



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of June 27, 2012
Dawson Creek Regional Board Room
Fort St John Room 130

Participants:	Jade Bouchard Kathy Handley Patricia McClelland Peter Nunoda Steve Roe	Trina Goebel Loren Lovegreen Janine Napoleon Laurie Rancourt David Szucsko Judy Seidl (Recording)
Absent:	David Batterham Istvan Geczy	Leah Black Sara Ross
Guest(s):	Cindy Broberg Faisal Rashid	

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

Agenda was adopted as circulated.

2. Adoption of Minutes, May 23, 2012

12.06.01 M/S – HANDLEY/ GOEBEL

THAT the minutes of May 23, 2012, be adopted as circulated.

CARRIED

3. Action List

P. McClelland stated the Flowchart document has been moved to the September meeting to allow for more time to study the process. L. Rancourt asked the Honorary Associate of Arts Degree document also be moved to the September meeting.

Decision Item(s)

4. Clean Energy

Revised Program Information and Completion Guide

Course Outlines:

- a) CLEN 057 Fundamentals in Math and Physics
- b) CLEN 058 Electrical Safety
- c) CLEN 100 Energy Management and Planning
- d) CLEN 101 Building Site and Design
- e) CLEN 102 Solar Thermal Installer
- f) CLEN 103 Solar Electric, Photovoltaic System Installer
- g) CLEN 104 Geexchange System Installation and Design
- h) CLEN 105 Biomass and Run-of-River Energy Systems
- i) CLEN 106 Small Wind Installation and Maintenance
- j) CLEN 107 Photovoltaic System Sales
- k) CLEN 108 Water Recycling, Rainwater Collection and Waste-Heat Recovery
- l) CLEN 109 Project Management

S. Roe explained these are the course outlines to go with the Clean Energy Program Information and Completion Guide which was approved at the March 2012 Education Council meeting. There are still two course outlines to come which will be submitted to the September 2012 meeting. Some small corrections were made to the course descriptions of CLEN 100, CLEN 103 and CLEAN 107 and the program guide. P. McClelland requested clarification and S. Roe confirmed the first offering of the Clean Energy program will be in October and funded through Employment Skills Access (ESA).

12.06.02 M/S – NUNODA/NAPOLEON

THAT the Education Council approves of the course outlines for the Clean Energy program; CLEN 057 Fundamentals in Math and Physics; CLEN 058 Electrical Safety; CLEN 101 Building Site and Design; CLEN 102 Solar Thermal Installer; CLEN 104 Geexchange System Installation and Design; CLEN 105 Biomass and Run-of-River Energy Systems; CLEN 106 Small Wind Installation and Maintenance; CLEN 108 Water Recycling, Rainwater Collection and Waste-Heat Recovery; and CLEN 109 Project Management as presented and the revised Program Information and Completion Guide; CLEN 100 Energy Management and Planning; CLEN 103 Solar Electric, Photovoltaic System Installer; CLEN 107 Photovoltaic System Sales as amended.

CARRIED

5. Practical Nursing – 2011 intake

Course Outline:

PNUR 106 Senior Practicum

Cindy Broberg joined the meeting.

S. Roe advised the reason for the grading changes to the PNUR 106 Senior Practicum outline is to simplify student's assessment for preceptors who are professional practicing nurses volunteering to guide students through their final weeks of training, to standardize student scores in their preceptorship and to allow students to focus on their practical training rather than focusing on strategies that would promote their ability to academically achieve an 'A'. After a lengthy discussion on how students can be assessed on a Pass/Fail basis rather than a percentage basis, it was pointed out this outline is for an 'in process cohort'. L Rancourt cautioned, since the current group of students have already had access to this formally approved outline, legally it cannot be changed unless all the students agree to the changes and provide written approval. All agreed it was too late to obtain this approval as the outline is to be effective for September 2012. S. Roe withdrew the motion to approve the changes to the outline, seconder, K. Handley agreed. The grading of the PNUR 106 Senior Practicum outline for the 2011-2012 Practical Nursing program will stay as is.

- C. Broberg left the meeting.
- F. Rashid joined the meeting.

**6. Post Degree Diploma in Business Management
New Course Outline:
MGMT 301 Management Skills for Supervisors**

S. Roe introduced the new MGMT 301 Management Skills for Supervisors for the Post Degree Diploma in Business Management program as an upper division course numbered at the 300 level and advised further research is needed to see what transfer credits can be derived. F. Rashid added content and textbook are comparable to Master of Business Administration degree courses at other institutions. S. Roe confirmed the Post Degree Diploma in Business Management has been through the provincial vetting process (Post Secondary Institution Proposal System) with a very positive response.

12.06.03 M/S – ROE/BOUCHARD

THAT the Education Council approves of the new course outline, MGMT 301 Management Skills for Supervisors for the Post Degree Diploma in Business Management program as presented.

CARRIED

- F. Rashid left the meeting.

**7. Information and Communications Technology Certificate
Information and Communications Technology Diploma
Revised Program Information and Completion Guides**

S. Roe advised admission requirements for the two Information and Communications Technology programs have already been approved by the consortium to ensure students are better prepared to meet the learning outcomes of the program courses. L. Rancourt noted the effective date of September 2012 will not work since marketing materials have already been published indicating lower

requirements. She suggested making the new requirements a strong recommendation for September 2012 and making the changes effective for September 2013. S. Roe agreed.

12.06.04 M/S – ROE/HANDLEY

THAT the Education Council approves of the revised Program Information and Completion Guides for the Information and Communications Technology Certificate and Diploma programs as recommendations for the 2012-2013 academic year and official for the 2013-2014 academic year as presented.

CARRIED

Information/Discussion

**8. Business Management Certificate
Business Management Diploma
Revised Program Information and Completion Guides**

The two Business Management programs came to the May Education Council meeting with a request to grant credit for three academic courses to Applied Business Technology (ABT) graduates with specific ABT courses. After some discussion it was decided to approve the request pending approval from the Associate Registrar, T. Giovannini. T. Giovannini was contacted and has suggested using the term 'granted exemption from' instead of 'will receive credit for' so as not to confuse students into thinking they will be getting transfer credit for their ABT courses. K. Handley raised the question of how students would then graduate if their transcript did not show transfer credits and add up to the required credits for the certificate program. L. Rancourt felt this would work but asked L. Lovegreen to investigate and verify for future reference.

Action: L. Lovegreen to verify students do not have to have the required number of credits when being granted exemptions from courses for graduation.

9. Student Appeals Policy Review

P. Nunoda requested changes to the current Student Appeals Policy which includes moving the final decision of the appeal from the President to the Vice President, Academic and Research level. L. Rancourt confirmed Article #37 of the College and Institute Act states the final appeal in staff and student suspensions can be taken to the College Board of Governors. Some questions were raised as to this process as well as some other changes and in the interest of time, P. Nunoda requested everything else remain the same in the current Policy and only the references to President be changed to Vice-President, Academic and Research. Any other changes could wait until another meeting however the proposed change needs to be approved so it can be included in the Student Handbook.

12.06.05 M/S – NUNODA/GOEBEL

THAT the Education Council approves of the change in the current Student Appeals Policy of any reference to President to Vice President, Academic and Research.

CARRIED

10. Students Rights and Responsibilities Overview

P. Nunoda advised, Students Rights and Responsibilities is a brand new policy document which hasn't been published and can be brought back to the October meeting in order that it can be given the proper consideration. P. McClelland commented it was an excellent document to build on. All agreed.

Action: Students Rights and Responsibilities to be brought back to the October meeting.

11. Career and College Preparation

Changes to numbering of Math 020 series courses

In D. Batterham's absence, D. Szucsko explained the changes to the Career and College Preparation 020 level Math courses are an attempt to align our course numbers to adult literacy numbers. He advised other changes to the curriculum at the provincial level will probably be forthcoming in the near future as well. Math 020A will now be Math 024, Math 020B will be Math 025 and Math 020C will now be Math 026.

Adjournment – 2:58 p.m.

Next Meeting – September 26, 2012

Patricia McClelland (2012-2013)

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