



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of January 23, 2013  
Dawson Creek Regional Board Room  
Fort St John Room 115

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Participants:	David Batterham Lloyd Feere Janine Napoleon Laurie Rancourt Steve Roe Sara Wilson	Jim Bowman Katherine Finke Peter Nunoda Megan Reitsma Rene Tremblay Judy Seidl (Recording)
Absent:	Trina Goebel Patricia McClelland Flo Stelmack	Loren Lovegreen Darien Pickett-Eales David Szucsko
Guest(s):	Mario Tenisci	

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**Acknowledgement**

It is a privilege to honor the many nations participating in our college community and to thank you for sharing your traditional lands with us. All my relations.

In the absence of Education Council Chair, P. McClelland, Vice-Chair, D. Batterham, conducted the meeting.

**1. Adoption of Agenda**

Agenda was adopted as circulated.

**2. Adoption of Minutes, November 28, 2012**

13.01.01 M/S – ROE/NAPOLEON

THAT the minutes of November 28, 2012, be adopted as circulated.

CARRIED

**3. Action List Review**

L. Rancourt noted the Honorary Associate of Arts Degree Education Policy is item number eight on the Agenda and would like to with hold her comments until then.

In P. McClelland's absence, D. Batterham asked J. Seidl to speak to the Submission Flowchart as item number seven on the Agenda.

P. Nunoda advised there is nothing to report regarding the Education Policy pertaining to Student Rights and Responsibilities and requested the item remain on the Action List but no due date be assigned at this time.

In P. McClelland's absence, the Action List item regarding Residency Requirement was tabled to the February meeting.

J. Bowman reported he and R. Tremblay had met in regards to the absenteeism language used in our current course outlines. A number of issues have been recognized and taken into consideration to make the language more supportive in nature for the students. No document has been prepared at this time and he asked that the item due date be moved to April 2013 to allow preparation time.

## **Decision Item(s)**

### **4. Business Management**

#### **New Course:**

#### **MGMT 302 Business Sustainability and the Environment**

The Program Information and Completion Guide for the Post Degree Diploma in Business Management was approved at the January 2012 Education Council meeting. MGMT 302 Business Sustainability and the Environment was agreed upon by Business Management faculty during the program development process and suggested as one of the courses for the new program. The course would also be offered as an elective to students who possess at least 30 credits of business related studies.

M. Tenisci advised he had made changes to the learning outcomes section of the outline and replaced the word 'understand' with measureable action verbs. This information had been previously forwarded to the Education Council Secretary who will make the changes.

P. Nunoda asked that the URL reference to Prior Learning Assessment be removed from the course outline as well as the template for new course submissions.

J. Bowman questioned the information in the 'Additional Information' section of the course outline and inquired as to why there were two statements regarding late assignments. The first statement indicates 'Late assignments submitted without prior instructor permission will not be graded.' and the second states 'In the spirit of fairness to all students a 5% penalty per day late will be assessed on late assignments unless waived by the instructor due to student documented illness or loss in the immediate family.' He felt these two statements were somewhat contradictory and confusing and wondered if the 5% penalty per day was consistent with other institutions. M. Tenisci confirmed 5% per day is the standard at other institutions as well. S. Roe explained the statements are both necessary to allow an instructor to use discretion when dealing with late assignments. Generally, it gives students notice that if an assignment is going to be late, the instructor will expect prior notice yet if a student is genuinely ill and unable to contact the instructor; the 5% penalty may apply or may be waived at the instructor's discretion. M. Tenisci added the intent of the statements are to lay the groundwork that there will be a penalty but there will also be compassion shown depending on the situation.

Upon further discussion, D. Batterham concluded, the wording would be left as is in the course outline, and let it be noted in the minutes, in the event of an appeal, the intent of both statements is to be compassionate towards the student.

13.01.02 M/S – BOWMAN/REITSMA

THAT the Education Council approves of the new course outline: MGMT 302 Business Sustainability and the Environment for the Business Management and Post Degree Diploma in Business Management programs as amended.

CARRIED

M. Tenisci left meeting.

**5. Associate of Arts Degree  
Revised Program Information and Completion Guide**

S. Roe explained the terminology in our current Program Guide is being changed from 'Degree in Associate of Arts' to 'Associate of Arts Degree'. Also changes to the presentation of General and Specific requirements in the Required Courses section of the program guide, now conform to the provincial standard. L. Rancourt inquired if these changes will be impacted by the upcoming provincial review. P. Nunoda advised he had heard there are no substantial changes being planned. S. Roe assured if there were changes made at the provincial level; the program guide would be brought back to Education Council.

13.01.03 M/S – NUNODA/TREMBLAY

THAT the Education Council approves of the revised Program Information and Completion Guide for the Associate of Arts degree program as presented.

CARRIED

**6. Clean Energy  
Revised Program Information and Completion Guide**

**Revised Course Outlines:**

- a) CLEN 058 Electrical Safety**
- b) CLEN 100 Energy Management and Planning**
- c) CLEN 101 Building Site and Design**
- d) CLEN 102 Solar Thermal Systems**
- e) CLEN 103 Solar Electric, Photovoltaic Systems**
- f) CLEN 104 Geexchange Systems**
- g) CLEN 105 Biomass and Run-of-River Systems**
- h) CLEN 106 Small Wind Systems**
- i) CLEN 107 Photovoltaic Systems Sales**
- j) CLEN 108 Water Recycling, Rainwater Collection and Waste-Heat Recovery**
- k) CLEN 109 Project Management**

S. Roe advised the submissions for the Clean Energy program are mostly 'housekeeping' in nature as a result of when the revised Program Guide was approved at the September 2012 meeting, effective for September 2013. An error was made in the Admission Requirements section with regards to the Mechanical Reasoning section of the Canadian Adult Achievement Test (CAAT). The acceptable passing score was listed as a grade equivalency when it should have been listed as a minimum Stanine score. The Career Prospects statement was refined and a minor change was done to the wording. S. Roe requested an addition also be made to the wording in the Additional Requirements section of the guide. All the existing course outlines have been updated with the new required minimum grade score of "D (50% minimum) per course and C+ (65% minimum) overall in the program."

#### 13.01.04 M/S – TREMBLAY/NUNODA

THAT the Education Council approves of the revised Program Information and Completion Guide as amended and the revised course outlines: CLEN 058 Electrical Safety, CLEN 100 Energy Management and Planning, CLEN 101 Building Site and Design, CLEN 102 Solar Thermal Systems, CLEN 103 Solar Electric, Photovoltaic Systems, CLEN 104 Geothermal Systems, CLEN 105 Biomass and Run-of-River Systems, CLEN 106 Small Wind Systems, CLEN 107 Photovoltaic Systems Sales, CLEN 108 Water Recycling, Rainwater Collection and Waste-Heat Recovery, and CLEN 109 Project Management for the Clean Energy program as presented.

CARRIED

## Information/Discussion

### 7. Submission Procedure

In P. McClelland's absence, J. Seidl commented on the Submission Procedure document. The document is from a number of years ago and the process has changed. The strikethrough items are no longer a part of the process and new procedures have been added to indicate how the process is working now. The document is for information purposes only at this time and is open to everyone for feedback. Is everyone happy with process as it is now or does anyone have any suggestions for making it better? J. Seidl also pointed out the Submission process is linked to the Education Policy: Course Outlines Procedures to Revise.

L. Rancourt suggested establishing a small working group from Education Council, including the Registrar, to deal with processes such as this. P. Nunoda mentioned we already have three sub-committees related to Education Council which includes a Policy Sub-committee. D. Batterham commented, at present there are no members on the Sub-committees due to Education Council members having too many other commitments. L. Rancourt suggested starting with only a Policy Sub-committee which should clarify the work of the Curriculum Committee. P. Nunoda volunteered to take the lead and send out an invitation to all the Education Council members to find out who might be interested. He felt at the very least the committee should include the Registrar as Laurie suggested and the Education Council Chair.

L. Rancourt said she would like to see student representation on the committee as well and as much diversity as possible since different groups can bring a different perspective to the committee. K. Finke, one of the student members, commented on the fact there is no information on what a Policy Committee does and therefore it is difficult to make an informed decision on whether it is even possible to commit to being a member. P. Nunoda agreed and will attach a draft of the Terms of Reference for the Policy Committee when he sends out his invitational email.

*ACTION: P. Nunoda to send an email to Education Council members inviting them to join the Policy Sub-Committee.*

## **8. Education Policy Honorary Associate of Arts**

L. Rancourt advised currently there are gaps in the Honorary Associate of Arts Education Policy. The Policy does not outline specifically who makes the final decision in conferring the Honorary Associate of Arts degree, who advises the recipient, or what kind of 'hood' should the recipient wear at the presentation ceremony, just to name a few. When people leave the College, this information of what has been done in the past leaves with them. P. McClelland's document outlines some of the recognized deficiencies. The process needs to be clearly defined in the Education Policy to keep it consistent from year to year.

D. Batterham suggested the Honorary Associate of Arts policy would be a good place to start for the newly reinstated Policy Sub-committee. All agreed. P. Nunoda will include this information in the email invitation.

*ACTION: Policy Sub-Committee to bring updated Honorary Associate of Arts Degree Education Policy to April 2013 meeting of Education Council.*

L. Rancourt formally advised the Education Council, that Paulette Flamond who was the candidate nominated at the November 2012 Education Council meeting for the 2013 Honorary Associate of Arts Degree, was also accepted at the January Board of Governors meeting.

Adjournment – 2:30 p.m.

Next Meeting – February 27, 2013

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