

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting September 22, 2010, in Dawson Creek Regional Board Room

Participants:	Janet Beavers Greg Lainsbury Donna Merry Eric Sehn	Raven Huyton Patricia McClelland Gloria Rounds Kristina VandeWalle Judy Seidl (Recording)
Absent:	Michael French Anna Hughes Jean Valgardson	Craig Herbert Dave Owens
Guest(s):	Jeff Lekstrom Carole Taylor	Stacy Smith

1. Adoption of Agenda – 1:20 pm

Agenda was adopted as circulated.

2. Adoption of Minutes, June 23, 2010

10.09.01 M/S – VANDEWALLE/SEHN

THAT the minutes of June 23, 2010 be adopted as circulated.

CARRIED

Decision Items

- 3. Job Education and Training
Revised Program Information and Completion Guide
New Course Outlines:
a) JEDT 001 Life Skills
b) JEDT 022 Horticulture Assistant
Revised Course Outline:
JEDT 019 Customer Service Worker**

The Job Education and Training program is being revamped to meet the needs of special needs students in the community who have completed school and are ready for independent living. The new Life Skills and Horticulture courses, as well as the revised Customer Service Worker course, will assist these students in the development of these skills. Minor grammatical errors were corrected.

10.09.02 M/S – BEAVERS/VANDEWALLE

THAT the Education Council recommends approval of the revised Program Information and Completion Guide and the new course outlines; JEDT 001 Life Skills and JEDT 022 Horticulture Assistant and the revised course outline; JEDT 019 Customer Service Worker for the Job Education and Training Program as amended.

CARRIED

C. Taylor left the meeting.

**4. Oil and Gas Field Operations
Revised Program Information and Completion Guide
Revised Course Outline: OGOP 102 Work Practicum**

Safety courses have been added to the co requisites for practicum course outlines as students need to be made aware that they must have all of their safety tickets before admittance to a work site can be granted. Minor grammatical errors were corrected.

10.09.03 M/S – SEHN/MERRY

THAT the Education Council recommends approval of the revised course outline; OGOP 102-Work Practicum and the revised Program Information and Completion Guide for the Oil and Gas Field Operations Program as amended.

CARRIED

**5. Automotive Service Technician Foundation Trades Training
Revised Program Information and Completion Guide
Revised Course Outline: AUTO 150 Practicum**

**Electrician Foundation Trades Training
Revised Program Information and Completion Guide
Revised Course Outlines: ELFT 090 Electrician Foundation Trades Training
ELFT 150 Electrician Practicum**

**Heavy Duty/Commercial Transport Foundation Trades Training
Revised Program Information and Completion Guide
Revised Course Outlines:
HDCT 101 Heavy Duty/Commercial Transport Foundation Trades Training
HDCT 160 Work Practicum**

**Power Engineering and Gas Processing
Revised Program Information and Completion Guide
Revised Course Outline: POPR 302 Work Practicum**

Safety courses have been added to the co requisites for practicum course outlines as students need to be made aware that they must have all of their safety tickets before admittance to a work site can be granted. Minor grammatical errors were corrected.

10.09.04 M/S – SEHN/BEAVERS

THAT the Education Council recommends approval of the revised course outlines; AUTO 150 Practicum, ELFT 090 Electrician Foundation Trades Training, ELFT 150 Electrician Practicum, and HDCT 101 Heavy Duty/Commercial Transport Foundation Trades Training and the revised Program Information and Completion Guides for the Automotive Service Technician Foundation Trades Training - Fort St John Campus, Electrician Foundation Trades Training, and Heavy Duty/Commercial Transport Foundation Trades Training Programs as amended.

CARRIED

10.09.05 M/S – SEHN/MERRY

THAT the Education Council recommends approval of the revised course outlines; HDCT 160 Work Practicum for the Heavy Duty/Commercial Transport Foundation Trades Training Program and POPR 302 Work Practicum and the revised Program Information and Completion Guide for the Power Engineering and Gas Processing Program as presented.

CARRIED

J. Lekstrom and S. Smith left the meeting.

**6. University Arts and Sciences - Certificate in Arts
Revised Program Information and Completion Guide**

Given the current course offerings, students cannot earn this credential. Revisions to the Program Information and Completion Guide will make it possible.

10.09.06 M/S – HUYTON/VANDEWALLE

THAT the Education Council recommends approval of the revised Program Information and Completion Guide for the University Arts and Science - Certificate in Arts Program as presented.

CARRIED

Information/Discussion

7. Education Policies – final vetting

- a) Academic Appeal
- b) Academic Monitoring
- c) Cheating
- d) Evaluating Students
- e) Plagiarism
- f) Students Appeals

Some concern was expressed regarding the time lines indicated in the policies and if they would be plausible for the instructors to attain. Since you have to start somewhere, it was decided to leave the time lines as presented with the understanding that they will be revised if necessary. All agreed that an email constitutes 'written notice' and that students need an electronic version of the appeal form, especially Online students. Many members felt there was information missing from the Student Appeals policy and that it shouldn't be passed until we are certain that we have all the information. As well, there was a feeling that the Evaluating Students policy was somewhat vague and that more specific guidance for instructors would be valuable. Both of these outlines will be brought back to the October Education Council meeting. A few grammatical errors were detected and corrected.

10.09.07 M/S – VANDEWALLE/McCLELLAND

THAT the Education Council recommends approval of the Academic Appeal, Academic Monitoring, Cheating, and Plagiarism policies as amended.

CARRIED

8. Admission Language

Some admissions terminology was brought into question regarding the Practical Nursing Program. The Program Information and Completion Guide which was approved at the June Education Council meeting used the phrase "Selection of qualified applicants will be made on a first come, *best* qualified basis" which contravenes College policy. K. Vandewalle and E. Sehn assured the Council that the issue would be resolved by a new submission of the Program Information and Completion Guide to next month's meeting where the phrase would be replaced by "Selection of qualified applicants will be made on a first come, *first* qualified basis."

Next Meeting – September 22, 2010

Adjournment – 2:30 pm

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