

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting September 3, 2008, Regional Board Room

Participants:	Greg Lainsbury Craig Herbert Dave Owens Cyndy Lorincz Jean Valgardson Eric Sehn	Patricia McClelland Michael French Janet Beavers Clifford Inimgba John Birnie Angie Johnsen (recording)
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Absent: Brenda Crocker

Guest(s):	Kevin Barrett Jeff Lekstrom Rick Hall	Mark Heartt Peter Schroeder
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1. Adoption of Agenda

The agenda was adopted as circulated.

2. Adoption of Minutes, June 25, 2008

Change all reference of W. Moore to W. Dokken. Item 4, last sentence should read, J. Beavers mentioned it is not permissible without the permission of the publisher to load pdf files of copyrighted material onto the D2L server.

08.09.01 M/S – OWENS

THAT the minutes of June 25, 2008 be adopted as amended.

CARRIED

3. Action List Review

All items have been completed. Add Registrar's Sessional Calendar to the Action List.

The deadline for program information for the 2009/2010 calendar is October 1. Council members please notify students that an election will be held to fill the four student positions.

Joined by K. Barrett.

4. Revised Outline, WFTR 101 Occupational First Aid Level 1

WorkSafeBC has made changes in protocol; therefore, revisions to OFA Level 1 were submitted. This course is offered in the Trades and Career/Technical

programs. All reference to “Workers Compensation Board of BC” (WCB); change to “WorkSafeBC.” The calendar description’s last sentence is missing some words.

J. Valgardson joined the meeting at 1:25pm.

Weighting – 70% must be met on the final exam. Students must also meet 100% for the practical criteria and objectives. Change the lecture hours to 2.5; with the practicum remaining at 4.5 for a total of 7 hours. The learning outcomes - change the term “manage” in modules 3 – 6, as they require a physical task.

08.09.02 M/S – INIMGBA

THAT the Education Council recommends approval of the revised course outline WFTR 101 Occupational First Aid (OFA) Level 1, as amended for the Workforce Training program.

CARRIED

M. Heartt joined the meeting

5. Residential Construction Program, New Outline, RCON 100 Residential Construction Level 1, New Program Information and Completion Guide - Residential Construction Foundation Trades Training Level 1, New Outline, RCON 200 Residential Construction Level 2, New Program Information and Completion Guide - Residential Construction Foundation Trades Training Level 2

The former CARP codes are now RCON. The five-month module is now RCON 100 Level 1. The additional 360 hours are now RCON 200 Level 2.

RCON 100 – J. Lekstrom asked that the three safety courses (WFTR 107 WHMIS, WFTR 101 OFA Level 1, and WFTR 169 Industrial Worker Fall Protection be built into the program tuition schedule. The WFTR safety course hours would be removed from the total hours of 600. The WFTR safety courses should be listed as co-requisites. M. Heartt added that the safety courses are required for onsite training. This change also affects the completion guide. A physical requirement does not need to be specified on the course outline. Physical ability has been removed from all trade program documents. Keys to success – remove the minimum of 70% is required for the program. It is already stated in the weighting field.

J. Birnie joined at 1:55pm.

08.09.03 M/S – OWENS

THAT the Education Council recommends approval of the new course outline RCON 100 Residential Construction Level 1, as amended, for the Residential Construction Foundation Trades Training Level 1 program.

CARRIED

RCON 100 Completion Guide – the additional requirement and supplies field should list the materials from the RCON 100 outline.

09.08.04 M/S – SEHN

THAT the Education Council recommends approval of the new Program Information and Completion Guide, as amended, for the Residential Construction Foundation Trades Training Level 1 program.

CARRIED

RCON 200 – remove the minimum of 70% from the keys to success field. Program description – change to 12 weeks. Change “WCB” to “WorkSafeBC” on all documents.

09.08.05 M/S – HERBERT

THAT the Education Council recommends approval of the new outline RCON 200 Residential Construction Level 2, as amended, for the Residential Construction Foundation Trades Training Level 2 program and;

the new Program Information and Completion Guide, as amended, for the Residential Construction Foundation Trades Training Level 2 program.

CARRIED

M. Heartt was thanked and left the meeting. Joined by P. Schroeder.

6. Hairstyling/Cosmetology Apprenticeship Program, New Outlines, COSM 110 Unit One: Orientation, COSM 120 Unit Two: General Sciences, COSM 130 Unit Three: Hair Care, COSM 140 Unit Four: Skin Care, COSM 150 Unit Five: Nail Care, COSM 160 Unit Six: Business Skills and Practicum, New Program Information and Completion Guide

This program is located in the West Campus location behind the high school.

COSM 110 – add the word “explain” to the three basic habits of daily personal hygiene. Prerequisite – should be “admission into the program.” Remove all other wording.

08.09.06 M/S - BIRNIE

THAT the Education Council recommends approval of the new outline COSM 110 Unit One: Orientation, as amended, for the Hairstyling Cosmetology program.

CARRIED

COSM 120 – learning outcomes are identified as following industry standards. This course covers theory only and students do not have to demonstrate the outcomes. Leave the learning outcomes as presented.

08.09.07 M/S – BIRNIE

THAT the Education Council recommends approval of the new course COSM 120 Unit Two: General Sciences, as presented, for the Hairstyling Cosmetology program.

CARRIED

COSM 130 – change the word “thio” to “thioglacolade.” Weighting should be 20% assignments; other 30%; and 50% quizzes.

08.09.08 M/S – INIMGBA

THAT the Education Council recommends approval of the new outline COSM 130 Unit Three: Hair Care, as amended, for the Hairstyling/Cosmetology program.

CARRIED

COSM 140 – 50% weighting is indicated for participation. It was confirmed that this course is theory only not practical, therefore the calendar description should not state “learners will perform.” The lab hours should be changed to 24 lecture. The learning outcomes use the word “demonstrate.” Change “demonstrate” to “describe.”

08.09.09 M/S – HERBERT

THAT the Education Council recommends approval of the new course COSM 130 Unit Four: Skin Care, as amended, for the Hairstyling/Cosmetology program.

CARRIED

COSM 150 – learning outcomes are not identified as participatory, but lab hours are indicated. Move the 24 lab hours to lecture. Calendar description – remove from the first sentence all words following “including.” P. Schroeder will add additional

wording. Specify nature of participation - move the complete sentence starting with "all students" to the keys to success field.

08.09.10 M/S – BIRNIE

THAT the Education Council recommends approval of the new course COSM 150 Unit Five: Nail Care, as amended, for the Hairstyling/Cosmetology program.

CARRIED

COSM 160 – business skills and the practicum are quite distinct with different evaluations and should not be in the same outline. The unit should be split into two, COSM 160 Business Skills and COSM 170 Practicum. Resubmit 160 and 170.

DEFER to the September 24 meeting.

Completion Guide – J. Lekstrom confirmed that SuperHost and WHMIS courses are co-requisites for the program. Use the same wording as on the Residential Construction completion guide.

P. Schroeder was thanked and left the meeting. Joined by R. Hall.

7. Automotive Service Technician Foundation Trades Training Program/Level 1 (West Campus), New Outlines, AUTD 090A Automotive Service Technician Foundation Trades Training, AUTD 090B Trades Mathematics, AUTD 150 Automotive Service Technician Level 1, AUTD 160 Practicum, New Program Information and Completion Guide

AUTD 090A – both AUTD 090A and AUTD 150 have the same calendar description and learning outcomes; identical except for the welding portion.

The material in the foundation program is covered in Level 1, but more extensive. Level 1 needs to be identified as more comprehensive by using language such as, "more in-depth." R. Hall added that there is content missing from the foundation level. Additional textbook information is required.

DEFER to the September 24 meeting.

AUTD 090B – Science is part of the course, therefore "Science" should be added to the course title. It would be worth investigating the possibility of this course being equivalent to one of the existing Career and College Preparation courses, Transition to Trades. C. Lorincz will speak to J. Lekstrom regarding this matter. R. Hall indicated that the course involves shop time pertaining to the Trades program.

DEFER the complete submission to the September 24 meeting.

R. Hall was thanked and left the meeting.

8. Northern Collaborative Information Technology Program, New Outlines, NCIT 100 The Business of Information Technology (Online), NCIT 102 Computer Hardware (Online), NCIT 106 Introduction to Programming, NCIT 110 Professional and Customer Service, Revised Program and Information Completion Guide

The completion guide was approved by Council previously and now being presented as a revised copy. Three of the five courses are only available by video - conferencing this fall. Our video-conferencing rooms were already booked and the courses could not be offered. They will be available next term. NCIT 100, 102, and CARE 105 are already on the books.

NCIT 100 – letter grades, the scale across the collaborating institutions is not identical. Use the letter grade of ‘C’ and remove the 60%. It was commented that Registrars have worked on equivalency tables so there is consistency between grading and percentages. We will follow our policies as per our institution. The outline requires chapters covered for textbook 1, the number of assignments, and percentage of individual and group work. E. Sehn asked Council if it was necessary or an essential piece to have the chapters covered? Northwest and Yukon institutions have already approved the outlines without this information. E. Sehn agreed to get the additional details. The use of acronyms CIO, IT, etc., should be typed in full with the acronym in brackets.

DEFER NCIT 100 to September 24 meeting pending more details.

NCIT 102 – the use of the words “A+ certification” in the calendar description was questioned. It was agreed to change the word “an” to “the” and capitalize “certification.”

08.09.11 M/S – BIRNIE

THAT the Education Council recommends approval of the new outlines NCIT 102 computer Hardware (Online), with the amended calendar description, for the Northern Collaborative Information Technology program.

CARRIED

NCIT 106 – remove the 60% passing grade.

08.09.12 M/S – BIRNIE

THAT the Education Council recommends approval of the new outline NCIT 106 Introduction to Programming, as amended, for the Northern Collaborative Information Technology program.

CARRIED

NCIT 110 – not offering NCIT 106 or 110 right now. Some of the NCIT outlines detail a weekly breakdown, this belongs on the syllabus. Remove the weeks from all course outlines.

Council raised the question as to how Council vets course outlines from another institution or collaborating institution that do not have the same quality of content or language our College expects. It is Council's responsibility to produce high quality documents and not reproduce the mistakes of other institutions. It was agreed that the language needs to be changed. E. Sehn will reword the learning outcomes.

It appears that a policy needs to be developed as we move to more collaborative offerings with partnering institutions. A true partner is where both institutions agree on the course requirements. If our College has identified changes then the

partnering institution(s) should be notified. If partners can't agree on the changes our College may not be able to offer that program or we may have to look at another partnering institution.

ACTION: Council to confirm policy regarding partnership agreements.

NCIT 110 required number of assignments, individual and group work, chapters covered/year published, and learning outcomes to be reworded.

DEFER NCIT 110 to September 24 meeting.

Completion Guide – there are discrepancies in the level of Math (Math 10 Applications or Principles), or Math 040 - Grade 11 Math). The statement, "part-time students, not fully meeting the above criteria, may be admitted to courses, but must maintain a grade point average of 2.0 (C) or better to continue in the program," was discussed. E. Sehn commented that this gives flexibility for individuals to meet the admission requirements. C. Lorincz stated that there must be consistent criteria for all students, part-time or full time. There should not be separate criteria for each. Students are measured on their success in the program. We need to clean up the admission requirements and take them back to the collaborating institutions. There are retention issues for some of our programs and the admission piece is vital to retention. The Trades Assessment form has alternative language that works well and could be adjusted for this program.

P. McClelland added, that students are counseled into programs that do not have the foundation skills to be successful in the program. The wording included on the trades assessment form is good. This is a new endeavour for this program on a collaborative level that needs to go back to the collaborating institutions for answers.

E. Sehn reminded Council that the completion guide was already approved along with the outlines, NCIT 100 and 102. There is one student currently registered in the program. Council members agreed that there is need to strengthen all the documents.

DEFER the Program Information and Completion to the September 24 meeting.

E. Sehn will have further conversation with collaborating institutions on the matters identified today.

C. Inimgba left the meeting at 4pm

9. Practical Nursing Program, New Outlines, PNUR 110 Health 1 – Health Promotion/Prevention, PNUR 111 Professional Growth 1, PNUR 112 Human Anatomy and Physiology 1, PNUR 113 Healing – Health Promotion/Prevention 1, PNUR 114 Pharmacology 1, PNUR 115 Human Relationships 1, PNUR 116 Nursing Arts/Clinical 1, PNUR 117 Practicum 1, PNUR 120 Health 2 – Gerontology, PNUR 123 Healing 2- Gerontology, PNUR 124 Pharmacology 2, PNUR 125 Human Relationships 2, PNUR 126 Nursing Arts/Clinical 2, PNUR 127 Practicum 2, PNUR 130 Health 3 – Acute/Chronic Care, PNUR 131 Professional Growth 2, PNUR 133

Healing 3 – Acute/Chronic Diseases, PNUR 137 Practicum 3, PNUR 136 Nursing Arts/Clinical 3, PNUR 140 Preceptorship, New Program Information and Completion Guide

The Practical Nursing program is in partnership with Vancouver Community College (VCC). The College is working with VCC documents to meet our standards.

PNUR 110 – there are no total hours per week identified. The course is not delivered in sequence day-to-day as it is completed over time, not over a period of a week. It is different than the academic model. The hours are depicted as “per course.” Also, each outline has a different passing point percentage. Keys to success – references “physical stamina,” if a learner has a barrier and speaks to J. Bowman then they may be admitted into the program. Cyndy – physical stamina could be construed as an individual capability. Accommodation occurs at the start of the program and if a student breaks an arm during the program then the physical stamina is identified. Leave the wording as is.

08.09.13 M/S – BIRNIE

THAT the Education Council recommends approval of the new course PNUR 110 Health 1 – Health Promotion/Prevention, as presented, for the Practical Nursing program.

CARRIED

PNUR 111 – no changes.

08.09.14 M/S – BIRNIE

THAT the Education Council recommends approval of the new course PNUR 111 Professional Growth 1, as presented, for the Practical Nursing program.

PNUR 112 – no revisions.

08.09.15 M/S MCCLELLAND

THAT the Education Council recommends approval of the new course PNUR 112 Human Anatomy and Physiology 1, as presented, for the Practical Nursing program.

CARRIED

PNUR 113 – course content – revise the course content - single headings (meaning, challenges, and attitudes). C. Herbert to revise.

DEFER to September 24 meeting.

PNUR 114 – no revisions.

08.09.16 M/S – BIRNIE

THAT the Education Council recommends approval of the new course PNUR 114 Pharmacology 1, as presented, for the Practical Nursing program.

CARRIED

PNUR 115 – assignments are confusing. Change to include just the number of assignments and remove the extra wording. Content - change “communication” to “communication skills.” C. Herbert to clarify course content headings and subheadings.

DEFER to September 23 meeting.

PNUR 116 – weighting is based on 100% portfolio. Attendance is mandatory in order to receive a passing grade as stated in the additional course comments field. If students do not meet the attendance criteria they are removed from the program. Students must also meet all components of the portfolio criteria described in the additional comments field. Components learnt each day are part of the 100% portfolio mark.

08.09.17 M/S – MCCLELLAND

THAT the Education Council recommends approval of the new course PNUR 116, as presented, for the Practical Nursing program.

CARRIED

PNUR 117 – the total hours of 90.75 follows the nursing work hours.

08.09.18 M/S – LORINCZ

THAT the Education Council recommends approval of the new course PNUR 117 Practicum 1 as presented, for the Practical Nursing program.

CARRIED

DEFER the remainder of the outlines (PNUR 120 -140) and Completion Guide to September 24 meeting.

10. Career and College Preparation Program, New Grading Scheme for English Fundamental Levels

The English courses, (ENGL 011 - 013 and ENGL 024 - 026) were approved at the June meeting. The outlines use the grade “mastery of learning outcomes”, which is new for the program and not a grading scheme used in the Colleague system. This is a transcribed grade that the other institutions are using. C. Lorincz

to investigate the transcribed grade and follow the provincial standard. Students must receive another grade if they do not master the learning outcomes.

08.09.19 M/S –OWENS

THAT the Education Council recommends the new grading scheme “Mastery of Learning Outcomes,” for the English Fundamental Level courses, ENGL 011, 012, 013, 024, 025, 026, for the Career and College Preparation program.

CARRIED

Adjournment 4:35pm

Next Meeting September 24, 2008 at 1:00pm

cc: Cindy Ravelli
Deans
Anna Hughes
Karen Erickson

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