

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting June 25, 2008, in Dawson Creek

Participants:	Greg Lainsbury Janet Beavers Craig Herbert Dave Owens Brenda Crocker K'Shian Hooker	Patricia McClelland John Birnie Cyndy Lorincz Jean Valgardson Lisa Conkin Eric Sehn Angie Johnsen (recording)
Absent:	Barbara Young	Clifford Inimgba
Guest(s):	Connie Kaweesi Wendy Dokken Jeff Lekstrom	Lisa Verbisky Patrick Michiel

1. Adoption of Agenda

The agenda was adopted as presented.

2. Adoption of Minutes May 28, 2008

08.06.01 M/S - OWENS

THAT the minutes of May 28, 2008 be adopted as amended.

CARRIED

3. Action List Review

All items listed are currently in progress.

Joined by C. Kaweesi.

4. University Arts and Sciences Program, New Online Outline, ARCH 200 Introduction to Archaeology and World Prehistory (Online)

This course will be implemented for the September 2008 intake with M. Knight as the instructor. This is one of three courses required for our commitment with collaborating institutions, North Island College, College of New Caledonia, Northwest Community College, College of the Rockies, Selkirk College. J. Beavers mentioned it is not permissible, without permission of the instructor, to load pdf files of copyrighted material onto the D2L server.

Remove the first sentence in the additional comments field, "Note: This unit outline is a rough guide only and is subject to modification." The wording is not acceptable

as this is a contract between the instructor and learner. This field is to be used for awareness regarding any policies, makeup exams, and expectation of students.

08.06.02 M/S - CONKIN

THAT the Education Council recommends approval of the new online course, ARCH 200 Introduction to Archaeology and World Prehistory (Online), as amended, for the University Arts and Sciences program.

CARRIED

C. Kaweesi was thanked and left the meeting. Joined by P. Michiel.

5. Business Management Program, Revised Outline, MGMT 104 Principles of Management

This course has been taught using a textbook that focused on students already accomplished in business. A textbook was needed for first year students. It is now more of a survey course typical of first year business courses.

J. Birnie joined at 2:20pm.

The textbook listed is required for students to purchase. Learning outcomes – change the word “recognize” to “demonstrate” and “identify” to “understand.” The calendar description should be enhanced to make the course more appealing to students the next time it is offered.

08.06.03 M/S – SEHN

THAT the Education Council recommends approval of accepting the revised course, MGMT 104 Principles of Management, as amended, for the Business Management program.

CARRIED

P. Michiel was thanked and left the meeting. Joined by W. Dokken and H. Mayer.

6. Applied Business Technology Program, New Outline, ABTC 151 Introduction to Financial Accounting

W. Dokken has done a great deal of work on revising the Applied Business Technology program. The complete program has been restructured and will be delivered in September 2008.

The prerequisite of ABTC 120 Business Math is not required for students to understand ABTC 151 Introduction to Financial Accounting. C. Lorincz feels that students should have skill in business math before taking ABTC 151, based on the learning outcomes. W. Dokken confirmed that both ABTC 120 and ABTC 151 are

taken side-by-side. Students can be successful in ABTC 151 without the ABTC 120. It was decided to add ABTC 120 as a co-requisite to ABTC 151. The number of assignments specified at 10-20 needs to reflect a smaller definite range. The range is due to the number of instructors teaching, and they are not sure at this point what they will be using for assignments. Each instructor has their own preference. It is tough for faculty to come to a consensus. The lab hours are specific to the assignments. J. Valgardson commented that students should not have a large workload of 20 assignments to complete. Direction to be given to all instructors from the Dean or the Vice President of Learning to have assignments specific to course learning. Assignments should be integrate course material and once outcomes have been demonstrated students should move on. The 20% of grade for assignments sits in the 30 lab hours. H. Mayer commented that historically the number of assignments actually assigned by instructors has been less than the maximum indicated. It will be possible to set a smaller range after the course is run with the first set of students. Also faculty needs time to review the new material. It was decided to leave the number of assignments as is.

08.06.04 M/S – OWENS

THAT the Education Council recommends approval of the new course, ABTC 151 Introduction to Financial Accounting, as amended, for the Applied Business Technology Administrative Assistant program

CARRIED

Revised Outlines - ABTC 112 Keyboarding I, ABTC 117 Computer Information Systems, ABTC 120 Business Math, ABTC 173 Keyboarding II, ABTC 192 Practicum, ABTC 194 Presentation Software, ABTC 195 Business Communications

ABTC 112 and 173 have been revised with a reduction in hours only. Learning outcomes - students reach the objective by achieving the 30 wpm working on their own. Instructors coach students on how to reach the required typing speed. The lecture hours occur at the beginning of course. Students do not have to take ABTC 112 if they have met and demonstrated the outcomes.

08.06.05 M/S – SEHN

THAT the Education Council recommends approval of the revised courses, ABTC 112 Keyboarding I and ABTC 173 Keyboarding II, as presented, for the Applied Business Technology Administrative Assistant program.

CARRIED

ABTC 117 – this is an introductory course covering internet, file management, and basic printer problems. The number of assignments was changed to 8-12.

J. Valgardson left the meeting at 3pm.

08.06.06 M/S – CONKIN

THAT the Education Council recommends approval of the revised course, ABTC 117 Computer Information Systems, as amended, for the Applied Business Technology Administrative Assistant program.

CARRIED

ABTC 120 – reduction in hours and name change. Calculator functions have been removed from the course. Learning outcomes – change “solve” to “perform.” The number of assignments should have a smaller range.

08.06.07 M/S – OWENS

THAT the Education Council recommends approval of the revised course ABTC 120 Business Math, as amended, for the Applied Business Technology Administrative Assistant program.

CARRIED

ABTC 192 – reduction of hours is due to a request from advisors. It was felt that 60 hours was adequate for the students to demonstrate their skills in an office environment. The hours will be completed consecutively. Prerequisite – change to “Upon successful completion of all required courses in semester one prior to the practicum.” This will allow some flexibility. Enhance the language of the learning outcome “transfer skills and knowledge” Add to the sentence upon completion of this course, “the student will be able to transfer the knowledge into the workplace,” the remainder of outcomes to follow this statement. Additional course comments – add – “that students are evaluated by the employer during the practicum.”

08.06.08 M/S – HERBERT

THAT the Education Council recommends approval of the revised outline, ABTC 192 Practicum, as amended, for the Applied Business Technology Administrative Assistant program.

CARRIED

ABTC 194 – reduction in hours; now a basic course. Course is taken near the end of the semester when students have acquired necessary keyboarding skills.

08.06.09 M/S – HERBERT

THAT the Education Council recommends approval of the revised course, ABTC 194 Presentation Software, as amended, for the Applied Business Technology Administrative Assistant program.

CARRIED

ABTC 195 – reduction in hours, and removal of repetitive assignments.

08.06.10 M/S – HERBERT

THAT the Education Council recommends approval to accept the revised course, ABTC 195 Presentation Software, as presented.

CARRIED

Program Information and Completion Guide – program description, reverse the order of the first and second sentence. Remove the last sentence. C. Lorincz referred to the reduction in hours from 990 to 735, but the program still remains at 39 weeks. H. Mayer and C. Lorincz to take a look at this issue. H. Mayer indicated the program would be reviewed for September 2009 with the help of faculty. C. Lorincz indicated that tuition is prorated. The financial debt load for students can be reduced if the program can be taught in less weeks. This is a financial issue rather than workload issue. C. Lorincz does not support the program completion guide with the program length at 39 weeks, as presented. It was decided that the program will proceed for the first year and then be reviewed.

L. Conkin and K. Hooker left the meeting at 3:20pm.

08.06.11 M/S – HERBERT

THAT the Education Council recommends approval of the Program Information and Completion Guide, as amended, for the Applied Business Technology Administrative Assistant program.

CARRIED

W. Dokken and H. Mayer were thanked and left the meeting. L. Verbisky joined the meeting.

7. Land Administration and Land Agent Program, Revised Outline, LAND 130 Land Acquisition Terminology

These revisions are due to the three new Land concentrations that were presented at a previous Council meeting for approval.

LAND 130 – there are no textbooks required for this course. Materials from websites, maps donated, etc., will be utilized. Remove the verbs from the headings.

08.06.11 M/S – HERBERT

THAT the Education Council recommends approval of the revised course outline, LAND 130 Land Acquisition Terminology, as amended, for the Land Administration and Land Agent programs.

CARRIED

Land Agent Diploma Program, New Outline, LAND 240 Land Reclamation for Land Agents

Remove verbs from course content. The assignments require short answers, no reports. Add the words "short paragraphs." Add the course title, Land Classification, to the co-requisite.

08.06.12 M/S – OWENS

THAT the Education Council recommends approval of the new outline, LAND 240 Land Reclamation for Land Agents, as amended, for the Land Agent Diploma program.

CARRIED

Land Agent and Land Reclamation Program, Revised Outline, LAND 260 Negotiations and Community Engagement

Remove caps from all learning outcomes listed. Course content requires some cosmetic changes. G. Lainsbury to forward to L. Verbisky and E. Sehn.

08.06.13 M/S – HERBERT

THAT the Education Council recommends approval of the revised outline LAND 260 Negotiations and Community Engagement, as amended, for the Land Agent and Land Reclamation programs.

CARRIED

Land Reclamation Program, Revised Outline, LAND 245 Experimental Design and Field Inventory Methods, New Outline, LAND 280 Introduction to Contaminated Sites

LAND 245 – course description, second sentence is more introductory than the first sentence. Change the order. Remove the word "varied."

08.06.14 M/S – LORINCZ

THAT the Education Council recommends approval of the revised outline, LAND 245 Experimental Design and Field Inventory Methods, as amended, for the Land Reclamation program.

CARRIED

LAND 280 – revise the second learning outcome and remove exams of 60%.

08.06.15 M/S – SEHN

THAT the Education Council recommends approval of the new outline, LAND 280 Introduction to Contaminated Sites, as amended, for the Land Reclamation program.

CARRIED

8. College and Career Preparation Program, New Outlines, ENGL 011 Fundamental English Level 1, ENGL 012 Fundamental English Level 2, ENGL 013 Fundamental English Level 3, ENGL 024 Fundamental English Level 4, ENGL 025 Fundamental English Level 5, ENGL 026 Fundamental English Level 6

ENGL 020 has been replaced with six new levels. This has been done to accommodate students with a lower level English so they can develop their reading and writing skills.

ENGL 011 – change verbs into noun phrases. Activities and weighting change. Key points articulated provincially. C. Lorincz is concerned with the mastery of learning outcomes and grading as ENGL 020 had a total of 120 hours. All six outlines now total more than 120 hours. Students will be placed in the appropriate course level once they have been assessed. This reduces the time an ABE student sits in class, but allows those with a lower literacy level to be successful. A new grading scheme, based on, “mastery of skills,” is used for these modules. A submission to Council requesting approval of a new grading scheme is coming.

08.06.16 M/S – OWENS

THAT the Education Council recommends approval of the new outline, ENGL 011 Fundamental English Level 1, as amended, for the College and Career Preparation program.

CARRIED

ENGL 012 – prerequisite to be revised to ENGL 011 Fundamental English Level 1 or Instructor permission based on assessment of fundamental skill levels. The assessment is not clear and needs to be identified. Minor revisions to the course content to be made.

08.06.17 M/S – BIRNIE

THAT the Education Council recommends approval of the new outline, ENGL 012 Fundamental English Level 2, as amended, for the College and Career Preparation program.

CARRIED

ENGL 013 – change reference to writing assignments to ENGL 024.

08.06.18 M/S – LORINCZ

THAT the Education Council recommends approval of the new outline, ENGL 013 Fundamental English Level 3, as amended, for the College and Career Preparation program.

CARRIED

ENGL 024 – no questions.

08.06.19 M/S – BIRNIE

THAT the Education Council recommends approval of the new outline, ENGL 024 Fundamental English Level 4, as presented, for the College and Career Preparation program.

CARRIED

ENGL 025 – no questions.

08.06.20 M/S – BIRNIE

THAT the Education Council recommends approval of the new outline, ENGL 025 Fundamental English Level 5, as presented, for the College and Career Preparation program.

CARRIED

ENGL 026 – no questions.

08.06.21 M/S – BEAVERS

THAT the Education Council recommends approval of the new outline, ENGL 026 Fundamental English Level 6, as presented, for the College and Career Preparation program.

CARRIED

Revised Outlines, CHEM 040 Advanced Chemistry, PSYC 050 Introduction to Psychology

CHEM 040 – the outline has very detailed course content. It has been presented following the articulation guide.

08.06.22 M/S – SEHN

THAT the Education Council recommends approval of the revised outline, CHEM 040 Advanced Chemistry, as presented, for the College and Career Preparation program.

CARRIED

B. Crocker left the meeting at 4:30. P. McClelland joined the meeting to meet quorum.

PSYC 050 Introduction to Psychology – minor calendar description revisions.

08.06.23 M/S – MCCLELLAND

THAT the Education Council recommends approval of the revised outline, PSYC 050 Introduction to Psychology, as amended, for the College and Career Preparation program.

CARRIED

New Outlines, ENGL 039 Individualized Studies in English, MATH 039 Individualized Studies in Math

ENGL 039 - developed to help students upgrade particular skills. C. Lorincz stated that 059 courses prepare students for entrance into other College programs. There are assessments that guide them. How do we determine if the student should be in the 039 level and what guidelines can be shared with Recruiters and front-end staff? It is about the student walking in the front door and receiving direction. Craig stated that it is the discretion of the instructor to determine at which level the student will begin. How are students making contact with the instructor to determine the level the student should take? It works for students who are already in a program and need upgrading to prepare for an exam. 039 and 059 may not be offered at all learning centres at the same time. Leave prerequisite as if for now. Minor wording will be added later to both outlines.

08.06.24 M/S – OWENS

THAT the Education Council recommends approval of the new outlines, ENGL 039 Individualized Studies in English and MATH 039 Individualized Studies in Math, with minor changes to be made to the prerequisite once confirmed.

CARRIED

Deactivation of MATH 043 Advanced Developmental Mathematics – this course is no longer being used, therefore needs to be deactivated.

08.06.25 M/S – LORINCZ

THAT the Education Council recommends approval of deactivating, MATH 043 Advanced Developmental Mathematics, for the College and Career Preparation program.

CARRIED

Joined by J. Lekstrom

9. Hairdressing/Cosmetology Program, New Program Information and Completion Guide

Asking for approval of the completion guide without the required courses being identified. There is no instructor in place for this program. The cost for kits and outlines will be completed once an instructor is hired. C. Lorincz stated that it is difficult to approve a completion guide without the required courses. It is not a complete document. J. Birnie feels that it is a unique situation with a time crunch and trying to accommodate those circumstances. Is there a possibility for a Council meeting the last week of August? That is difficult due to members and faculty on holidays and no guarantee there will be quorum. It was asked if there is Industry Training Authority curriculum to follow so that outlines could be put together prior to the instructor being hired. Another possibility would be to look at other institutions to see how they are presenting the program. An instructor can follow what has been put in place by the Dean and make recommendations and changes to the program later. This program has been added to the Colleague system so students can pay a deposit and marketing has started without Council's approval of the program.

It was decided that the completion guide would be deferred until course outlines could accompany a complete completion guide. G. Lainsbury will email Council members to determine if an early September meeting can be held.

10 Carpentry Apprenticeship Program, New Outlines, CNST 100 Carpentry Apprenticeship Level 1, CNST 200 Carpentry Apprenticeship Level 2, CNST 300 Carpentry Apprenticeship Level 3, CNST 400 Carpentry Apprenticeship Level 4, New Program Information and Completion Guide.

The curriculum follows the wording taken from Industry Training Authority (ITA). G. Lainsbury stated that we are not obligated to make the same mistakes with the use of incorrect verbs phrases used in the course content. The course content should follow our guidelines. It was decided to add the heading "Follows Industry Training Authority Format" to both the course content and learning outcomes for all relevant outlines.

08.06.26 M/S – HERBERT

THAT the Education Council recommends approval of the new outlines, CNST 100 Carpentry Apprenticeship Level 1, CNST 200 Carpentry Apprenticeship Level 2, CNST 300 Carpentry Apprenticeship Level 3, CNST 400 Carpentry Apprenticeship Level 4, as amended, and;

the new Program Information and Completion guide, as presented, for the Carpentry Apprenticeship program.

CARRIED

11. Plagiarism Policy

This policy was drafted and vetted by the Plagiarism Policy Committee and reviewed by the Deans, Registrar, and Administration. It was commented that it is a clear and easy policy to follow. Revisions to be made to the Cheating Policy Draft page under the Policy heading, Item 3, remove “withdrawn from cheating” and replace with “require to withdraw.”

08.06.27 M/S – LORINCZ

THAT the Education Council recommends approval of the new Plagiarism Policy, as amended.

CARRIED

12. Revised Program Review Guidelines

G. Lainsbury has reviewed and suggested some revisions that were passed onto J. Birnie. These revisions have been incorporated. The word “service” has been removed from the entire document. A separate document will come forward for the service portion of the guidelines.

08.06.28 M/S – HERBERT

THAT the Education Council recommends approval of the revised Program Review Guidelines, as presented.

CARRIED

13. Revised Course Outline Template

The subcommittee has confirmed the revisions.

08.06.29 M/S – MCCLELLAND

THAT the Education Council recommends approval of the revised course outline template, as presented.

CARRIED

14. Academic Sessional Calendar 2009-2010

J. Valgardson had indicated that she wanted a wide consultation with all program areas regarding the sessional calendar. This academic calendar is reflective of the Academic Sciences and Career Technical programs. It was mentioned that the sessional calendar needs to be a more inclusive document to reflect all programs or a matrix for each program division. Final exam dates are indicated until December 24, which is in violation of our grading policy. The sessional calendar to be tabled until further documentation can be provided for Council.

Adjournment at 5:30pm

Next Meeting September 24, 2008 in Dawson Creek

cc: Cindy Ravelli
Deans
Anna Hughes
Karen Erickson

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