



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**
Meeting of March 27, 2013
Dawson Creek Regional Board Room
Fort St John Room 2-115

Participants:	David Batterham Patricia McClelland Peter Nunoda Megan Reitsma Flo Stelmack Rene Tremblay	Katherine Finke Janine Napoleon Laurie Rancourt Steve Roe David Szucsko Sarah Wilson Judy Seidl (Recording)
Absent:	Jim Bowman Darien Pickett-Eales	Loren Lovegreen
Guest(s):	Turid Giovannini Bev Litster	Mark Heartt Mario Tenisci

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

REMOVE discussion topic 'Credential Awarding and Residency' policy from Item 10.

Agenda was adopted as amended.

2. Adoption of Minutes, February 27, 2013

13.03.01 M/S – ROE/REITSMA

THAT the minutes of February 27, 2013, be adopted as circulated.

CARRIED

3. Action List

Some work has been pulled together for the Residency Requirement policy however the desire to make this an umbrella policy which includes both residency requirements and credentialing has necessitated we remove the item from this month's agenda and move it onto the April 2013 meeting so more work can be done regarding credentialing.

Policy Subcommittee will be moved to the April 2013 Action List.

The Honorary Associate of Arts Degree policy is on today's agenda for review and will be brought back to the April 2013 meeting for approval.

Decision Item(s)

4. Business Management

Revised Course Outline:

MGMT 302: Business Sustainability and the Environment

M. Tenisci reported, in teaching the MGMT 302 Business Sustainability and the Environment course it has become evident that students require certain foundation courses in order to actively participate in the course. MGMT 302 covers topics from five business functions: finance, accounting, strategy, marketing and operations. The specified prerequisite courses will ensure that students have that foundational knowledge. T. Giovannini inquired as to transferability options to other institutions and S. Roe informed most upper level institutions are not keen on giving transfer credit and that transfer credit has already been requested to those institutions that may however for the Post Degree Diploma transferability is not really a consideration. S. Roe also assured no students would be disadvantaged by the change to prerequisites as the next time the course would be offered is in January 2014.

13.03.02 M/S – ROE/BATTERHAM

THAT the Education council approves of the revised course outline; MGMT 302 Business Sustainability and the Environment for the Business Management and Post Degree Diploma in Business Management programs as presented.

CARRIED

5. Esthetics and Nair Care Technology

Revised Program Information and Completion Guide

M. Reitsma explained if potential Esthetics students are missing a Science 10 course on their transcripts or have a score lower than 67%, then they are required to take a Canadian Adult Achievement (CAAT) test to determine what their skill level is in Science. For some unknown reason the required Science portion of the CAAT was never noted on the Program Information and Completion Guide even though it has been standard practice to test students. All agreed the Program Guide should reflect the required Science component on the CAAT.

D. Batterham once again pointed out the discrepancy in scoring on the Canadian Adult Achievement Test (CAAT), the equivalent for Science 10 would be 10.9 or 11.0 not 10.0 which is actually equivalent to completing Science 9. Discussion followed as to what the correct level of the CAAT should be. M. Reitsma pointed out changing the CAAT score to 10.9 or 11.0 would have a very significant impact on students getting into the program. L. Rancourt suggested we look at all the implications of what changing the score may have, establish a committee to look into it and bring back their findings to the April meeting as she agreed with D. Batterham that the matter must be addressed.

ACTION: M. Reitsma, R. Tremblay, D. Batterham and L. Lovegreen to look at equivalency levels of the CAAT and develop a time line to address the issue and bring this to the April meeting.

13.03.03 M/S – NUNODA/TREMBLAY

THAT the Education Council approves of the revised Program Information and Completion Guide for the Esthetics and Nail Care program as presented.

CARRIED

- 6. Enhanced Carpentry Foundation Level 1**
Revised Program Information and Completion Guide
Revised Course Outline:
RCON 100 Enhanced Carpentry Foundation Level 1

Enhanced Carpentry Foundation Level 2
Revised Program Information and Completion Guide
Revised Course Outline:
RCON 200 Enhanced Carpentry Foundation Level 2
- 7. Enhanced Millwright Foundation Level 1**
Revised Program Information and Completion Guide
Revised Course Outline:
MILL 090 Millwright Foundation Trades Training

Enhanced Millwright Foundation Level 2
New Program Information and Completion Guide
- 8. Enhanced Plumbing Foundation Level 1**
Revised Program Information and Completion Guide
Revised Course Outlines:
PLMB 090 Plumber Foundation Trades Training
PLMB 100 Plumber Level 1
PLMB 150 Plumber Practicum

**Enhanced Plumbing Foundation Level 2
New Program Information and Completion Guide
Revised Course Outline:
PLMB 200 Plumber Level 2**

R. Tremblay reported the changes to the Program Information and Completion Guides for the Carpentry, Millwright and Plumbing programs and subsequent course outlines are all similar and can be dealt with in one motion. All three of these programs include both a Level 1 and a Level 2. The Industry Training Authority (ITA) recognizes both levels and presents a ticket upon the completion of each level. Northern Lights College (NLC) only confers a credential when the student completes both Levels 1 and 2, so if a student fails Level 2 they receive no acknowledgement from NLC and yet have a Level 1 ticket from the ITA. Supporting these changes will align our processes with the ITA's and the students will get a credential when they complete each level. T. Giovannini agreed this process will also make reporting to the Ministry more streamlined and consistent.

13.03.04 M/S – REITSMA/FINKE

THAT the Education Council approves of the revised Program Information and Completion Guides for Enhanced Carpentry Foundation Level 1, Enhanced Carpentry Foundation Level 2, Enhanced Millwright Foundation Level 1, Enhanced Plumber Foundation Level 1, and the new Program Information and Completion Guides for Enhanced Millwright Foundation Level 2, and Enhanced Plumber Foundation Level 2, as well as the revised course outlines; RCON 100 Enhanced Carpentry Foundation Level 1, RCON 200 Enhanced Carpentry Foundation Level 2, MILL 090 Millwright Foundation Trades Training, PLMB 090 Plumber Foundation Trades Training, PLMB 100 Plumber Level 1, PLMB 150 Plumber Practicum, and PLMB 200 Plumber Level 2 as presented.

CARRIED

Information/Discussion

9. Ministry of Advanced Education, Innovation and Technology Quality Assurance Framework

L. Rancourt spoke to the Ministry of Advanced Education, Innovation and Technology's Quality Assurance Framework document and advised she had attended their meeting. While she agrees with the concept of a quality assurance framework she has some concerns regarding the practical implementation of it. There were consultations held over the past year but the document itself was not vetted through Education Councils or Secondary schools, only through an advisory group. The British Columbia College Presidents Group is preparing a response but will not get it in before the April 2013 deadline due to the short time constraints. P. McClelland advised the Academic Governance Council, representing Education Councils throughout the province, will also be putting forth a response.

Northern Lights College is also putting together a written response and L. Rancourt advised she participated very actively at the meeting. A 'webinar' for further consultation will also be announced shortly and she will be participating in that as well. P. McClelland offered to put any further information she receives on the D2L site to keep everyone informed.

10. Policies

Honorary Associate of Arts Degree Credential Awarding and Residency

The Honorary Associate of Arts Degree policy is undergoing revision to make sure all the processes are in place. Changes being proposed are to open the award to a broader field of people. The current policy has a more regional focus and L. Rancourt doesn't want to limit recipients to only our region. The purpose of the Honorary Associate of Arts Degree is to inspire our students and give them a vision of what can be done with the knowledge they are acquiring at Northern Lights College. S. Wilson suggested students be given more of a voice in the process. P. McClelland also pointed out a committee piece has been added and some discussion followed as to who should Chair the committee. The Education Council chair was suggested however this person could potentially change from year to year and not provide the required consistency in the process. The Vice President of Academic felt the award was not necessarily academic in nature but more of a service award and therefore would fall more under the auspices of the Registrar. The committee would also be responsible for the wording on the parchment. A formal process for contacting the recipient and defining when, who and what more needs to be done was also added to ensure there would be consistency from year to year. The policy will be brought back to the April 2013 Education Council meeting for final approval.

P. McClelland acknowledged everyone who had added their voice to Education Council for the past two years and thanked everyone for all of their hard work and participation on Education Council.

Adjournment – 2:20 p.m.

Next Meeting – April 24, 2013

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