NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting of June 23, 2021
Dawson Creek Regional Dial In
Fort St John Dial In
Fort Nelson Dial In
Chetwynd Dial In

Participants:
Faisal Rashid (Faculty At Large) *Chair
Brandon Mackinnon (Faculty At Large) *Vice-Chair
Heather Cobbett (Faculty At Large)
Tracy Donnelly (Administration)
Rob-Roy Douglas (Faculty At Large)
Lynette Forrest (Faculty At Large)
Darren Giersch (Staff)
Kajal Gill (Student)
Russ Haugen (Faculty At Large)
Harsimar Kaur (Student)
Josh Klassen (Faculty At Large)
Loren Lovegreen (Administration)
Debbie Mingo (Staff)
Howard Moody (Faculty At Large)
Warren Stokes (Administration)
Marissa Thola (Faculty At Large)
Audra Holloway (Recording)

Absent:	Bryn Kulmatycki	Mike Gilbert	Cindy Page
Guest(s):	Lisa Verbisky	Rod Cork	Aimee McCrae

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.

A minute of silence was observed to honor the lives of the 215 children buried on the grounds of the residential school in Kamloops.

1. Adoption of Agenda

Agenda was adopted as circulated.

2. Adoption of Minutes, May 26, 2021

21.06.01 M/S –DOUGLAS/THOLA

Motion: *THAT the minutes of May 26, 2021 be adopted as circulated.*

CARRIED

3. Action List

<u>Education Council Process Flowchart</u> – in process

Decision Item(s)

4. Revised Automotive Service Tech Foundations
R. Cork explained they added a minimum computer requirement to the 'Additional Requirements/Supplies area of the Program Guide. He added that no other changes were made to the document.

21.06.02 M/S –DOUGLAS/HAUGEN

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for the Automotive Service Technician Foundations as presented.*
CARRIED

5. Revised Power Engineering
R. Cork explained they added a minimum computer requirement to the 'Additional Requirements/Supplies' area of the Program Guide. He added that no other changes were made to the document.

21.06.03 M/S –LOVEGREEN/HAUGEN

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Power Engineering as presented.*
CARRIED

R. Cork left the meeting
L. Verbisky joined the meeting

6. Revised MGMT Course Outlines
L. Verbisky explained that:
The course outlines were updated as follows:
- they were moved to the new forms.
- textbooks were updated to the most recent versions
- the seminar and theory portions of the course pairs are now linked for students that are required to take both courses. For example, PDD-HADM students now must take MGMT 225 and 425 or MGMT 450 and MGMT 455 together, in the same semester.

Rationale:
- Currently PDD-HADM students take MGMT 450 in fall and MGMT 455 in winter; PDD-IT students take MGMT 450 in fall and MGMT 453 in winter. Instructors report that students forget too much of the theory before applying the concepts in the seminar. Shortening the time gap between theory and practice by having students take both courses in the same semester is hoped to lead to better performance.
- This change in prerequisite/corequisite statements, for PDD HADM and PDD IT students, potentially shortens the duration of the diploma program, particularly since UNAS now includes a Summer session.

L. Verbisky noted that there was no choice on the course outline form to indicate post-graduate levels. W. Stokes answered that currently NLC does not offer

graduate studies and suggested perhaps they be assigned 'Undergraduate: Third (or Fourth) year' as the course level.

L. Verbisky explained the challenges experienced by the UNAS department when trying write prerequisites and co-requisites for course outlines used in multiple programs. Much discussion regarding student preparedness and prerequisites/co-requisites.

W. Stokes asked about the co-requisites listed in the course outlines and that (as an example) if the student passed MGMT 225, but failed MGMT 425, the student would have to take MGMT 225 again with MGMT 425 (even though they have already passed it). L. Verbisky stated that this was the intention, to ensure that the student would always be taking them together.

D. Mingo and A. Holloway noted that the PDD-IT and PDD-HADM Program Guides would need to have the order (by semester) of the 'Required Courses' updated.

W. Stokes stated issues (as the Registrar) with the course outline co-requisites for MGMT 225 and MGMT 450 and, after much discussion, decision by Education Council to update original motion, with the suggestion that MGMT 225 and MGMT 450, as well as the Program Guides for PDD-IT and PDD-HADM be reviewed/revised and brought back to a future Education Council meeting.

21.06.04 M/S –COBBETT/KLASSEN

Motion: THAT the Education Council approves the revised Course Outlines MGMT 425, MGMT 453, and MGMT 455 as presented.

CARRIED

K. Gill left the meeting
H. Kaur left the meeting

7. **Revised E-1.02 Academic Monitoring Policy & E-1.02.01 Academic Monitoring Policy Flowchart**

L. Verbisky explained that the Academic Monitoring Policy was reviewed and revised by the Policy Subcommittee. This revision was to change the 'Required to Withdraw' wording to 'Limited to Developmental Studies' and the creation of a 'NLC Learning Factors Assessment'. She further explained that the 'NLC Learning Factors Assessment' was created as an option for any student who wished to petition the Dean to return in less than eight months.

D. Mingo noticed that there was a reference left of 'Required to Withdraw' on page one (third paragraph) of the document. Document corrected.

M. Thola asked about the cost of the Learning Factors Assessment and if it would be invigilated. L. Verbisky answered that the Assessment is not a single test and that it was currently being created in partnership with Kathy Handley. She added that the NLC Learning Factors Assessment is titled very generally, they have found that at that point they normally do not know why the student is doing poorly, it could be financial reasons, metal health reasons or lack of motivation.

M. Thola stated that she currently guides students to take a Vocational/Trade program for 8 months prior to returning to their Academic program. She asked what change this would make for those students. W. Stokes answered there would be no change for these students, as they are returning to their Academic program after the required period of 8 months or two semesters. (Page 3, Step 1)

21.06.05 M/S –COBBETT/STOKES

Motion: *THAT the Education Council approves the revised E-1.02 Academic Monitoring Policy and E-1.02.01 Academic Monitoring Policy Flowchart as amended.*

CARRIED

8. **Revised TOR for Educational Policies Subcommittee**
L. Verbisky explained that the revisions made to the TOR were to the membership area. She added that, at the request of Kathy Handley, an individual from learning support or access services was added. She further explained that a member representing First Nations, Inuit, or Métis peoples was added.
L. Lovegreen explained that currently NLC was developing a center for Indigenous Innovation and Education and that guidance regarding representation wording, be it nomination or appointment, of First Nations, Inuit, or Métis peoples would be provided. She asked that that line be removed, and held, until more guidance regarding the possible wording is available. Document updated.

21.06.06 M/S –STOKES/LOVEGREEN

Motion: *THAT the Education Council approves the revised Terms of Reference for the Educational Policies Subcommittee as amended.*

CARRIED

9. **Revised TOR for Curriculum Subcommittee**
R. Douglas explained that the Terms of Reference for the subcommittee were revised to recognize that most of the work of the committee would be reviewing of documents collaboratively in GoogleDocs and that the meeting themselves are secondary.
W. Stokes asked about the wording in the first paragraph stating, 'Upon the recommendation of the Committee'. R. Douglas answered that the committee currently does not make formal recommendations to Education Council but, has left the option open.

21.06.07 M/S –COBBETT/THOLA
Motion: *THAT the Education Council approves the revised Terms of Reference for the Curriculum Subcommittee as presented.*

CARRIED

Subcommittee Standing Reports

10. **Education Policy Subcommittee**
L. Verbisky reported that the group finalized the Academic Monitoring and TOR submissions and worked on the Student Practicum policy.

11. **Curriculum Subcommittee**
R. Douglas explained that the group met to review the meeting documents and to work on the TOR submission.

12. Admissions and Standards Subcommittee

A. Holloway explained that the previous months meeting was cancelled due to Convocation box preparation work. The group next meets on Monday, June 28th.

Information/Discussion

13. Continuing Education

L. Forrest presented the CE/ WFTR course outlines:
CE CT114 Things Every Developer Should Know
CE CT115 Introduction to Windows 10
CE CT116 Advanced Web Pages
CE CT117 Understanding the Cloud
CE CT118 Introduction to Crystal Reports
CE CT119 Advanced CSS3 and HTML5
CE CT120 Introduction to Python 3 Programming
CE CT121 Java Developer Suite
CE CT122 Introduction to PC Troubleshooting
CE HW65 Luscious, Low-Fat, Lightning-Quick Meals
CE HW66 Marriage and Relationships: Keys to Success
CE HW67 Introduction to the Medical Laboratory
CE HW68 Meditation
CE HW69 Stress Management

Adjournment – 313 p.m.

Next Meeting – Sept 22, 2021

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