



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of January 25, 2012
Dawson Creek Room 101 Health/Science Building
Fort St John Room 130

Participants:	David Batterham Jade Bouchard Turid Giovannini Brianna James Patricia McClelland Steve Roe	Leah Black Rochelle Galbraith Kathy Handley Howard Mayer Laurie Rancourt David Szucsko Judy Seidl (Recording)
Absent:	Istvan Geczy Diane Hermann Peter Nunoda	Trina Goebel Janine Napoleon Sara Ross
Guest(s):	Shauna Goertzen Lee Morden	Lisa Verbisky Shelley Nickel

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.

1. Welcome to New Members

2. Adoption of Agenda

MOVE Item 7 to Item 6.

Agenda was adopted as amended.

3. Adoption of Minutes, November 23, 2011

12.01.01 M/S – GALBRAITH/BATTERHAM

THAT the minutes of November 23rd, 2011, be adopted as circulated.

CARRIED

4. Action List

Subcommittees to be addressed in Item 9.

Visual Arts program to be submitted at a later date.

Decision Items

5. Education Policy Honorary Associate of Arts Degree

Policy was discussed at length at the November 2011 Education Council meeting as a 'Discussion' item and now is being presented as a 'Decision' item for approval.

12.01.02 M/S – ROE/HANDLEY

THAT the Education Council approves of the revisions to the Honorary Associate of Arts Degree Education Policy including changes in application dates and submission process as presented.

CARRIED

6. Post Degree Diploma in Business Management for International Students New Program Information and Completion Guide

S. Roe explained the original idea for the new Post-Degree Diploma in Business Management for International Students program was to better prepare International Students for a career, or to further their educational pursuits, in Canada. The program would provide an advanced credential to International students who already hold a three or four year degree from their country of origin. These degrees are not recognized by Canadian business owners as being equivalent to a Canadian degree. International students with this type of credential are typically denied access by the Canadian Embassy to further their educational pursuits since a traditional diploma is viewed as an educational level beneath their current status. The Post Degree Diploma would build on the existing knowledge of the International Student's credential in a related field and backfills in topic areas identified as commonly omitted or weak in International degrees such as business ethics and organizational behavior. With the permission of P. Nunoda, Vice President, Academic and Research and P. McClelland, Education Council Chair, the program was submitted to the Post Secondary Institution Proposal System (PSIPS) for feedback from other Provincial Institutions. This feedback turned out to be very positive. As a result of this process some constructive changes were suggested and S. Roe asked that they be adopted immediately:

- 1) Open the credential to Domestic students as well as International, and remove the term 'for International Students' in the title of the credential;
- 2) Change the program description to refer to Domestic students as well as International;
- 3) Admission requirements to include Domestic as well as International student information;
- 4) Include a note in the Admissions requirements indicating that a Post-Degree Diploma alone does not meet the typical requirements of an MBA (Masters of Business Administration) program in Canada;
- 5) A change to the Career Prospects area of the Program Guide including prior education and work experience;

- 6) Switch MGMT 150 Business Mathematics and MGMT 3XX Environmental Sustainability in Business from the fall term to the winter term and vice versa;
- 7) Change the eligibility for Student Loans section to include Domestic students who would be eligible.

S. Nickel, International Education Coordinator, offered her full endorsement of the Program and added that in her experience this type of credential has often been asked for and should therefore be a viable program. Some concern was expressed as to whether there should be a priority of acceptance into the program, so International and Domestic students would have the same opportunity to apply. S. Roe reminded everyone, this being a 'post-degree' diploma; it would appeal mostly to International students. The changes will be posted on the D2L website for P. Nunoda, P. McClelland and T. Giovannini to peruse before being made public. S. Roe wanted to publically acknowledge S. Nickel for all of the work she has done in the development of this program.

12.01.03 M/S – JAMES/BATTERHAM

THAT the Education Council approves of the new Program Information and Completion Guide for the Post-Degree Diploma in Business Management program as amended.

CARRIED

S. Nickel left the meeting

7. Geomatics (Surveying) Engineering Technology Revised Program Information and Completion Guides

- a) Applied Certificate in Geomatics (Surveying) Engineering Technology**
- b) Certificate in Geomatics (Surveying) Engineering Technology**

S. Goertzen advised, a number of students have successfully applied to the Applied Certificate in Geomatics Engineering program and a few things have come to light. Admission requirements were not addressing historical courses, and these revisions would further clarify Math and English requirements. The need for the inclusion of a Language Arts 12 requirement emerged from further consultation with local high schools who don't want students discouraged from completing high school. Both streams have been revised to reflect this concern and will enable dual-credit students to fulfill all requirements for high school graduation. After discussions with the College and Career Preparation department, it was made clear that Math 040 Advanced Algebraic Mathematics actually has higher requirements than Principals of Math 11 so the pass percentage was lowered from 65% to 50% in the Admission requirements.

In reference to the math admission requirements for Mature Students and to the Canadian Adult Achievement Test (CAAT) scores, R. Galbraith inquired if it could be defined what sections of the test need to be completed. There are three sections on the CAAT that involve numeracy assessment, Number Operations, Problem Solving and Mechanical Reasoning. S. Goertzen will look into the matter and advise which sections would be applicable.

H. Mayer inquired as to why there is a cap of 18 students total for both streams of the program. S. Goertzen advised the field surveying course has specific equipment for hands on training and only have enough equipment to accommodate 18 students.

ACTION: S. Goertzen to look over the questions of the CAAT test and define which sections of the test must be completed successfully for numeracy assessment.

12.01.04 M/S – ROE/SZUCSKO

THAT the Education Council approves the revised Program Information and Completion Guides for the Applied Certificate in Geomatics (Surveying) Engineering Technology and Certificate in Geomatics (Surveying) Engineering Technology programs as amended.

CARRIED

S. Goertzen and L. Morden left the meeting.

8. Practical Nursing

Revised Program Information and Completion Guide

Course Outlines:

- a) **PNUR 110: Professional Communication 1**
- b) **PNUR 111: Professional Practice 1**
- c) **PNUR 112: Health Promotion 1**
- d) **PNUR 113: Variations in Health 1**
- e) **PNUR 114: Pharmacology 1**
- f) **PNUR 115: Integrated Nursing Practice 1**
- g) **PNUR 116: Consolidated Practice Experience 1**
- h) **PNUR 120: Professional Communication 2**
- i) **PNUR 121: Professional Practice 2**
- j) **PNUR 122: Health Promotion 2**
- k) **PNUR 123: Variations in Health 2**
- l) **PNUR 124: Pharmacology 2**
- m) **PNUR 125: Integrated Nursing Practice 2**
- n) **PNUR 126: Consolidated Practice Experience 2**
- o) **PNUR 230: Professional Communication 3**
- p) **PNUR 231: Professional Practice 3**
- q) **PNUR 232: Health Promotion 3**
- r) **PNUR 233: Variations in Health 3**
- s) **PNUR 235: Integrated Nursing Practice 3**
- t) **PNUR 236: Consolidated Practice Experience 3**
- u) **PNUR 240: Professional Communication 4**
- v) **PNUR 241: Professional Practice 4**
- w) **PNUR 242: Health Promotion 4**
- x) **PNUR 243: Variations in Health 4**
- y) **PNUR 245: Integrated Nursing Practice 4**
- z) **PNUR 246: Consolidated Practice Experience 4**
- aa) **PNUR 247: Transition to Preceptorship**
- bb) **PNUR 248: Final Practice Experience**

Changes to the “Required Minimum Grade” section of the Program Information and Completion Guide for the Practical Nursing program are the result of the College of Licensed Practical Nurses of British Columbia (CLPNBC) and the Provincial Practical Nursing Curriculum Committee establishing new guidelines for test scores and retesting procedures. A fifth term has also been added to the program which includes 2 courses, PNUR 247 Transition to Preceptorship and PNUR 248 Final Practice Experience in the Intersession term of the second year of the program.

Twenty-eight new course outlines for the Practical Nursing program are also being submitted comprising the new curriculum. Students will no longer take University Arts and Science courses as part of the Practical Nursing program, all courses will be nursing courses. Some questions and suggestions were brought up at the meeting:

1) PNUR 120 Professional Communication 2:

P. McClelland pointed out the expanded version of ‘SBAR’ is Situation-Background-Assessment-Recommendation and should be included in the outline. All agreed.

2) PNUR 116 Consolidated Practice Experience 1,
PNUR 126 Consolidated Practice Experience 2,
PNUR 236 Consolidated Practice Experience 3,
PNUR 246 Consolidated Practice Experience 4 and
PNUR 248 Final Practice Experience:

H. Mayer inquired as to how and with what frequency would students be evaluated/assessed given the fact these practicums were anywhere from two to seven weeks long. Also for appeal purposes, students need to receive an outline of expectations. P. McClelland pointed out the outlines do refer to ‘Baseline Competencies’ and reference other guidelines in the first line of the “Learning Outcomes” section. S. Roe advised more evaluation systems are being developed and this should be included in the Student Handbook for the program. He explained the course outlines are based on a ‘spiral system’ whereby every topic is revisited at every term increasing in depth. All agreed a reference to the Student Handbook where this information can be found, should be included in each of the above listed course outlines.

Action: S. Roe to provide wording for inclusion in applicable course outlines.

3) PNUR 247 Transition to Preceptorship:

L. Rancourt questioned the Typical Activities and Weighting of this course outline being 100% in the ‘Other’ category and felt this was too vague for an evaluation. After S. Roe explained this was a research project, all agreed, the 100% should be shifted to the ‘Project’ category.

12.01.05 M/S – MAYER/HANDLEY

THAT the Education Council approves of the new course outlines, PNUR 116 Consolidated Practice Experience 1, PNUR 120 Professional Communication 2, PNUR 126 Consolidated Practice Experience 2, PNUR 236 Consolidated Practice Experience 3, PNUR 246 Consolidated Practice Experience 4, PNUR 247 Transition to Preceptorship and PNUR 248 Final Practice Experience as amended; and PNUR 110 Professional Communication 1, PNUR 111 Professional Practice 1, PNUR 112 Health Promotion 1, PNUR 113 Variations in Health 1, PNUR 114 Pharmacology 1, PNUR 115 Integrated Nursing Practice 1, PNUR 121 Professional Practice 2, PNUR 122 Health Promotion 2, PNUR 123 Variations in Health 2, PNUR 124 Pharmacology 2, PNUR 125 Integrated Nursing Practice 2, PNUR 230 Professional Communication 3, PNUR 231 Professional Practice 3, PNUR 232 Health Promotion 3, PNUR 233 Variations in Health 3, PNUR 235 Integrated Nursing Practice 3, PNUR 240 Professional Communication 4, PNUR 241 Professional Practice 4, PNUR 242 Health Promotion 4, PNUR 243 Variations in Health 4, and PNUR 245 Integrated Nursing Practice 4 as presented.

CARRIED

H. Mayer questioned as to whether the line “Failure to do so *may* result in immediate dismissal from the program” was necessary in the ‘Clinical Admission Requirements’ section of the Program Information and Completion Guide. L. Rancourt affirmed the line was necessary for legal purposes to ensure students are under the understanding that this could happen. She also explained this wording is used because no two circumstances are going to be identical and there has to be leeway to address each situation on an individual basis. Some grammatical errors were pointed out.

12.01.06 M/S – BATTERHAM/BLACK

THAT the Education Council approves of the revised Program Information and Completion Guide as amended.

CARRIED

Information/Discussion

9. Sub-Committees

- a) Curriculum Committee**
- b) Educational Policies Committee**
- c) Admissions and Appeals Committee**

P. McClelland advised Education Council is moving forward with the three subcommittees. The D2L website has been set up for all Education Council members to join in on discussion pieces. If anyone needs any help accessing their account please talk to John Royer on the Fort St. John campus. L. Rancourt asked T. Giovannini to be a resource person on the curriculum committee until the new Registrar is in place. T. Giovannini agreed. Some staff members have already

volunteered to participate: Donna Merry and Michael French have shown interest in the Curriculum Subcommittee and Brad Lyon in the Education Policies Subcommittee and Admissions and Appeals Subcommittee. An email will be sent out to all the members asking for volunteers. P. McClelland will compile the information regarding Subcommittee participation.

Adjournment – 3:05 p.m

Next Meeting – February 22, 2012

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