with its collaborative partners, Northwest Community College, College of New Caledonia, Yukon College and the University of Northern British Columbia. The diploma program builds upon that credential, which serves as year one of the diploma. Future plans are to have the diploma ladder into a degree program in a two-plus-two type arrangement with the University of Northern British Columbia. This collaboration is being supported/endorsed by the Northern Post Secondary Council, which is comprised of the Presidents of each of the partnering institutions (except Yukon College), along with representatives from the Ministry of Advanced Education, including the Assistant Deputy Minister. The project's development is being financially supported by this group. Admission requirements were clarified by adding a letter grade and specifying "with a grade of 75% or higher" to Career and College Preparation courses. Minor grammatical changes made to course outlines, NCIT 202-Finite Mathematics, NCIT 210-Object Oriented Programming 1, and NCIT 214-Database Design.

09.06.16 M/S - HUGHES

That the Education Council approve the Program Information and Completion Guide and five course outlines; NCIT 202-Finite Mathematics, NCIT 210-Object Oriented Programming 1, NCIT 214-Database Design, NCIT 232-Network Security, and NCIT 234-Server Management (on-line), as amended, for the Northern Collaborative Information Technology Diploma Program.

CARRIED

J. Lekstrom, M. French and S. Smith joined the meeting.

**13. Automotive Service Technician Foundation Trades Training
Revised Program Information and Completion Guide**

Revised Course Outlines:

- a) AUTO 090 Automotive Service Technician Foundation Trades Training**
- b) AUTO 100 Automotive Service Technician Level 1**
- c) AUTO 150 Practicum**

The Industry Training Authority has updated the curriculum for this trade requiring the course outlines of all training providers to be updated as well. Two of the four Apprenticeship levels have been changed from 6 weeks to 7 weeks. In order to maintain consistency with other foundation programs, the phrase “or permission of the Dean” was added to the residency requirement as was the phrase “per level” for the apprentice program residency requirements.

09.06.17 M/S - OWENS

That the Education Council recommends approval of the revised Program Information and Completion Guide for Automotive Service Technician Foundation Trades Training and the revised course outlines for AUTO 090-Automotive Service Technician Foundation Trades Training, AUTO 100-Automotive Service Technician Level 1, AUTO 150-Practicum, as amended, for the Automotive Service Technician Foundation Trades Training Program.

CARRIED

**Automotive Service Technician Apprenticeship
Revised Program Information and Completion Guide**

Revised Course Outlines:

- a) ATAT 100 Automotive Service Technician Level 1**
- b) ATAT 200 Automotive Service Technician Level 2**
- c) ATAT 300 Automotive Service Technician Level 3**
- d) ATAT 400 Automotive Service Technician Level 4**

09.06.18 M/S - SEHN

That the Education Council recommends approval of the revised Program Information and Completion Guide and the revised outlines for ATAT 100-Automotive Service Technician Level 1, ATAT 200-Automotive Service Technician Level 2, ATAT 300-Automotive Service Technician Level 3, ATAT 400-Automotive Service Technician Level 4, as amended, for the Automotive Service Technician Apprenticeship Program.

CARRIED

**14. Millwright Foundation Trades Training
Revised Program Information and Completion Guide**

Revised Course Outlines:

- a) MILL 090 Millwright Foundation Trades Training**
- b) MILL 100 Millwright Level 1**
- c) MILL 150 Practicum**
- d) MILL 200 Millwright Level 2**

MILL 090 Millwright Foundation Trades Training, MILL 100 Millwright Level 1, MILL 150 Practicum, MILL 200 Millwright Level 2, MWAT 100 Millwright Level 1 and MWAT Millwright Level 2, contained outdated information and have been updated to include more detail and reflect the current delivery of these courses. There have never been outlines on file for MWAT 300 Millwright Level 3 and MWAT 400 Millwright Level 4. In order to maintain consistency with other foundation programs, the phrase “or permission of the Dean” was added to the residency requirement as was the phrase “per level” for the apprentice program residency requirements.

09.06.19 M/S - ADAMS

THAT the Education Council recommends approval of the revised course outlines for MILL 090 Millwright Foundation Trades Training, MILL 100 Millwright Level 1, MILL 150 Practicum and MILL 200 Millwright Level 2 and the revised Program Information and Completion Guide, as amended, for the Millwright Foundation Trades Training Program.

CARRIED

**Millwright Apprenticeship
Revised Program Information and Completion Guide**

Revised Course Outlines:

- a) MWAT 100 Millwright Level 1
- b) MWAT 200 Millwright Level 2

New Course Outlines:

- a) MWAT 300 Millwright Level 3
- b) MWAT 400 Millwright Level 4

09.06.20 M/S - HUGHES

THAT the Education Council recommends approval of the revised outlines for MWAT 100 Millwright Level 1 and MWAT 200 Millwright Level 2; and the new outlines for MWAT 300 Millwright Level 3 and MWAT 400 Millwright Level 4; and the revised Program Information and Completion Guide for the Millwright Apprenticeship Program as presented.

CARRIED

15. Power Engineering and Gas Processing

Deactivate POPR 301

Revised Program Information and Completion Guide

Revised Course Outlines:

- a) POPR 011 Gas Process Operations Level A
- b) POPR 012 Gas Process Operations Level B
- c) POPR 013 Gas Process Operations Level C
- d) POPR 014 Gas Process Operations Level D
- e) POPR 200 Fourth Class Power Engineering Part A
- f) POPR 201 Fourth Class Power Engineering Part B
- g) POPR 208 Laboratory in Power Engineering and Gas Processing
- h) POPR 302 Work Practicum

The outlines currently on file are outdated and the program is in need of accurate outlines that reflect how it is currently delivered to learners. Hours, calendar description, prerequisites, and learning outcomes have been changed. The course content of POPR 301 Environmental Awareness has been integrated into the learning objectives of POPR 200 Fourth Class Power Engineering Part A and POPR 201 Fourth Class Power Engineering Part B and a separate outline is no longer needed. References to Adult Basic Education (ABE) have been changed to Career and College Preparation (CCP) and minor changes were made to the Learning Outcomes language.

09.06.21 M/S - HERBERT

THAT the Education Council recommends the approval of the deactivation of POPR 301 Environmental Awareness and of the revised course outlines for POPR 200- Fourth Class Power Engineering Part A, POPR 201-Fourth Class Power Engineering Part B, POPR 208-Laboratory in Power Engineering and Gas Processing, POPR 011- Gas Process Operations Level A, POPR 012-Gas Process Operations Level B, POPR 013-Gas Process Operations Level C, POPR 014-Gas Process Operations Level D, POPR 302-Work Practicum and the revised Program Information and Completion Guide, as amended, for the Power Engineering and Gas Processing Program.

CARRIED

16. Health Care Assistant

Revised Program Information and completion Guide

Revised Course Outlines:

- a) HCAT 110 Health and Healing: Concepts for Practice**
- b) HCAT 111 Health: Lifestyle and Choices**
- c) HCAT 112 Human Relations: Interpersonal Communications**
- d) HCAT 113 Work Role: Introduction to the Home Support Practice**
- e) HCAT 123 Work Role: Introduction to Health Care Assistants**
- f) HCAT 124 Healing: Personal Care Skills**
- g) HCAT 125 Healing: Special Needs**
- h) HCAT 126 Clinical Practice**

The program name has been changed to reflect provincial standards and the admission requirements have been updated for clarity; this was approved at the February 25, 2009, Education Council meeting. The course outline changes reflect articulation recommendations and updated hours per course and the course codes have been changed to HCAT.

09.06.22 M/S - FRENCH

THAT the Education Council recommends approval of the revised course outlines, HCAT 110 - Health and Healing: Concepts for Practice, HCAT 111 - Health: Lifestyles and Choices, HCAT 112 - Human Relations: Interpersonal Communications, HCAT 113 - Work Role: Introduction to Home Support Practice, HCAT 123 - Introduction to

Health Care Assistants, HCAT 124 - Healing: Personal Care Skills, HCAT 125 – Healing: Special Needs, and HCAT 126 - Clinical Practice and the revised Program Information and Completion Guide, as presented, for the Health Care Assistant Program

CARRIED

**17. Camp Cook
New Program Information and Completion Guide
New Course COOK 090 Camp Cook**

The cook training program in British Columbia has undergone massive revision by the Industry Training Authority. The Cook Foundation/Level 1 Apprenticeship Program is now a 20 week (5 month) program. The new Camp Cook Program for Northern Lights College is designed to provide a multiple entry and exit point option within the Cook/Foundation Level 1 Apprenticeship program. New course outlines as per the new Industry Training Authority guidelines are required in order to deliver these two programs. M. French noted that the required course WFTR 135 Food Safe Level 2 Advanced was incorrect in the Camp Cook Program Completion Guide and asked that it be changed to WFTR 140 Food Safe Level 1 Basic. This was also noted in the COOK 090 Camp Cook course outline and corrected as well.

09.06.23 M/S - OWENS

THAT the Education Council recommends approval of the new course outline, COOK 090 Camp Cook and the new Program Information and Completion Guide, as amended, for the Camp Cook Program.

CARRIED

**Cook Foundation/Level 1 Apprenticeship
New Program Information and Completion Guide**

Education Council members determined that the program description required clarification for the proposed Cook/Foundation/Level 1 Apprenticeship Program. A. Hughes, D. Merry and J. Lekstrom to refurbish and provide a clearer depiction of the new program.

ACTION: Program Information and Completion Guide for Cook Foundation/Level 1 Apprenticeship be resubmitted for September 9, 2009 meeting.

Adjournment – 3:55 pm

Next Meeting September 9, 2009

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