

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting September 23, 2009, in Dawson Creek Regional Board Room

Participants:	Janet Beavers Anna Hughes Jamie Livingstone Dave Owens Eric Sehn Jean Valgardson	Craig Herbert Greg Lainsbury Patricia McClelland Gloria Rounds Obinna Uzodimma Judy Seidl (Recording)
Absent:	Michael French Donna Merry	Clifford Iningba
Guest(s):	Pam Eales Steve Roe	Howard Mayer

1. Adoption of Agenda – 1:05

Agenda was adopted as circulated.

2. Adoption of Minutes, September 9, 2009

09.09.01 M/S – ROUNDS/HUGHES

THAT the minutes of September 9, 2009 be adopted as circulated.

CARRIED

3. Action List Review

The Student Evaluation Subcommittee's progress is the only item on the Action List Review. G. Lainsbury reported that he had sent out documents to the Subcommittee members and that he is going to talk to people in non-academic areas to gain more insight into how students are evaluated at present.

Decision Items

**4. Wind Turbine Maintenance Program
New Program Information and Completion Guide**

H. Mayer announced that an instructor has been hired for the Wind Turbine Maintenance Program and arrangements have been made to send him to Germany for training. He commended Northern Lights College staff for their cooperation on this project. Most of the curriculum is together and will likely be presented at the November Education Council meeting. D. Owens raised a concern regarding the level of admission Math requirements in Math. Council did not feel that Math-Essentials was sufficient to ensure student success in the program; it was agreed that the Math admission requirement should include only Math-Applications and Principles of Math. H. Mayer also informed those present that the Safety and Certification course listed as a required course is comprised of eleven (11)

Workforce Training courses and that the Computer Applications course is comprised of Applied Business Technology courses. A recommendation was made that those courses should be kept separate from the actual Wind Turbine courses and listed as such in the completion guide. H. Mayer will provide this information in an email to the Council Secretary.

C. Herbert inquired as to particulars of the Wind Turbine Maintenance Assessment test that has been developed for Admission alternative number two. H. Mayer advised the test was comprised of 63 questions pertaining mostly to mechanical reasoning. This raised the question as to what degree Education Council's role is responsible for insuring that these types of Assessment tests are an accurate measure of a student's ability to successfully enter into one of our programs. It is recognized that the Council may have a greater role to take in formation of policy in this matter in the future.

09.09.02 M/S – OWENS/HERBERT

THAT the Education Council recommends approval of the new Program Information and Completion Guide for the Wind Turbine Maintenance Technician program as amended.

CARRIED

H. Mayer left the meeting.

**5. Automotive Service Technician-Dawson Creek
Revised Program Information and Completion Guide
Revised Course Outlines:**

- a) AUTD 090A Automotive Service Technician Foundation Trades Training**
- b) AUTD 090B Trades Mathematics and Science**
- c) AUTD 150 Automotive Service Technician Level 1**

The Industry Training Authority has revised the amount of training hours required for certification; the changes to these outlines have been done to reflect this.

09.09.03 M/S – OWENS/LIVINGSTONE

THAT the Education Council recommends approval of the revised course outlines for AUTD 090A Automotive Service Technician Foundation Trades Training, AUTD 090B Trade Mathematics, and AUTD 150 Automotive Service Technician level 1 and the revised Completion Guide for the Automotive Technician Foundation Trades Training Dawson Creek Program as mandated by the Industry Training Authority as presented.

CARRIED

- 6. Oil and Gas Field Operations**
Revised Program Information and Completion Guide
Revised Course Outlines:
- a) **OGOP 106 Oil and Gas Field Operations – One**
 - b) **OGOP 107 Oil and Gas Field Operations – Two**
 - c) **OGOP 108 Oil and Gas Field Operations – Three**
 - d) **OGOP 109 Oil and Gas Field Operations - Four**

The course outlines have been revised to reflect the program's actual hours less the required Workforce Training courses. The Oil and Gas Field Operations program is now also being offered in Fort Nelson and this has been added to the Program Information and Completion Guide as well. Some questions were raised as to why our Residency requirement was 100% when we are affiliated with the Southern Alberta Institute of Technology (SAIT). P. Eales explained that the program that SAIT offers is not broken down into separate modules as done at Northern Lights, and therefore are not transferable.

09.09.04 M/S – HUGHES/HERBERT

THAT the Education Council recommends approval of the revised Program Information and Completion Guide and the revised course outlines, OGOP 106 - Oil and Gas Field Operations One; OGOP 107 - Oil and Gas Field Operations Two; OGOP 108 - Oil and Gas Field Operations Three; OGOP 109 - Oil and Gas Field Operations Four, for the Oil and Gas Field Operations Program as presented.

CARRIED

P. Eales left the meeting.

- 7. Early Childhood Education Diploma, New Course**
ECED 201 Non-Profit Management

Due to staff associations with non-profit organizations, we are now affiliated with the Non-Profit Society of British Columbia to offer this on-line course as an elective to students in the Early Childhood Education Diploma Program as well as an opportunity to offer credit professional development course work for graduates. G. Lainsbury suggested some grammatical changes to the outline.

09.09.05 M/S – HERBERT/LIVINGSTONE

THAT the Education Council recommends approval of the new course outline ECED 201 - Non-Profit Management for the Early Childhood Education Diploma Program as amended.

CARRIED

8. Business Management
Revised Program Information and Completion Guides
a) Business Management Certificate
b) Business Management Diploma

The main reason for bringing the two guides to Education Council was to include the new on-line ECED 201 Non-profit Management course in the list of electives for the Business Management Certificate and Diploma programs. Also, students were getting the impression from the Business Management Certificate information that there were two different educational streams to choose from, which is not in fact true, there is only one, so the list of courses has been changed to clearly define this. Also, since block transfer to other institutions is said to have been reconfigured as of 2009 and is no longer supported through the British Columbia Council on Admissions and Transfer Guide, references to block transfers have been minimized.

09.09.06 M/S – McCELLAND/HERBERT

THAT the Education Council recommends approval of the revised Program Information and Completion Guides for the Business Management Certificate and Diploma Programs to include the new course, ECED 201 - Non-Profit Management as an elective as presented.

CARRIED

S. Roe left the meeting.
J. Valgardson joined the meeting.

Information/Discussion

9. Education Calendar for 2010-2011

The Education Calendar for 2010/2011 was devised using rules that were decided on by the Education Council. Due to the late start for the 2010 fall academic term, concern was raised as to the exam period extending to December 21st and instructors needing five days to turn in student's grades before the holidays. A. Hughes explained that in order to fit in the 15 required week term both the exam and grading periods would need to be compressed. E. Sehn, Dean of Academic and Career Technical, has been consulted in this matter.

A. Hughes would prefer that all programs start at the same time, as many negative issues revolving around registration, drops, withdrawals and refunds have arisen as a result of our staggered start dates for Academic and Trades this term. J. Valgardson stressed that once these dates are set they cannot be tampered with, as this impacts our marketing and recruitment. Education calendars must be thoroughly discussed before they are approved.

09.09.07 M/S – OWENS/McCLELLAND

THAT the Education Council accepts the Education Calendar for the 2010-2011 year, as presented.

CARRIED

**10. Education Policy – Comparison document
Plagiarism Policy**

**11. Education Policy – Comparison document
Cheating Policy**

A. Hughes questioned Education Council as to why plagiarism and cheating were presented in two different documents as opposed to keeping them together under one policy. E. Sehn replied that plagiarism is a subcategory of cheating in which the intent of the individual is often times difficult to determine, whereas cheating can be clearly defined in its intent by the act itself. Both these documents have been to the Education Council before and haven't been changed substantially by the Administration Committee.

09.09.08 M/S – McCLELLAND/SEHN

THAT the Education Council recommends approval of both of the Education Policies on Plagiarism and Cheating as presented.

CARRIED

12. English 12 First Peoples (No documentation)

The English 12 First Peoples course offered in the high schools in British Columbia was developed in 2007 and implemented in 2008. Northern Lights College was one of three British Columbia colleges that had not formally acknowledged acceptance of this course as an admission requirement in our documentation. The Recruiting department had in fact been accepting this course as equivalent to English 12 as there are no differences in curriculum only in reading material which is geared for first peoples. J. Valgardson emphasized the cultural importance of including this course in our documentation. All agreed that this was considered a minor revision and that the Education Council Secretary could update the affected program guides and website to include English 12 First Peoples in our admission requirements.

09.09.09 M/S - SEHN/BEAVERS

THAT the Education Council recommends approval of the English 12 First Peoples course as equivalent to English 12 and to be included in the Admission Requirements section of the affected Program Information and Completion Guides.

CARRIED

All present agreed to meeting times being adjusted to 1:15pm.

Adjournment – 3:05

Next Meeting – October 28, 2009

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