

NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting September 5, 2007, in Dawson Creek

Participants: Dave Owens Cyndy Lorincz
 John Birnie Janet Beavers
 Craig Herbert Michael French
 Jean Valgardson Sara Dickinson
 Greg Lainsbury Patricia McClelland
 Eric Sehn Angie Johnsen (recording)

Absent: Brenda Crocker

Guest(s): Howard Mayer Jeff Lekstrom

Members felt that with the large number of items to be addressed today that some of the items should be moved to the next Council meeting. Meeting packages were sent out to Fort St. John members the Thursday prior to the September 5th meeting and were not received until Tuesday afternoon. This left the members only one day to review the documents.

1. Adoption of Agenda

The agenda was adopted as amended with the addition of, Academic Probation Policy Subcommittee and removal of WFTR 175 Trailer Towing.

2. Adoption of Minutes, June 27, 2007

07.09.01 M/S – HERBERT

THAT the minutes of June 27, 2007 be adopted as circulated.

CARRIED

3. Welcome New Member, Sara Dickinson

Sara Dickinson is a Recruiter from the Fort Nelson campus and has joined the Education Council. She was appointed to Council by President, Jean Valgardson for the remainder of the two-year term. Welcome Sara.

Joined by H. Mayer

4. Applied Business Technology Program, Revised, ABTC 192 Practicum, Revised Program Information and Completion Guides, Administrative and Financial Assistant, Financial Assistant, and Office Assistant

ABTC 192 Practicum was returned to Council for confirmation of credits. The Registrar indicated that the norm for practicum is 45 hours per credit. There is a

difference between lecture and practicum hours; therefore, this practicum should have two credits. H. Mayer indicated that he would like it to remain at six credits. The practicum is rigorous and students must demonstrate their learned skills. The Registrar stated that it would not match the standard already used in our system and we need consistency. As an institution we are using a universal policy, the British Columbia Council on Admissions and Transfer (BCCAT). The number of credits attached to a course will affect the student fee structure. Programs may see a reduction in the credit hours per course as program changes are implemented. It was indicated that provincial articulation meetings are also used as a base to see what other institutions are using. H. Mayer agreed to two credits instead of six.

P. McClelland opposed to the motion.

07.09.02 M/S – BIRNIE

THAT the Education Council recommends approval of the amended course outline, ABTC 192 Practicum with two credits instead of six, for the Applied Business Technology program.

CARRIED

Applied Business Technology Program Information and Completion Guides

Council requested confirmation of the required minimum grade, program description revisions, and Term 1 and 2 breakdown of the required courses. The program description has been revised. The course breakdown is listed and in practice, but is flexible to meet each campus's needs. For example the practicum may be offered in Term 1 instead of 2. There are special needs coming from each community and the program requires flexibility for their students. There is a down side as student transcripts will show the course breakdown per term as listed on the completion guide and this varies per campus.

Students are charged fees and graded according to the completion guide term breakdown. Registration at each location will look differently. There are also part-time students returning to complete courses who need to know what term their course(s) are available in order to register. Some courses may be prerequisites to others and this is an intricate design question to help the learner be successful. H. Mayer to forward each campus breakdown to the Registrar so that the front-end staff can be provided with this information.

Required minimum grade – Confirmed as 70% for each course. This translates to 70% overall to complete the program.

07.09.03 M/S – BIRNIE

THAT the Education Council recommends approval of the revised Program Information and Completion Guides, Applied Business Technology Administrative and Financial Assistant, Applied Business Technology Financial Assistant, and Applied Business Technology Office Assistant, as presented, for the Applied Business Technology program.

CARRIED

5. Program Service Review Progress Report on Recommendations - Business Management Program

The Business Management program has had a complete turnover in staff.

Recommendation 3 – reference to the Conference Board, but no reference to Certified General Accountant (CGA) and the national crediting bodies that describe different modules around our curriculum.

Recommendation 6 - with new staff in place the program now has adequate qualifications to address the issue of instructional and program delivery.

Recommendation 7- the Dean can only advise and encourage faculty around professional development activities.

Council has a responsibility for curriculum content and program reviews. The Deans agreed that the Program Review Follow-up on Recommendations document would still be presented at Council. The Program Service Review Guidelines model should be reviewed. Historically the Follow-up on Recommendations Report has been submitted to Council for feedback. It is a status and information report. Program service review recommendations and action plans are to be reviewed on an annual basis by the Dean and program staff.

07.09.04 M/S – BIRNIE

THAT the Education Council accepts the Progress Follow-up Report on Recommendations for the Business Management as received.

CARRIED

H. Mayer was thanked and left the meeting

6. Job and Education Training Program, Revised JEDT 008 Personal Living Skills, Revised Program Information and Completion Guide

JEDT 008 Personal Living Skills – revisions made to the learning outcomes. To be more specific may not be the best avenue for the type of students in the program. The learning outcomes are broad and individualized for each student, Students are

asked to demonstrate the learning outcomes for the instructor, for example, how they have built their self esteem.

07.09.05 M/S - FRENCH

THAT the Education Council recommends the approval of the revised course outline JEDT 008 Personal Living Skills, for the Job and Education Training program.

CARRIED

Program Information and Completion Guide – revisions were made to the admission requirements, requiring the literacy level for students entering the program. “Students within the community with a literacy level of Grade 7”, has been added.

07.09.06 M/S – LAINSBURY

THAT the Education Council recommends approval of the revised Program Information and Completion Guide, for the Job and Education Training program.

CARRIED

7. Adult Basic Education Program, Revised Outline, EDCP 040 Education and Career Planning

Education and Career Planning is offered at the 030, 040, and 050 levels. Only one level, intermediate (030) or advanced level (040), can be used towards their certificate, not the provincial level (050). J. Beavers mentioned that a newer version of the textbook is now available.

The program would like to deactivate the courses, ABED 010 GED Prep, ECON 050 Provincial Economics, MAST 040 Becoming a Master Student, SOST 031 Native Studies, ABED 009, and SCIE 040 General Science, as they are not in use right now.

07.09.07 M/S –SEHN

THAT the Education Council recommends approval of the revised course outline, EDCP 040 Education and Career Planning and;

the deactivation of the courses, ABED 010 GED Prep, ECON 050 Provincial Economics, MAST 040 Becoming a Master Student, SOST 031 Native Studies, ABED 009, and SCIE 040 General Science, for the Adult Basic Education program.

CARRIED

Chair, D. Owens mentioned that in some instances course outlines are coming to Council without instructors being consulted. The submission cover sheet provides an

area to list those that have been consulted, internal and external. Also, there seems to be a gap in the communication after documents have been approved by Council. The Deans should be informing instructors as to whether documents have been approved or set aside for more information. The Deans could also have the instructor present when presenting revisions to Council. Council can refuse to accept documents for approval if pertinent people have not been consulted. The course outlines are our curriculum and contract with the learners and instructors should ensure that they are using the most current approved outline.

8. English as a Second Language Program, Revised Outlines, EASL 020, Grammar, Speaking/Listening, Reading, Writing, EASL 030, Grammar, Speaking/Listening, Reading, Writing, EASL 040, Grammar, Speaking/Listening, Reading, Writing, EASL 050, Grammar, Speaking/Listening, Reading, Writing, New Program Information and Completion Guide

This program is cost recovery and customized for international students. It has been a bit of a challenge to fit the information into the course outline template. FTE's are counted for this program and course outlines and a completion guide are required.

Students are graded when they come into the program and tested during the level that they have achieved. Secondary Language and English Proficiency (SLEP) 20 is required to enter the program. A writing test is a separate test from the SLEP, but administered at the same time. The course outlines for the 020 levels should indicate SLEP 20 not SLEP 25, to be consistent with the admission requirements

Concerns were raised regarding differentiating between the levels when the same content and learning outcomes are being used. The grading and weighting should be clearer. J. Birnie will ask the new instructor, P. den Ouden, for her input on the outlines.

07.09.08 M/S – MCCLELLAND

THAT the Education Council recommends approval of the revised outlines. EASL 020 Grammar, EASL 020 Speaking/Listening, EASL 020 Reading, EASL 020 Writing, EASL 030 Grammar, EASL 030 Speaking/Listening, EASL 030 Reading, EASL 030 Writing, EASL 040 Grammar, EASL 040 Speaking/Listening, EASL 040 Reading, EASL 040 Writing, EASL 050 Grammar, EASL 050 Speaking/Listening, EASL 050 Reading, and EASL 050 Writing, and;

the new Program Information and Completion Guide, with clarification on the admission criteria, for English as a Second Language program.

CARRIED

9. Bachelor of Science in Nursing Program, New Program Information and Completion Guide

This is step one in the approval process of both internal, multi-institutional, and the College of Registered Nurses. The completion guide outlines the first two years of a Bachelor of Science in Nursing degree to start January 2008. NLC is in the process of joining the Northern Collaborative Baccalaureate Nursing program, a consortium currently comprised of, University of Northern British Columbia (UNBC), College of New Caledonia (CNC), Northwest Community College (NWC), and the Northern Health Authority. Asking for internal approval so that the College can begin marketing the program. Second step is to have the verbal agreement of the collaborative partners to be amended to include NLC for the delivery of the program. Step three the submission to the College of Registered Nurses for NLC to be a delivery site.

E. Sehn is currently working with the College of Registered Nurses for delivery of year one of the degree. The completion guide lists courses that NLC does not currently deliver. As part of the consortium we will have access to their curriculum and course outlines will be presented to council for approval. Grande Prairie Regional College (GPRC) offers some of the courses and if their curriculum transfers to UNBC then NLC can use their curriculum. GPRC's courses will be video and teleconferenced. Students will be registered as both NLC and UNBC students. The Licensed Practical Nursing and Registered Nursing Bridge program will be presented to Council later as they are waiting for senate approval. The Bridging program would have separate admission requirements. The admission requirements uses the wording "self-identified Aboriginal applicants", this is the standardized wording used across the department. No interview is required for students entering the program.

Immunization is recommended to students, but we can not enforce it. Immunization does take time and the message is passed onto the students and the wording of "required and strongly recommended" is used widely. Program orientation does include immunization information. For the most part students will have a common sense to ensure they are immunized. It is the hospitals responsibility to track the immunization status.

The required course section indicates that students should "check with the NLC Recruiter for the elective options available in each semester". This is vague right now, but will be more prescriptive as things progress.

07.09.09 M/S – LAINSBURY

THAT the Education Council recommends approval of the new Program Information and Completion Guide, for the Bachelor of Science in Nursing program.

CARRIED

Joined by J. Lekstrom

10. Trades and Apprenticeship Assessment Form 'A' and Form 'B' Program Admission Criteria

The Trades department has simplified the admission process for the Trades programs. Group A encompasses nine programs and Group B four programs. The form covers the educational requirements and Steps II, III IV, and V for students to meet the requirements for entry and success in the program. Group A requires the Grade 10 Math level to be identified as Applications or Principles. Add Applications or Principles to the form and change on the course outlines as well. For dual credit students a copy of the form is made available to the school district and NLC Recruiters. Deans will receive a report on applicants received, application in process, and registered. Program Chairs should know how many students are in this process. Colleague has the capability of utilizing prospectus lists and we anticipate having this attribute made available for the spring term. If students do not have the mechanical reasoning required for admission the form provides Step V, which includes the services the student will be referred to. There are admission requirements to be met, but there is nothing currently in place to ensure that students have met those requirements. Students who have not met the admission requirements should be referred to the Chair or the Dean. There needs to be a consistent process in place.

07.09.10 M/S - DICKINSON

THAT the Education Council recommends approval of the amended Trades and Apprenticeship Assessment Form "A" and Form "B" Program Admission Criteria, for the Trades and Apprenticeship programs.

CARRIED

11. Industrial Instrument Mechanic Foundation Trades Training Program
Revised Outlines, IIFT 090 Industrial Instrument Mechanic Foundation Trades Training, IIFT 100 Industrial Instrument Mechanic Level One, IIFT 150 Industrial Instrument Mechanic Practicum, Revised Program Information and Completion Guide

The completion guide program description to be revised.

07.09.11 M/S – LORINCZ

THAT the Education Council recommends approval of the revised course outlines, IIFT 090 Industrial Instrument Mechanic Foundation Trades Training, IIFT 100 Industrial Instrument Mechanic Level One, IIFT 150 Industrial Instrument Mechanic Practicum, as presented, and;

the amended Program Information and Completion Guide, as amended, for the Industrial Instrument Mechanic Foundation Trades Training program.

CARRIED

12. Industrial Instrument Mechanic Apprenticeship Program, Revised Program Information and Completion Guide

Reference to additional fees to be removed from all the completion guides and replaced with “supplies and material fees can be expected, refer to the Tuition Schedule”.

07.09.12 M/S – FRENCH

THAT the Education Council recommends approval of the amended Program Information and Completion Guide, for the Industrial Instrument Mechanic Apprenticeship program.

CARRIED

13. Electrician Foundation Trades Training Program, Revised Outlines, ELFT 090 Electrician Foundation Trades Training, ELFT 100 Electrician Level One, ELFT 150 Electrician Practicum, Revised Program Information and Completion Guide

The admission requirements states that high school courses must have a minimum of C+ (67%). The 67 percent is a guide and 65 percent is used for Adult Basic Education program and is accepted.

07.09.13 M/S – LAINSBURY

THAT the Education Council recommends approval of the revised course outlines, ELFT 090 Electrician Foundation Trades Training, ELFT 100 Electrician Level One, ELFT 150 Electrician Practicum and;

the amended Program Information and Completion Guide, for the Electrician Foundation Trades Training program.

CARRIED

14. Electrician Apprenticeship Program, Revised Outlines, ELAT 100 Electrician Level One, ELAT 200 Electrician Level Two, ELAT 300 Electrician Level Three, ELAT 400 Electrician Level Four, Revised Program Information and Completion Guide

07.09.14 M/S – SEHN

THAT the Education Council recommends approval of the revised course outlines, ELAT 100 Electrician Level One, ELAT 200 Electrician Level Two, ELAT 300 Electrician Level Three, ELAT 400 Electrician Level Four and;

the amended Program Information and Completion Guide, for the Electrician Apprenticeship program.

CARRIED

J. Lekstrom was thanked and left the meeting

15. Deadline for Submissions to the Education Council

The current deadline for submissions is 14 days and this timeframe is not working. There is not enough time for the full review process that is currently in place to be completed prior to meeting packages being sent to members. It was agreed that the timeline and process for submitting revisions would be discussed at the September 13th Deans meeting.

16. Academic Probation Policy Subcommittee

Approximately three years ago a subcommittee was struck to address academic probation, but fell by the wayside. C. Lorincz would like to request a working committee to develop an Academic Probation Policy. The subcommittee to be comprised of a comprehensive group, including some Council members, and encompass all program categories. C. Lorincz will submit a member list to the Deans.

07.09.15 M/S - FRENCH

THAT the Education Council recommends approval of a subcommittee to develop an Academic Probation Policy.

CARRIED

Next Meeting September 26, 2007, in Fort Nelson

Adjournment at approximately 4:45pm

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. _____