

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting June 27, 2007 in Dawson Creek
APPROVED MINUTES

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| Participants: | Dave Owens Greg Lainsbury Craig Herbert Jean Valgardson Michael French Lindsay Wyffels | Patricia McClelland John Birnie Cyndy Lorincz Roma Walker Janet Beavers Angie Johnsen (recording) |
| Absent: | Brenda Crocker Jael Rochon | Eric Sehn |
| Guest(s): | Howard Mayer Steve Roe Jeff Lekstrom | Connie Kaweesi Tanya Helton |

D. Owens introduced M. French, Chair of Trades and Apprenticeship, representing faculty. He is the first interim, President appointed, person to fill a position on the Education Council.

1. Adoption of Agenda

The agenda was adopted as circulated.

2. Adoption of Minutes, May 23, 2007

07.01.01 M/S - BIRNIE

THAT the minutes of May 23, 2007 be adopted as circulated.

CARRIED

H. Mayer joined the meeting

3. Heavy Equipment Operator Program, Removal of WFTR 800 and WFTR 107, Addition of WFTR 102 Occupational First Aid Transportation Endorsement and Revised Program Information and Completion Guide

Adjustments have been made to the program with the removal of GODI and WHMIS and the addition of OFA Transportation Endorsement.

GODI is not necessary for students to complete as they are not driving on oilfield leases. They are driving heavy equipment, loaders, etc. WHMIS is already included in the Petroleum Safety Training course. OFA Transportation Endorsement is required when workers are more than 20 minutes away from first aid or medical attention. The majority of time is spent operating the equipment so theory time was cut back and class time was paired down in order to increase in the operating time.

Roma joined at 9:15am

The completion guide to be revised with rewording of the program description and career prospects sections, add the total hours for the program and required minimum grade to show 70% overall.

G. Noddin was contacted as an external consultant about the program changes. Industry Training Organization (ITO) was not consulted, but many other external industry people were such as, Loielle and Borek Construction, when the program was initially setup. ITO is under the Industry Training Authority (ITA) and it will become the committee of operators and workers in the industry that will set standards, negotiate, and police quality of programs. They are just in their infancy, but progressing. The college needs to meet the provincial expectations of ITO as industry consultation is very important. The intention is still to develop a steering committee. Feedback on the current changes came from a number of employers and ITO will be involved in program feedback as time goes on for all industry programs. There was concern that GODI, which is an Enform course, would have to be taken as an additional course by students after completion of the program, as the course is intended for all oilfield truck drivers operating vehicles 4500 kg and over. H. Mayer stated that students will be required to have their H2S and WHMIS tickets and removing GODI from the program is not restricting them. H. Mayer will check further into the GODI course.

The required minimum grade is 70%, which is a provincial standard. The College calendar outlines the suggested percentage equivalents for letter grades that this program follows.

07.06.02 M/S – HERBERT

THAT the Education Council recommends approval of removing WFTR 800 GODI and WFTR 107 WHMIS from the required courses and;

the addition of WFTR 102 Occupational First Aid Transportation Endorsement and;

the amended Program and Information Completion Guide, for the Heavy Equipment Operator program.

CARRIED

3. Applied Business Technology Program, Revised Outlines, ABTC 111, 112, 117, 124, 151, 184 and 192, New Amalgamated Outlines, ABTC 120, 156, 165, 187, New Online Courses, ABTO 144, 185, and 193, Revised Program and Information Completion Guides, Administrative and Financial Assistant, Office Assistant, and Financial Assistant

J. Valgardson was concerned with the 70% pass point for the program and that there should be consistency for all vocational programs. H. Mayer stated that

apprenticeship standards are using 70% provincially and should also apply to our ABT program.

ABTC 111 - change learning outcomes word from “using” to “use”.

ABTC 117 – change calendar description. There was concern with the large amount of assignments. H. Mayer - a major reduction in workload for students this year and next year there will be more. If students require more practice, then extra assignments will be available. Instructors need the flexibility to do this. J. Valgardson – if the course is completely pre-planned then instructors should know whether the assignments listed as 10 – 20 should be 10 or 20 the same for instructors on each campus. D. Owens - this does not give the flexibility that is needed if you have to nail down the number of assignments. This method is providing flexibility within the classroom for different instructors as they are still using the same evaluation and outcomes with a different number of assignments. There is concern that if there is a variation in the number of assignments being used from instructor to instructor then the student will go to the campus that fits their lifestyle and able to cope with the workload. We need to commit to the number of assignments. It was suggested to identify the number of assignments under “specify number of assignments and also explain in more detail.

ABTC 124 – the college is not using Windows Vista until all the bugs have been worked out with the new program. Minor revisions to be made to the course content.

It was noted that there is a difference in the credits assigned for each course, is this normal? Would the same credits apply when transferring to another institution? Our courses are transferable and that is the purpose of articulation meetings, but there is no guarantee in the same number of credits per course. Online ABT courses allow students to complete courses that are not available to them face-to-face when they transfer to another institution.

ABTC 184 – more detail required for the course content. Instructors use a set of resources and work with the students throughout the course(s) and program. The library could provide the students with more resources. H. Mayer and J. Beavers to work together regarding additional resources.

ABTC 192 – cover sheet states lowering practicum to three credits, but the outline states six credits, 90 hours total, based on the academic model of three credits per 15 hours. The 90 hours of good practicum is what students are asking for. It was suggested to go with the 90 hours, but not six credits. H. Mayer to discuss the credits with faculty. Approve in principle pending confirmation of the credits. It will be resubmitted for the September 5th Council meeting.

The prerequisite states “enrollment in Applied Business Technology and permission of the instructor”. There are no former courses listed as prerequisites. There should be curriculum standards in place so the student and employer are aware and the student will have the best opportunity in passing the practicum. It was identified that

students are usually three quarters of the way through the program prior to entering into their practicum. There is a need for flexibility as the practicum may begin earlier than the norm of three quarters into the program. All students must take their practicum at the same time and not at individual times. Prerequisite statement - change the word "permission" to "direction" and learning outcomes – remove the word "in".

07.06.03 M/S – BIRNIE

THAT the Education Council recommends approval of the revised outlines as amended, ABTC 111 Accounting I, ABTC 112 Keyboarding I, ABTC 117 Computer Information Systems I, ABTC 124 Database Management I, ABTC 151 Accounting II, ABTC 184 Portfolio Development and;

ABTC 192 Practicum in principle pending clarification of the credits, for the Applied Business Technology program.

CARRIED

Amalgamated Outlines – intent was in part to reduce the amount of work in the program for students by amalgamating these four courses.

ABTC 120 – the textbook used is seven years old, but is the best for their purposes and faculty has agreed to use this version. There are now less credits for the two amalgamated courses as opposed to the two separate courses. The learning outcomes to be revised with the removal of "use desk calculator special functions" and the "specify other" should be clarified further. The assignments of 10-20, as indicated, for the majority of the ABT courses will be discussed further with faculty.

ABTC 156 – remove the word "most" from "specify nature of participation".

ABTC 165 – specify other add "exercises"

ABTC 187 – It would be interesting to see what our competitor, Grande Prairie Regional College, is doing in regards to this course.

07.06.04 M/S – FRENCH

THAT the Education Council recommends approval of the amalgamated courses, ABTC 120 and 160 Business Math and Calculations I & II into ABTC 120 Business Math and Calculations, ABTC 125 and 165 Business Communications I & II into ABTC 165 Business English, ABTC 156 and 186 Administrative Procedures I & II into ABTC 156 Administrative Procedures, and ABTC 157 and 187 Job Search Skills I & II into ABTC 187 Job Search, as amended, for the Applied Business Technology program.

CARRIED

C. Lorincz joined at 11:20am

New Online Courses – ABTO 144 the 30 hours per week should be moved from “other contact hours” to “lab hours”. Learning outcomes remove the word “effectively”. The course content is comprehensive.

ABTO 185 – move the 40 hours per week from “other contact hours” to “lab hours”. This is an online course and it needs to have the tutor interaction hours of 40. Online contact with the instructor is for the full 40 hours of the course. The wording of “if yes, please indicate online or tutor interaction hours” should be revised in order to help with the instructional models of face-to-face and online. The number of credits follows the BCcampus group as already articulated. Learning outcomes #5 “other management skills” was questioned. We have programs that are provincially articulated such as ABT and Nursing and as an institution if we do not agree with an articulated course’s content do we then vet it or do we as Council ask for changes. We are an equal partner and involve ourselves in this process. We must feel comfortable with the course outline as a whole. H. Mayer stated that all faculty agreed to the outline and articulation process. It was suggested that if Council makes a recommendation for any content changes that they would be discussed with faculty. This should go back to the CoEdCo group for discussion on how BCcampus wants to deal with such a situation. The learning outcomes on all the outlines should be revised to remove the word “you” from the first sentence and replaced with “students”.

ABTO 193 – course content, remove the weekly breakdown. “Specify other” states final exam and project of 30% and the 20% project mark – consists of review project. H. Mayer to confirm the weighting and review projects with faculty.

When Council recommends approval of documents from other institutions such as BCcampus the word “adopt” should be used not “amended”.

07.06.05 M/S - WALKER

THAT the Education Council adopts the new online courses, ABTO 144 Groupware Using Outlook, ABTO 185 Office Simulation for Administrative Assistants, and ABTO 193 Desktop Publishing, for the Applied Business Technology program.

CARRIED

Program Information and Completion Guides – the required minimum grade should be either overall or minimum within a course, but not both. The “revised minimum grade” wording on the template to be revised. As the program is setup currently, if a student does not achieve the 70% for all the courses and has failed one course they would not receive their certificate. They would have to repeat the failed course. Some programs use accumulative grade point averages and some don’t. The program division makes that decision. If we used this method then there would be flexibility for the student to obtain the certificate. There have been rewrites granted by the Dean to individual students to do a rewrite on a failed course in order to try to obtain a pass and receive their certificate. H. Mayer will discuss this with the faculty. The program description is to be revised for all three certificates.

The required courses are broken into two semesters to accommodate the dual credit students. The completion guides to be revised to show the course breakdown for each semester. All three completion guides, Administrative and Financial Assistant, Office Assistant, and Financial Assistant, to be resubmitted in September and not approved today.

H. Mayer was thanked and left the meeting. Break from 1:15 to 2:15pm for lunch.

Joined by C. Kaweesi, S. Roe, and T. Helton

5. Academic Program, Revised Program Information and Completion Guide for Associate of Arts Degree, Revised Program Information and Completion Guides for Pre-Professional Certificates, Arts, Elementary Education, Engineering, Humanities, Pre-Medicine, and Social Sciences, New Program Information and Completion Guide for Criminology

Currently the academic program is undergoing a program review and a new program name change may occur, which will affect the first sentence of the program description. The change to admission requirements was due to research completed around the province dealing with the writing assessment changes that were approved previously. Some institutions are seeing declining enrollments for academic courses. The survey was completed and they tried to be sensitive to changes that may be forthcoming and for those institutions to note any possible changes. College of New Caledonia (CNC) made some recent changes to their application requirements. The Associate of Arts completion guide only speaks to academic not Social Services Worker program. S. Roe believes the College is right where it needs to be as it is a reasonable compromise. Students can register in any academic course and the Writing Assessment is not a barrier, only a recommendation. The admission requirements can be revised to show that the Writing Assessment is only a recommendation. We do not want students to turn away based on having to write the Writing Assessment. The sentence "where students are registering..... add the word "program" following the word "additional".

There are two references that indicate students must speak to a recruiter. Who should be advising students? There seems to be a gap in this piece as recruiters did not replace counsellors. C. Lorincz to work with program staff and Deans on the recruiter piece of discussing writing assessment results. Remove "discuss the results with a recruiter". Admission requirements should not speak about the administrative process and should be removed from all completion guides. C. Kaweesi pointed out that the academic program does not have the same support that other programs have such as Trades and HDEC. Perhaps a new role needs to be filled to deal with questions that a student raises early on when applying for the program. The admission requirements should only reflect the credential not the process for receiving the credential (who assesses what and where).

It was pointed out that all these concerns should have been conveyed to the Dean of Academic program before the document sought Council's approval. The Writing Assessment piece was approved previously by Council. Remove "students must

apply to the Registrar's Office.....from the admission requirements. The timeframe to confirm with the Registrar prior to today's meeting was limited regarding the Writing Assessment and recruiter piece. J. Valgardson asked when the admission requirement changes would take affect. Usually they would not be implemented until the next admission cycle. It was indicated that they should be effective immediately as the Writing Assessment was already approved and in place. The process has just been reworded and streamlined.

Available seats – stated as 30 per course for academic classes. There is no minimum or maximum set for class sizes. Leave blank for all academic completion guides.

Humanities Completion Guide – location indicates several campuses and uses the wording “when resources and interest permit”. Add this to all the completion guides. The Central Management System (CMS) database requires changes to accommodate this wording. The database should not limit our wording. T. Bailey and A. Johnsen to meet with the Deans and work out areas on the completion guide that need to be changed to work in the database.

A.A. Completion Guide– required minimum grade, remove the word “individual”. As an institution we can raise the minimum grade point average any time. The required courses – this is a new way of describing the course requirements for the Associate of Arts Degree. It is different from the old calendar and the British Columbia Council on Admissions and Transfer (BCCAT) website. F. Gelin from BCCAT was consulted regarding the wording. Item B, add “which shall include at least”. The residency requirement includes online courses. All academic certificates should reflect the admission criteria changes that have been included on the A.A. completion guide.

Criminology Certificate – many criminology students are also Social Services Worker students. This will be another addition for students going on to further their studies towards the Criminology Specialization and Associate of Arts. Council will see more one-year certificates in the future. The program description to be revised with the removal of the words “ranging from Anthropology to Women's Studies”.

In the past when a submission was submitted, vetted, and approved, the Council meeting date was the official date that was used as the approved date. It was suggested that the approved date should be identified for use along with the CMS database. This will be discussed with C. Lorincz, T. Bailey, and A. Johnsen to be brought forward for the next Council meeting.

The certificate changes will be effective immediately. BCCAT accepts transfer of academic courses up to 10 years, with some exception. We will not likely be overwhelmed with past students asking for a certificate from courses taken 5 – 10 years ago. The Registrar's office will convey the changes to the Recruiters, Colleague users, and Administrators.

07.06.06 M/S – ROE

THAT the Education Council recommends approval of the new Program Information and Completion Guide, Degree in Associate of Arts, as amended, for the Academic (University Transfer) program and;

the revised Program Information and Completion Guides, for the Pre-Professional Certificates, Elementary Education, Social Sciences, Humanities, Arts, Engineering, and Pre-Medicine, as amended, for the Academic (University Transfer) program.

CARRIED

07.06.07 M/S – LAINSBURY

THAT the Education Council recommends approval of the new Program Information and Completion Guide for the one-year Criminology Certificate, as amended, for the Academic program.

CARRIED

C. Kaweesi, S. Roe, and T. Helton were thanked and left the meeting.

Reconvened at 2:15pm

6. Job and Education Program, Revised Course Outlines, JEDT 008, 009, 010, 011, 014, 015, and 019, De-activation of Courses, JEDT 001, 004, 006, 007, 013, 016, 017, 018, 020, 021, 022, 023, 031, 032, and 033, Revised Program Information and Completion Guide (including revised admission requirements)

There have been major revisions to the whole program. Dual credit students from the high school are now enrolling in the program, as well as adult learners. Both the WHMIS and Foodsafe Level 1 courses are now coded to the JEDT program and not Workforce Training (WFTR) as they are WorkSafeBC courses. The WorkSafeBC courses are longer in length to accommodate the learning pace that is required for the JEDT students.

JEDT 008 – resource materials supplied by the instructor. The learning outcomes be revised as the program is based on soft skill set and requires measurability. C. Herbert and C. Taylor to rewrite.

JEDT 009 – all JEDT courses are based on a pass/fail of 50% to align with the high school of 50%.

JEDT 011 – passing grade is 60%. Confirm with instructor to change to 50%. There is continual evaluation during the practicum of 105 hours.

JEDT 014 – the outline does not indicate that it is a WorkSafeBC course. It is mentioned as a resource material. C. Taylor has been identified as the instructor,

but WorkSafe BC should be indicated as well. WorkSafeBC should be added to the calendar description.

JEDT 015 – the same changes as described for JEDT 014

JEDT 019 – course content, change the first sentence to communication skills.

07.06.08 M/S – FRENCH

THAT the Education Council recommends approval of accepting in principle, the revised course outline, JEDT 008 Personal Living Skills, pending revisions to the learning outcomes and;

the revised course outlines, JEDT 009 Personal Planning, JEDT 010 Employability Skills, JEDT 011 Employment Training, JEDT 014 WHMIS, JEDT 015 FoodSafe Level 1, JEDT 019 Customer Service/Retail Worker, as amended, for the Job and Education Training program.

07.06.09 M/S - BIRNIE

THAT the Education Council recommends the deletion of JEDT 001 Food Server Training, JEDT 004 Cashier Training, JEDT 006 Cafeteria Support Worker, JEDT 007 Fast Food Training, JEDT 013 Literacy Training - Foodservers, JEDT 016 First Aid Training, JEDT 017 Tool Room Attendant / Assistant, JEDT 018 Carpenter's Helper, JEDT 020 Chambermaid Worker, JEDT 021 - Furniture Refinishing, JEDT 022 Horticulture Assistant, JEDT 023 Office Support Worker, JEDT 031 Helping Hands 1, JEDT 032 Helping Hands 2, JEDT 033 Helping Hands 3, for the Job and Education Training program.

CARRIED

Completion Guide – there are challenges and barriers for students and the admission requirement does not identify any literacy level. Cognitive abilities may be low or have a literacy level of 020 or 030 and then the requirements should be identified. C. Herbert stated that a referring agency is usually involved and student abilities are already recognized by the agency. It was felt that the admission requirements to be revised to identify a literacy level.

Application Deadline – add the words “up to”.

The Program Information and Completion guide not to be approved today, pending the revisions to the admission requirements.

J. Birnie mentioned that there are a number of outstanding matters that require Council's approval before the September 5 meeting. We try as an institution to accommodate industry and Ministry demands. There has been a significant amount of change in programs and courses over the past year and now there is a back log. J. Valgardson stated that in reality, approval should be six months prior to the September intake to ensure program changes are in place. We pay the price every

time we do not have outlines and completion guides approved prior to their offerings. The first day of classes, instructors usually hand students course outlines and expectations. Instructors do have prep time. Course outlines and completion guides is our contract with the learner. D. Owens to circulate email to see if there will be enough members available for an August meeting, otherwise it will be held on September 5. It was suggested that a small group could review the submissions prior to the September 5 meeting for this summer only. The Educational Development Committee was abolished and the Dean's role was then to vet the documents prior to coming forward to Council.

7. Education Assistant Program, Revised Course Outlines, EDAS 140, 141A, 142A, 144, 145, 146, 152, and 153

The course code has been changed from TEAC to EDAS to reflect the program name change from Teacher Assistant to Education Assistant. C. Herbert added that this was identified as part of the program review process as agreed with the course code changes.

The submission cover sheet indicates that there are no implications for the library for the course requesting approval. J. Beavers brought up concerns regarding the course packages as there are serious issues. Many of the course packages are made up of course materials that has been taken from books and used a instructor supplied material for the students. Permission is required for this process. K. Handley is aware of this matter and has identified that there is not enough time to make these changes. Time needs to be set aside to go over the issues with J. Beavers. The copy right issues need to be addressed. P. McClelland stated that the reference materials listed in the documents are not the problem, but the delivery of the course materials are. The course outlines can still be approved today.

EDAS 141A – learning outcomes, remove the word “help” and use “assist in development”.

EDAS 142A – 60% pass for this program, but 70% is used for vocational? Should this program not be using 70%, leave at 60% for now. Learning outcomes change the word “help” to “assist”.

EDAS 145 – changes to the textbook references.

EDAS 146 – remove the word “is” in the first sentence of the calendar.

EDAS 152 – credits should be three not six. All chapters are covered for the textbook listed. No Canadian authors are being used only UK authors. It is a challenge to find specific resources that are Canadian. This one meets the need for this course.

EDAS 153 – 4 credits not 6. Practicum hours should be 160 not 150.

07.06.09 M/S – LAINSBURY

THAT the Education Council recommends approval of the revised course outlines as amended, EDAS 140 Language Development and Disorders, EDAS 141A Education Assistant Foundations, EDAS 142A, Special Needs, EDAS 144 Curriculum Foundations, EDAS 145 School Foundations, EDAS 146, Understanding Learning Challenges, EDAS 152, Classroom Placement (Practicum I), and EDAS 153 Block Practicum, with the understanding that the instructional material is to be worked out with J. Beavers, for the Education Assistant program.

CARRIED

8. Welding Apprenticeship Program, New Course Outlines, WLAT 100, 200, 300, and 400, New Program Information and Completion Guide

All outlines contain typical evaluation methods. Our apprenticeship program is identical to provincial standards. The course outlines should also include our course codes and numbers next to the provincial modules numbers for Levels 1 – 4. The learning outcomes for all outlines to include the words “learners will be able to”.

07.06.10 M/S – HERBERT

THAT the Education Council recommends approval of the new outlines, WLAT 100 Welding Apprenticeship Level 1, WLAT 200 Welding Apprenticeship Level 2, WLAT 300 Welding Apprenticeship Level 3, and WLAT 400 Welding Apprenticeship Level 4, as amended, for the Welding Apprenticeship program.

CARRIED

Completion Guide – The completion guide needs to include a breakdown of which modules are required for each level. Career prospects field – remove the word “excellent” and move the sentence beginning with “however” to the program description section. The application deadline – remove the word “weekly” and replace with “intake every six week following the college schedule”.

07.06.11 M/S – LAINSBURY

THAT the Education Council recommends approval of the revised Program Information and Completion Guide as amended and with the addition of the course modules for each level, for the Welding Apprenticeship program.

CARRIED

J. Lekstrom joined the meeting

9. Residential Construction Foundation Program, New Course Outlines, RCON 100 and 200, New Program Information and Completion Guide

Chetwynd and Fort St. John campus both follow the five-month program and Dawson Creek follows the eight-month program (21 and 34 weeks total). The Registrar indicated that because there are two different programs with a

difference of 120 hours then there needs to be two completion guides approved plus an additional course outline to reflect the field experience of 120 hours. The learning outcomes add "learners will be able to". Remove the word "excellent" from career prospects section. The admission requirement makes reference to a college assessment, a standard should be identified. It should read like the dual credit criteria. The location field should show the correct campuses.

07.06.12 M/S – FRENCH

THAT the Education Council recommends approval of new course outlines as amended, RCON 100 Residential Construction Level 1 and RCON 200 Residential Construction Level 2, for the Residential Construction program.

CARRIED

07.06.13 M/S – FRENCH

THAT the Education Council recommends approval of the new Program Information and Completion Guide as amended, for the Residential Construction eight-month program.

CARRIED

J. Lekstrom was thanked and left the meeting.

10. CoEdCo Report

The report was circulated by email to members for information purposes.

Adjournment at 4:45pm

Next Meeting September 5, 2007 in Dawson Creek.

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. _____