



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of June 26, 2013
Dawson Creek Regional Board Room
Fort St John Room 2-115

Participants:	Jim Bowman Junko Leclair Loren Lovegreen Kris McLeod Peter Nunoda Faisal Rashid Alison Starr David Szucsko Sarah Wilson	Katherine Finke Bev Litster Patricia McClelland Janine Napoleon Laurie Rancourt Steve Roe Flo Stelmack Rene Tremblay Judy Seidl (Recording)
Absent:	Terry Beaton	Darien Pickett-Eales
Guest(s):	David Batterham 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. Adoption of Agenda

J. Bowman and R. Tremblay requested Item 7 Trades Attendance Policy Language be moved to Item 2. All agreed.

P. Nunoda requested the late submission for a proposed Plant Propagation program not be added to the Agenda as there hasn't been enough time to look it over and there is no service agreement with anyone in place to deliver this program. S. Roe emphasized the decision not to consider the proposal is not a reflection on the work that had gone into making the proposal. L. Rancourt agreed, it is the timing of the submission and the fact that members are not comfortable making a rushed decision in such a short time frame.

Agenda was adopted as amended.

2. Trades Attendance Policy Language

Discussions at previous Education Council meetings have already addressed the importance of this issue. J. Bowman read the motion and opened the floor for discussion. P. Nunoda was satisfied with the revisions. R. Tremblay advised the Trades team all agreed latitude is needed when dealing with students with disabilities and even though these students have been accommodated in the past, it is important to have it itemized in the addendum for consistency.

13.06.01 – TREMBLAY/LOVEGREEN

THAT an addendum to the Trades Attendance Policy be approved as follows:
"Students with disabilities which may impact on attendance are responsible for providing appropriate supportive documentation to Access Services in advance of the program start date. Students will be provided assistance regarding documentation requirements. Reasonable accommodations will be considered in a plan developed with the Dean or designate, instructor, and Access Services. Reasonable accommodations are those that do not cause undue hardship, such as but not limited to interference with program integrity or operations. Accommodations apply to the period following disclosure of disability related needs."

CARRIED

3. Adoption of Minutes, May 22, 2013

13.06.02 M/S – SZUCSKO/RASHID

THAT the minutes of May 22, 2013, be adopted as circulated.

CARRIED

4. Action List

Student Rights and Responsibilities – P. Nunoda advised the Policy was not ready to be brought forward to this meeting as June was a very busy month with convocation and requested the Policy item be moved to the September meeting.

Residency Requirement – On today's agenda.

Absenteeism Language – Completed.

Policy Subcommittee – P. Nunoda will send out invitations over the summer and address the committee in September. J. Bowman inquired as to whether or not the proposed Terms of Reference document for the three proposed sub-committees was ever approved? P. Nunoda confirmed they had not. Both L. Rancourt and J. Bowman thought the beginning of the new school year would be a good time to review the College and Institute Act with Council members and start the year off with as much focus and direction as possible.

CAAT Requirements – D. Batterham gave brief background on why there is a concern surrounding the discrepancy that exists on many of our Program Guides regarding CAAT entrance requirements. L. Rancourt added, further discussion also revealed that changing the requirements would have a ripple effect on many of these affected programs. She asked L. Lovegreen, since D. Batterham has since stepped down from Education Council, to get the group together to keep this in the forefront. J. Leclair reported she has been researching other institutions to see what types of assessment tests they use and has found they all use different assessments for different programs. The research is only half done. J. Bowman asked to be added to the group.

Decision

5. College and Career Preparation

Revised Course Outlines:

- a) CPST 039 Individualized Computer Studies
- b) CPST 059 Provincial Computer Studies: Applications
- c) ENGL 039 Individualized Studies in English
- d) ENGL 059 Provincial English
- e) MATH 039 Individualized Studies in Math
- f) MATH 059 Individualized Studies in Math
- g) SCIE 039 Individualized Studies in Science
- h) SCIE 059 Individualized Studies in Science
- i) SOST 039 Individualized Social Studies

D. Batterham explained it has been a challenge to track students in the Career and College Preparation program with continuous intake courses. These nine courses are used as individualized study courses to start the students in the program. Currently the courses have different hours and when students are sometimes required to reregister, they pay student fees, etc. again. P. Nunoda was concerned about Instructional load and if this would increase the hours for the Instructors. S. Roe explained that it would not have a significant impact on instruction time. Some concern was also expressed over what some considered 'rather vague' learning outcomes. P. McClelland pointed out the learning outcomes say 'should be listed' and suggested it would be better to say 'will be listed', all agreed. D. Szuscko explained this provides flexibility in adapting the courses to the individual students and referred to 'the form' used in the process which provides a brief overview of intent of content and learning outcomes. The form is then signed by the student and instructor and sent to the Registrar. L. Lovegreen stated she has not seen the form. P. Nunoda suggested we review the form and bring it to the September meeting; however he didn't want this to hold up approval of these courses. D. Szuscko agreed.

ACTION: D. Szuscko to send the form via email to both L. Lovegreen and P. Nunoda and bring it to the September Education Council meeting.

13.06.03 – SZUSCKO/ROE

THAT the Education Council approves the revisions to; CPST 039 Individualized Computer Studies, CPST 059 Provincial Computer Studies: Applications, ENGL 039 Individualized Studies in English, ENGL 059 Provincial English, MATH 039 Individualized Studies in Math, MATH 059 Individualized Studies in Math, SCIE 039 Individualized Studies in Science, SCIE 059 Individualized Studies in Science and SOST 039 Individualized Social Studies for the Career and College Preparation program as amended.

CARRIED

S. Nickel joined the meeting.

**6. Post-Degree Diploma in Business Management
Revised Program Information and Completion Guide**

S. Roe explained the Post-Degree Diploma in Business Management (PDD in BM) is primarily taken by International students and as such the admission requirements need to have formal acknowledgement of an IELTS (International English Language Testing System) score. S. Nickel explained the IELTS score measures competency in English and a 6.5 score is an appropriate level to be successful in completing the PDD in BM. J. Bowman commented in his investigation, he noticed many other institutions also use the test.

13.06.04 – RASHID/LECLAIR

THAT the Education Council approves of the revised Program Information and Completion Guide for the Post Degree Diploma in Business Management as presented.

CARRIED

S. Nickel left the meeting.

New Courses:

- a) **COMM 301 Organizational Communications**
- b) **MGMT 303 Non-profit Management**
- c) **MGMT 425 Integrated Strategic Management**

S. Roe explained these courses are being brought forward as they are already a part of the approved program guide for Post Degree Diploma in Business Management.

MGMT 303 Non-profit Management

L. Verbisky explained MGMT 303 is essentially the same course as ECED 201 Non-profit Management with a change in pre-requisites. Some concern was expressed that this change in pre-requisites would stop some Social Work students from taking the course. L. Verbisky explained although the learning outcomes are remaining the same, the Instructor teaching the course will likely take it to a deeper level and will eventually be adding additional learning outcomes. L. Rancourt advised caution when making these types of changes and suggested keeping the course pre-requisites the same as ECED 201 for now and when the changes to learning outcomes etc. are made, then make a new course. All agreed.

13.06.05 – LECLAIR/STARR

THAT the Education Council approves of the new course; MGMT 303 Non-Profit Management for the Post Degree Diploma in Business Management program which will be cross listed with ECED 201 and without pre-requisites, as amended.

CARRIED

D. Batterham left the meeting.

MGMT 425 Integrated Strategic Management

L. Verbisky advised MGMT 425 is the same as MGMT 225 Strategic Management with 15 hours of seminar added. Students from both courses will share the lecture component but MGMT 425 students will be required to complete the seminar component which includes discussion of cases studies. Concern was raised about students who take MGMT 225 coming back for MGMT 425 and would they have to take the whole course over again? L. Rancourt suggested the 15 hour seminar portion be submitted as a standalone course so these students wouldn't have to redo the whole course. P. Nunoda suggested the course be approved with a proviso. S. Roe agreed.

13.06.06 – ROE/LECLAIR

THAT the Education Council approves of the new course outline; MGMT 425: Integrated Strategic Management as per the approved Program Completion Guide for the Post-Degree Diploma in Business Management with the proviso that the outline be presented to Education Council again in September 2013 after the team has had the chance to look at process.

CARRIED

ACTION: S. Roe to bring MGMT 425 Integrated Strategic Management back to the September 2013 meeting.

COMM 301 Organizational Communications

COMM 301 Organizational Communications is a new course outline for the Post Degree Diploma in Business Management. No discussion.

13.06.07 – ROE/LOVEGREEN

THAT the Education Council approves of the new course outline COMM 301 Organizational Communications for the Post-Degree Diploma in Business Management program as presented.

CARRIED

7. University Arts and Science

Revised Course Outlines:

- a) **BIOL 101 Introductory Biology I**
- b) **BIOL 102 Introductory Biology II**

S. Roe advised at the 2013 Biology articulation meeting, it was discovered that several institutions have changed the pre-requisites for introductory Biology courses to Biology 11 or 12 rather than just Biology 12. The course content for Biology 11 aligns more closely with the content of 100-level Biology courses. He also mentioned this creates an enhanced opportunity for dual credit students.

13.06.08 – ROE/MCLEOD

THAT the Education Council approves of the revised course outlines; BIOL 101 Introductory Biology I and BIOL 102 Introductory Biology II for the University Arts and Sciences program as presented.

CARRIED

L. Verbisky left the meeting.

Information/Discussion

8. Education Calendar 2013-2014

L. Lovegreen advised since the last meeting, she had received some clarification around Applied Business Technology dates which she has incorporated into the Calendar and nothing else. J. Bowman explained Education Council's role with the Education Calendar is only advisory and this will be the last time the 2013-2014 version will be brought to Council.

**9. Education Policy
Residency Requirement**

P. McClelland explained the Residency Requirement education policy is only being brought forward for discussion purposes. L. Rancourt commented one of the main reasons this policy came about was because we had some programs with very high residency requirements – as much as 100%. L. Lovegreen echoed L. Rancourt's comments and advised this discussion is at the Registrar's table and all institutions are assessing if their residence requirements are too high. J. Bowman commented the Environmental Scan P. McClelland also presented gives us a framework to work with and given that this topic is being discussed at the Registrar's level for now, that we bring it back at a later date. P. McClelland agreed.

10. Roundtable Discussion

J. Bowman observed we all come to Education Council with a variety of skills and we all have something to add. He would like to ensure that everyone has a voice as well as a vote at the table. Being on Education Council has reinforced the value of a collective wisdom. He would however also like to see due process as time is a really an important issue. Submissions need to have eyes on them and time is needed to reflect on what is being presented. He noted the October 2011 minutes mentioned establishing a number of sub-committees and would like to see this happen as sub-committees would move things forward more expeditiously.

L. Rancourt added she also had something to bring to Council's attention. She had received notification that since the BC election there have been some changes made in government offices. There is a new Minister of Education and a new Minister responsible for the Industry Training Authority. Both of these Ministers have received mandate letters from Prime Minister, Christy Clark. One of the items in the mandate letters is to deliver 10 year skills training plans; another is to work with Boards in the public sector as well as doing a review of all programs. At the September meeting she will ask for time on the agenda to broach the subject of do we want a working group around process. J. Bowman asked everyone to consider where you want Education Council going next year.

J. Bowman thanked P. McClelland for her years as Chair and has appreciated her humour and counsel.

Adjournment – 3.26 p.m.

Next Meeting – September 25, 2013

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

A handwritten signature in black ink, appearing to be the initials 'J.B.' followed by a stylized flourish.