

NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL  
Meeting June 27, 2006, in Fort Nelson

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Participants:	Dave Owens Carole Taylor Craig Herbert Greg Lainsbury	Patricia McClelland John Birnie Donna Webb Jan Legaspi
Absent:	Cyndy Lorincz Brenda Crocker	Jean Valgardson Eric Sehn
Guest(s):	Gloria Millsap	Ron Smallwood

1. Adoption of Agenda

To be added to the agenda, Length of the Academic Semester and a Report on Instructional Skills Facilitator Workshop. The agenda was adopted as amended.

2. Length of the Academic Semester

Academic semester dates have been posted on the website as per the Registrar. R. Smallwood has used these dates to develop his course. This timeline does not allow time to deliver the course content that is required. G. Lainsbury does not believe the shortened timeline will affect articulation of the academic courses. R. Smallwood suggested that the academic semester should begin earlier and final exams would also. This would help with ensuring that grades are submitted prior to the Christmas break. The January intake should also begin earlier. G. Lainsbury feels that if the fall semester starts earlier then the academic classes would acquire a low number of students attending classes. D. Owens confirmed that the Adult Basic Education program begins their classes on August 30<sup>th</sup>.

G. Lainsbury commented that it is College policy as to when the date must be set for the academic semester and when grades are to be submitted. J. Birnie – student grades must be submitted prior to the start of the next semester because students need to know if they have passed their course(s) prior to going onto their next semester. Other institutions have three semesters and students attend during the summer. G. Lainsbury – students still can get a contingent pass to go on to their next semester until they receive their grades. D. Owens commented that the College should advertise in May and June for the fall start date. J. Birnie – students can show up and still enroll in classes on the first day classes commence, as the classes are not usually filled.

D. Owens to work with the Deans and Registrar to clear this matter up.

R. Smallwood was thanked and left the meeting.

3. Adoption of Minutes May 24, 2006

06.06.01 M/S - BIRNIE

THAT the minutes of May 24, 2006, be adopted as circulated.

CARRIED

4. Educational Development Committee Report, June 14, 2006

The Forest Resources Technology (FRT) program issue surrounding which semester ENGL 110 and FORE 103 should be offered has not been finalized as of yet. Waiting for E. Sehn to return before a decision is made. It has been confirmed by the FRT instructors that textbooks are not required for the majority of the courses in the program. D. Webb added that if textbooks are not required then students will not receive money for textbooks from Canada Student Loans. A. Johnsen to send an email regarding Canada Student Loans to the instructors of the program.

Motions were made recommending approval of the following:

THAT the Educational Development Committee recommends approval of the revised course outlines, FORE 100 Forestry Camp 1, FORE 101 Forest Resource , Management I, FORE 103 Communication Skills, FORE 110 Forest Policy & Certification, FORE 200 Forestry Camp 2, FORE 201 Forest Engineering 1, FORE 204 Forest Soils and Hydrology, FORE 205 Forest Health, FORE 206 Silviculture 1, FORE 208 Forest Harvesting, FORE 211 Forest Engineering 2, FORE 212 Range Management and Agro-Forestry, FORE 218 Remote Sensing & Data Analysis (GIS), FORE 220 Integrated Resource Management Planning (IRM), pending confirmation of required textbooks, and;

new courses, ABTO 119 Introduction to Computers and the Internet, LAND 110 Human Resources, FORE 102 Cartography and Photogrammetry and;

deleted course, FORE 107 Introduction to Computer Applications, FORE 108 Student Success, FORE 118 Wood Products, FORE 120 Human Relations, FORE 207 Remote Sensing and Data Analysis, ENGL 099 Foundational Writing, for the Forest Resources Technology program.

THAT the Educational Development Committee recommends approval of the new courses, Introduction to Printmaking I and Introduction to Printmaking II, with revisions to the learning outcomes for Introduction to Printmaking II and;

deletion of VSAR 178 Silkscreen (Graphic Production) I and VSAR 179 Silkscreen (Graphic Production) II, for the Visual and Graphic Communications Art program.

06.06.02 M/S – WEBB

THAT the Education Council accepts the minutes of the Educational Development Committee Report of June 14, 2006.

CARRIED

Joined by G. Millsap. G. Lainsbury left the meeting.

5. Applied Business Technology Program - Revised Outlines, ABTC 111 Accounting I ABTC 187 Job Search Skills II, ABTC 124 Database Management I, ABTC 184 Portfolio Development, ABTC 156 Administrative Procedures I, ABTL 146 Corporate Procedures II

The program is 1122 hours in length. There were 18 hours that were slotted for exam days and orientation that needed to be accounted for within the program's courses. There has been no change in content or course outcomes. They are simply giving students additional time in ABTC 111, ABTC 124, and ABTC 187.

P. McClelland asked if the textbooks were required for ABTC 111 and ABTC 124. It currently lists a textbook or equivalent, but the required box is not checked. G. Millsap confirmed that yes, the textbook is required or an equivalent textbook that will cover the same material. ABTC 187 does not list any textbooks. D. Owens added that if the textbooks are not required then students will not receive funding through their student loans to cover the cost of textbooks.

All three outlines should be revised to show that the course is not offered online and a passing grade of 71%. Also, ABTC 111 and 124 to indicate that the textbook is required.

There were two exams days in which the hours were not attached to a specific course, therefore ABTC 184 now has an additional 12 hours. ABTC 156 has been revised with an additional six hours. The six hours were previously used for orientation and study skills and not attached to any course and not accounted for.

C. Herbert asked if the study skills portion is evaluated. G. Millsap stated that there is no real evaluation on the study skills. The grading weight is listed as participation 10% and assignment 90%.

Joined by H. Mayer.

ABTL 146 the hours were not listed correctly on the previously submitted outline. There are no other changes.

06.06.03 M/S – WEBB

THAT the Education Council recommends approval of the revised course outline ABTL 146 Corporate Procedures II, for the Applied Business Technology program.

CARRIED

06.06.04 M/S - MCCLELLAND

THAT the Education Council recommends approval of the revised course outlines, ABTC 111 Accounting I, ABTC 187 Job Search Skills, and ABTC 124 Database Management I, for the Applied Business Technology program.

CARRIED

06.06.05 M/S – TAYLOR

THAT the Education Council recommends approval of the revised course outlines, ABTC 184 Portfolio Development and ABTC 156 Administrative Procedures I, for the Applied Business Technology program.

CARRIED

New Outline, ABTC 117 Computer Information Systems

Currently the program has two Computer Information courses, ABTC 118 and 148, totaling 78 hours. Would like to combine the two courses and reduce the hours by 18. This is still 10 hours more than provincial course. The new course to be called ABTC 117 Computer Information Systems.

There are more companies now hiring their own technicians to handle their computer systems. They have removed some small areas and not so much detail in other modules. Students must understand an operating system and computer technology, downloading, computer software, copyrights, and viruses.

J. Birnie asked why our program is not following the provincial average hours. G. Millsap added that the provincial course is an online offering and this is a face-to-face course and they would like to see how it goes for this year and changes may be made to reduce the course to 50 hours for next year. Changes would be implemented on the advice of their advisory council.

06.06.06 M/S – LEGASPI

THAT the Education Council recommends approval of the new course outline, ABTC 117 Computer Information Systems and the deletion of, ABTC 118 Computer Information Systems and ABTC 148 Computer Information Systems II, for the Applied Business Technology program.

CARRIED

Revised Program and Information Completion Guides, Administrative Assistant Certificate, Office Assistant Certificate, Financial Assistant Certificate

The norm hours for the program are now 1122. This is very high compared to the other institutions. The Legal Administration completion guide is still being revised. Administrative Assistant certificate program length is 39 weeks and 1122 total hours. The Financial Assistant certificate is different with 39 weeks and 876 hours, but students require extra time in class to complete this certificate for the 1122 total hours. All students start and register for the Administrative Assistant certificate and then students who can not handle the workload are advised to complete the Office Assistant or Financial Assistant certificate. Students will still be in attendance for the full 1122 hours with the instructors working closely with the students to help them complete the certificate.

Employers do not usually ask for confirmation of the student's completed certificate. We must educate our employers as to the differences in the certificates. J. Birnie commented that their advisory committee should be advising the program what is required for the program. G. Millsap feels that if employers are looking at students with different skills, the employer should be advised of the difference in the certificates.

C. Herbert – application deadline states, (No deadline. Applications taken until program is full). If students miss some of the classes are they not in jeopardy? The application deadline should be revised. Full-time students as well as part-time students have entered the program late. H. Mayer pointed out that some classes start later in the program. The application deadline to be revised on all three completion guides to read, shall normally be first day of classes, however instructor discretion for part-time students or late entry.

The admission requirements, lists an assessment interview with a student services counsellor and/or ABT instructor is required for all students. It was agreed to omit the assessment interview from the completion guide. The interview process was used to inform students of the program workload and what is expected of them. The interview is not the only requirement used to admit students into the program. There

is not always time to interview all of the students prior to acceptance into the program. The workload expectation of students can be explained on the first day of classes or during orientation. C. Taylor suggested an orientation session prior to the

start of the program, similar to the Social Services Worker Diploma program. J. Birnie suggested that these types of decisions should be made prior to the document coming forward to Council for approval.

J. Legaspi left the meeting.

06.06.07 M/S – BIRNIE

THAT the Education Council accepts the Program and Information Completion Guides, Administrative Assistant Certificate, Financial Assistant Certificate, and Office Assistant Certificate as amended, for the Applied Business Technology program.

CARRIED

5. Alaska Highway Consortium on Teacher Education (AHCOTE) - Program and Information Completion Guide

The Registrar's Office did not have a copy of the program completion guide on file, therefore one was asked to be submitted.

Craig – available seats for Dawson Creek and Fort St., John, regular entry 14 on each site. Is there room for Fort Nelson and Chetwynd students via the technology today? Recruiting in outer lying areas does not occur and we are losing students. Make sure that all remote campuses are aware of the AHCOTE program. Confirm with C. Aylward if seats are available for remote areas and whether the program is being promoted. Provide answers by email for Council members.

06.06.08 M/S - BIRNIE

THAT the Education Council recommends approval of the AHCOTE Program and Information Completion Guide in principle pending the confirmation of the questions asked.

CARRIED

6. Report on the Instructional Skills Facilitator Workshop

With support of the College, D. Batterham, and others, the Instructional Skills Facilitator Workshop was held for five days. This workshop was initiated in order to support sessional instructors and new instructors. The College supports the workshop and instructor training. Looking forward to continuing to offer the workshop in the future as five instructors now have been trained to facilitate the workshop. Instructional skills for online instruction will be looked at. Hopefully the workshop will continue to take place and we can build on it. J. Birnie commented

that it is nice to hear the enthusiasm and the potential as to what can happen with the workshop.

## 7. CoEdCo Report

CoedCo meeting was held on June 9<sup>th</sup>. Other institutions have similar issues to what Northern Lights College is dealing with. Finola Finlay made a presentation on British Columbia Council on Admissions and Transfers (BCCAT). The presentation focused on the transferability of academic courses to other institutions within BC. The Central Data Warehouse program can project the numbers of all BC institutions in a variety of different aspects. Larger institutions are not seeing the student numbers as they have in the past.

A presentation was made by Bill Parker from the Ministry. He spoke about new items that are coming forward from the Ministry. The Ministry of Advanced Education is going through a major re-organization. There is a new Chair of CoEdCo, Laura Collins.

Next Meeting September 6, 2006

Adjournment at approximately 11:00am.

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. \_\_\_\_\_