

Participants:

Rob-Roy Douglas (Faculty) *Chair
Rhochelle Bernardo (Student)
Wyndel Bert Corillo (Student)
Irina Evseeva (Staff)
Sylvia Fraser (Faculty)
Tara Hyland-Russell (Administration)
Eddie Kristiansen (Faculty)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Bruce McKay (Faculty)
Arjun Mehta (Student)
Patricia Anne Mico (Student)
Howard Moody (Faculty)
Faisal Rashid (Faculty)
Mary Ross (Administration)
Marissa Thola (Faculty)
Mike Gilbert (Board Representative)
Audra Holloway (Recording)

Absent: Todd Bondaroff Kathy Handley Colleen Matheson
 Rod Cork Lisa Morin

Guest(s): Kathleen Lewis

Territorial Acknowledgement:

Northern Lights College serves the communities of Northern British Columbia that are located on the territories of the Tsaa Che Ne Dene, Dene-Zaa, Saulteau, Tse'khene, Tlinget, Tahltan and Kaska Dena. We also acknowledge the Cree and the Metis for their guardianship of the land on which we live, work and play. We acknowledge our hosts and honour their gracious welcome to those seeking knowledge.

1. Adoption of Agenda

Agenda was adopted as circulated.

2. Adoption of Minutes, October 25, 2023

23.11.01 M/S –FRASER/THOLA

Motion: *THAT the minutes of October 25, 2023 be adopted as presented.*

CARRIED

3. Action List

Education Council Process Flowchart – on hold
Educational Policies - due dates updated

Decision Item(s)

4. ESHS 037

K. Lewis explained that ESHS 037 was a new course developed with Ministry funding, to be similar to ESTR 037 for use in the health sciences. Completion of this course would allow entry into the HCA program. She further explained that rather than taking 3 courses (English, Math, Science) to fulfill the requirements for HCA, this course would satisfy the requirements. She added that the HCA Program Guide would need to include the new course as one of the possible admission pathways. H. Moody asked about consultation done prior to submission. K. Lewis replied that the course was created by subject matter expert Heather Cobbett, a CCP instructor.

23.11.02 M/S –THOLA/MCKAY

Motion: *THAT the Education Council approves the new course ESHS 037, effective May 2024 as presented.*

CARRIED

5. Governance Committee Terms of Reference

R. Douglas explained that the TOR wording had been updated to change the committee from a standing committee to an ad-hoc committee.

23.11.03 M/S –LUNDIN/HYLAND-RUSSELL

Motion: *THAT the Education Council approves the revised Governance Committee TOR, effective November 22, 2023 as presented.*

CARRIED

Standing Reports

6. Vice-President Academics & Research

Submitted by Tara Hyland-Russell, Vice-President Academic & Research

Quality Assurance

The NLC QA Working Group is meeting regularly to review, revise, and draft policies and processes relevant to quality assurance in order to prepare for the upcoming provincial DQAB Audit. The first draft policy, *Program Revision and New Program Approval*, went to the Edco Policy Committee on 20 Nov, with more scheduled for submission on an on-going basis.

Three NLC faculty and Associate Deans will be observers at upcoming DQAB audits at other BC post-secondary institutions – North Island College, University of Northern BC, and Coast Mountain College.

CETL will be hosting some Quality Assurance info sessions for faculty in the new year to provide an opportunity to understand how quality assurance processes contribute to robust programs and educational excellence.

Research Data Management

In order to maintain research funding eligibility for federal research funding through the Tri-Council agencies (NSERC, SSHRC, and CIHR), NLC must meet the new mandate for Data Resource Management (DRM). A working group has been formed and is developing the appropriate policies and DRM strategy. As the strategy will have strong linkage with cybersecurity protocols, the Chief Information Officer is an important part of the DRM development alongside faculty and the VPAR.

Academic Integrity

The Academic Integrity Taskforce met in October to begin the work of implementing recommendations from the external study on NLC's Academic Integrity policies and processes. The report produced by the external review was circulated in its entirety to all NLC faculty and staff. The College's Academic Integrity Standing Committee invited the VPAR to attend its regular meeting in mid-November to share an update on the work of the Academic Integrity Taskforce. This was a welcome invitation and had led to a standing invitation for this consultative sharing to continue. A valuable suggestion arising from the meeting was to host a lunch 'n learn with discussion panel during which people can discuss the Academic Integrity Review within the context of NLC's values and strategic plans. This suggestion will be taken back to the Academic Integrity Taskforce.

Curriculum Updates

The following curriculum development is underway:

- Field Operations Technician - Hydrocarbon Resources
- Ecological Restoration and Reclamation Micro-Credential

T. Hyland-Russell asked for feedback from members regarding what they would like to see in the VPA report.

7. Education Council Chair

Submitted by Rob-Roy Douglas, Chair, Education Council, Northern Lights College

Our various sub-committees are quite active, with the exception of the Governance Committee, whose existence is pending. However, I am not going to poach on the territory of their respective chairs reports, as the Curriculum Committee Chair in particular resents that.

I attended the Academic Governance bi-annual meeting on November 6, 2023. This is the association of Education Council Chairs from the various post-secondary institutions in British Columbia. We are neither the most active nor the most somnolent Education Council in the province, but are just beginning our Quality Assurance process, so that may change.

A major topic around the province is how to increase Indigenous representation on Education Councils, and in Academic governance in general. Although NLC Education Council does have (informally) indigenous representation, this is not uniform across the province, and some institutions are exploring ways to use Section 15 (3) of the Colleges and Institutes Act (see Addendum) to temporarily appoint or elect a specific Indigenous representative to their Education Council. This is a controversial move, and one which would need to be renewed yearly.

In a related conversation, the question was raised of whether the Registrar should be a voting or non-voting member of Education Council. The Act is ambiguous on this point, and on some Ed Co's the Registrar is voting, on others not. Some Colleges made the Registrar a voting member of Ed Co to enforce attendance and participation, since the Registrar is a vital part of Education Council's work, while others made attendance and participation part of the Registrar job description.

Finally, much oxygen was consumed over the issue of Generative AI. A number of institutions in BC and across Canada have begun to generate policies to deal with the promise and peril of Gen AI, and a review of these was presented and summarized. Basically, most institutions are leaving the use of Gen AI by students and in the classroom up to faculty, while committing to educating faculty on the best uses of AI and its potential problems and how it can be misused. The inability of electronic plagiarism



UBC ChatGPT in
class flowchart.pdf

tools to detect AI written work was noted.

8. Educational Policies Committee

A. Holloway reported that the group last met on November 20th, where they had a presentation from the VPA's new QA working group and continued work on the draft Honour List policy. She added that there were new members joining the group and that there will be a vote for a new Chair at the next meeting.

M. Ross mentioned that the committee is in need of a student representative and hoped that the Education Council student representatives would be interested in joining the committee. Discussion about meeting times and student/instructor schedules. A. Holloway asked that the students contact her if they have any questions or suggestions of better meeting times for students.

9. Curriculum Committee

R. Douglas reported that group met and reviewed the document for the meeting.

10. Admissions and Standards Committee

A. Holloway read from a report prepared by Shari-Lynn Harrison (co-chair):

Admissions Subcommittee Meeting Update – Nov 7, 2023

The Admissions Subcommittee meeting took place on Tuesday November 7th.

At this meeting, we reviewed the edits and suggestions Mary (interim registrar) had for the draft Admissions Policy:

- Separated the Admissions policy into two distinct documents – Admissions policy and Admissions procedures
- Added definitions section to clearly defined all terminology used in the policy

Mary will consult with Trades and International Education to ensure that their admissions requirements are covered by the policy

We also discussed the need to recruit more members to the committee, as some spots are vacant. Audra and Tara working to recruit more members and will report back next meeting. Next meeting: 30 November 2023

Information/Discussion

11. Policy E4.05 – Student Rights and Responsibilities

A. Holloway explained that there has been a request that the E4.05 policy be moved to the action list for the Educational Policies committee. She added that the request included reasons why the policy needed to be addressed and that they would be forwarded to the committee.

12. 2024 Education Council meeting dates

A. Holloway presented the 2024 Education Council meeting dates and submission due dates.

Notes:

- Welcome to New and Re-Elected Members: Bruce, Brandon and Colleen.

Adjournment – 2:03 p.m.

Next Meeting – January 24, 2024

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