

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting September 27, 2006, in Chetwynd

Participants:	Dave Owens Patricia McClelland Donna Webb Jan Legaspi	Greg Lainsbury Craig Herbert Eric Sehn Jean Valgardson Angie Johnsen (recording)
Absent:	John Birnie	Cyndy Lorincz
Guest(s):	Jeff Lekstrom Dianne Herman	Connie Kaweesi

1. Adoption of Agenda

No new items were added to the agenda, but the order has been revised to accommodate presenters. The agenda was adopted as amended.

Joined by D. Herman.

2. Student Nominations for Education Council

The Registrar sent an email message on September 18th regarding the student Board and Council nominations. T. Bailey has posted information on the NLC website as well. D. Herman feels that students may be more inclined to participate if the remuneration amount is mentioned. Posters have been produced from the Communications department and are to be posted on all campuses. The College does not have the direct means to inform students on such issues as Council and Board student positions. The Colleague system will provide an avenue for advertising to students in as early as January, 2007. WebCT is another possibility. The Academic faculty has mentioned that in the past students on Council have had to miss a full class or a portion of a class in order to attend Council meetings. Students may actually miss up to a quarter of their academic classes. E. Sehn suggested that the Academic program can review their class schedules and possibly adjust it to help students out who may want to participate on Council. Students in the Early Childhood Education program currently are not required to pay a student fee and this makes them ineligible to be on Council. The Registrar will be asked, if students pay a student fee will this make them eligible for a position on Council?

Council should revisit the guideline for student remuneration since tuition has increased. The Chair confirmed that other institutions do not pay their students to participate on Council or in other cases the amount is less than we already provide.

D. Herman was thanked and left the meeting.

Joined by J. Lekstrom.

3. Program Service Review Progress Report on Recommendations – Power Engineering and Gas Processing

The Education Council is responsible for a progress report on the recommendations and it is to be provided within one year of the date of the program review report submission.

J. Lekstrom addressed the follow-up on the program recommendations. Significant people were left out of the program review process, such as, department head and some support staff. Currently the program is not running as they have no instructors.

Recommendation 1: That the College maintain and strengthen its present level of Power Engineering training and, at the appropriate time, upgrade to 3rd Class training.

The program will not be upgrading to a 3rd Class intake, the opposite as they are shortening the program to a 10-month program that will include 4th Class Power Engineer and all four levels of the Gas Processing. This has been approved by the BC Safety Authority. We will be moving from two instructors to one for this delivery and operating the program from September to June to make the program accessible for the Dual Credit High School learners. This was presented to the Steering Committee and they were in favor.

Recommendation 2: That the Power Engineering and Gas Processing program develop new contacts, cultivate existing contacts and maintain regular communication with employers at the level at which hiring decisions are made.

We will be working with the program faculty and the chairs in implementing new strategies around participation of Steering Committees and faculty promoting our program to Industry.

Recommendation 3: That a process be developed and implemented within the current training year to track graduates.

As we understand that with the implementation of the new Colleague Student Record system, this will be possible.

Recommendation 4: That the College expand its program advertising to other regions of Alberta and British Columbia through trade journals with an audience of potential employers. Draft plan should be presented to Administration Committee within the current fiscal year.

With the new hiring of Recruiters, we believe that this will influence the visibility of this program and new brochures have been developed and printed. As well, College representatives will be attending Job Fairs, Educational Days, and Career Fairs throughout the province promoting all our programs.

Recommendation 5: That within two years the College addresses the following points:

- **Provide a dedicated classroom with appropriate lighting, heating and ventilation and with permanently installed audio-visual equipment and a podium for the current intake of students.**
- **Within the current year, revive the proposal for a temporary extension to the boiler lab.**
- **Involve Power Engineering faculty at the planning stage for the new trades' facility.**

All the points in this recommendation are being addressed with the construction of the new Trades building in Fort St. John.

Recommendation 6: That the Trades and Technology Department take immediate steps to share information about Department holdings among the various instructors.

The Trades and Apprenticeship department have implemented monthly program meetings starting in September 2006, to share information as we are trying to build a team approach to have all faculty know how each can assist in other areas with equipment, tools and educational materials.

Recommendation 7: That within two years a full range of teaching aids be made available in an appropriate environment for student and instructor use.

Again, this recommendation will be addressed with the construction of the new Trades building in Fort St. John, as equipment, labs, and other issues are to be part of the ongoing College and Industry commitment.

Recommendation 8: That the College provide adequate laboratory space for the Power Engineering and Gas Processing Program within two years.

This recommendation will be addressed with the construction of the new Trades building in Fort St. John, as equipment, labs, and other issues are to be part of the ongoing College and Industry commitment.

Recommendation 9: That within two years the College provides access to a computer lab that meets the needs of Power Engineering and Gas Processing students for simulations.

This recommendation will be addressed with the construction of the new Trades building in Fort St. John, as equipment, labs, and other issues are to be part of the ongoing College and Industry commitment.

J. Lekstrom confirmed that the Boilers Safety Authority is involved in the steering committee.

06.09 01 M/S – LAINSBURY

THAT the Education Council recommends approval to accept the progress report on the program service review recommendations for the Power Engineering and Gas Processing program.

CARRIED

J. Lekstrom was thanked and left the meeting.

4. Adoption of Minutes, June 27, 2006

The minutes to reflect changes to Item #2, Length of the Academic Semester, the end of the first paragraph, it should read: G. Lainsbury feels that if the fall semester starts earlier, then attendance in academic classes will be lower before Labour day.

The email reply from C. Aylward regarding questions that members posed about the AHCOTE program and information completion guide was received. Members agreed that the pending questions were answered.

06.09.02 M/S - WEBB

THAT the minutes of June 27, 2006, be adopted as amended.

CARRIED

E. Sehn received a report from the Registrar's office comparing academic semester lengths across the province. Ideas will be brought forward for consideration. In 2001, the concern was that the College had more contact days than other institutions. Now the concern is that we may have too few contact days.

5. Educational Development Committee Report, September 13, 2006

The minutes to be revised to show changes to Item #4, second paragraph, second last sentence. Also Item #4, third paragraph should state: Thompson Rivers University, not Trinity University.

Motions were made recommending approval of the following:

- The new course outlines, PLAT 300 Plumber Apprenticeship Technical Training Level 3 and PLAT 400 Plumber Apprenticeship Technical Training Level 4, with the revision to PLAT 300, "date first offered", for the Plumber Apprenticeship Technical Training program.
- The revised course outlines, DRTR 201 Occupational Orientation, DRTR 202 Safety, DRTR 203 Driver Training DRTR 205 Laws of the Land, DRTR 208 Records and Recordkeeping and the revised Program Information and Completion Guide, for the Commercial Driver Education program.

TABLED

06.09.03 M/S – SEHN

THAT the Education Council accepts the minutes of the Educational Development Committee Report of September 13, 2006, as amended.

CARRIED

Joined by C. Kaweesi.

6. Program Service Review Progress Report on Recommendations – Social Services Worker Diploma

1. Decrease program requirements by two-credit hours.

This recommendation has been approved already by Council and the program is now 62 credits.

2. Look at entrance requirements relating to academic and personal readiness – are students prepared well enough to handle the program on a full-time basis?

This is an ongoing goal for students entering the SSWD program. There is currently two admission dates. Students are required to meet the requirements for the academic program and then specific requirements for SSWD program. The program is still working on the interview process to include more personal aspects. It is more a verbal interview rather than objective. They did not want the criteria to be too rigid and thereby excluding some students. Students are aware of all the admission requirements, as it is advertised in the program brochure. The brochure identifies all the steps that a student must follow for admission into the program. Students applying for entrance into the program seem to be meeting the criteria. It was mentioned that quite often we lose students early in the application process due to the long list of items a student must complete to enter the program. The Deans have been asked to review this process for all programs. If students do not have all the documents, they will have a provisional acceptance pending completion of the areas that they have not met. We do not want students waiting to complete areas to meet the admission requirements and then decide to go to another institution because they have fewer steps in meeting their requirements.

4. Drop courses that do not articulate and add courses that will. Increase the amount of SSWD credit hours to 12.

A number of courses have been removed from the program and new ones added, so they will transfer better to other institutions. Our credibility has not been questioned by doing this. We want to ensure that our students are ready to transfer to receiving institutions and this goal is embedded in the curriculum of the program. They will have the critical thinking and analysis.

11. The program is committed to ensuring that the students are exposed to a variety of context specific practices in: Rural, Northern and Remote, Critical, Feminist, Aboriginal, Anti-oppressive.

Rural, Northern and Remote, refer to communities, Critical, Feminist, Aboriginal, Anti oppressive are theories. The program has made the commitment to ensure that the students are exposed to these practices.

Members felt that a written response to the follow-up on recommendations is preferred over a verbal response.

06.09.04 M/S – LAINSBURY

THAT the Education Council recommends approval to accept the progress report on the program service review recommendations for the Social Services Worker Diploma program.

CARRIED

C. Kaweesi was thanked and left the meeting.

7. Removal of Educational Development Committee Meetings

There has been a problem with the numbers on the Education Council, filling the positions currently and in the past. The work has been done mostly at the Educational Development Committee (EDC) level. With the changes to the organization and the Deans now responsible for reviewing program and course information, the EDC is not as useful as it has been in the past. The EDC is a standing committee of the Education Council.

It was quite clear at the September 13th EDC meeting that the Driver Education program submission did in fact demonstrate that there is a need to keep the Committee. At the time Committee members did ask for a complete review of the program completion guide and for it to be brought forward again for approval. The President confirmed that once the new approval system is in place the Deans will then be accountable for the material coming forward for approval. The Deans have committed to reinforcing that new standard and Council to receive the information in the manner ready for approval.

The Chair reminded everyone that according to the Flowchart for Submitting Program and Course Information it shows that both the instructor and the Dean do not sign the official copies until they are in the final form and approved by Council. As long as the quality is assured by the Deans then Council will be operating in a more streamlined fashion. Changes will be approved prior to marketing program or course information. Timing is important to get items approved. Sometimes getting it approved sooner than later is not always the best way to do it. The College has to be accountable for the marketed information that is available to students.

The Admin Guideline, IV-B, 37, was discussed as regarding its implication for EDC workload. E. Sehn reviewed the existing Admin Guideline with Academic members to determine whether the “minor” and “major” changes section of the document should be revised. They confirmed that the document does not need to be revised. The learning outcomes are what we need to focus on and rely on the instructors that instruct the academic courses for their input.

06.09.05 M/S - MCCLELLAND

THAT the Education Council recommends approval of abolishing the Educational Development Committee.

CARRIED

8. Process for Submitting Program and Course Information

The Flowchart for Submitting Program and Course Information and the addendum to the flowchart offers direction for submitting program and course information. The President supports the direction the VP of Learning and the Deans are taking to ensure the program and course information is correct. The question was raised as to where do the Department Heads and Chairs fit into the chart? It currently shows the flow from instructors to the Deans. It was confirmed that management of curriculum is in the description of the Chair and the program leader has nothing to do with the curriculum piece. Not every program has a Chair or Program Leader. The Deans will be responsible for the process and that Council will receive the information correctly for the approval process.

9. Review all Council Documents and Admin Guidelines

Many of the Admin Guidelines are outdated and need to be reviewed. The Chair proposed a subcommittee to review all Council documents and Educational Admin Guidelines. The subcommittee would be best made up of a variety of different backgrounds. Members felt that the Chair and Secretary should review and make the necessary changes to the documents. Suggested changes to the Admin Guidelines would be brought forward for approval. The Admin Guideline, IV-B, 37, dealing with "minor" and "major" changes does not need revising, as mentioned previously. The Academic group is comfortable with the guidelines that are in place already. It is not about identical outcomes, but equivalency. Communication with receiving institutions is upfront and instructors must speak to other colleagues at the receiving institutions for the articulation process to be successful.

Adjournment at approximately 3:30pm.

Next Meeting is scheduled for October 25, 2006, in Fort St. John.

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. _____