



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of May 22, 2013
Dawson Creek Regional Board Room
Fort St John Room 2-115

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

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 requested an addition to the agenda: Item 7 Roundtable Discussion.

Agenda was adopted as amended.

2. Adoption of Minutes, April 24, 2013

13.05.01 M/S – WILSON/ROE

THAT the minutes of April 24, 2013, be adopted as circulated.

CARRIED

3. Action List

Student Rights and Responsibilities – on today's Agenda.

Residency Requirement – P. McClelland reported, she and L. Lovegreen have been in discussion and will bring the issue back to the June meeting in policy format.

Absenteeism Percentage Language – J. Bowman referred to a document he had prepared in response to his concerns regarding the wording used in our Trades Attendance Policy. The document provides information relevant to the potential effect of the Trades Attendance Policy on students with disabilities and the necessity to harmonize this policy with the BC Human Rights Code. Colleges do have a right to set attendance policies but must also include provisions for students with disabilities to be able to meet those goals. Students with disabilities represent approximately 10% of the postsecondary population. He recommended an addendum to the Trades Attendance Policy:

Students with disabilities which may impact attendance are encouraged to provide appropriate medical documentation to Access Services in advance of the program start date. A plan will be developed with the Dean or designate, Instructor and Access Services which accommodates the student within reason.

R. Tremblay requested a cautionary statement be added that students who disclose disability after the program start cannot expect to receive retroactive accommodations.

A. Starr questioned the use of the word ‘encouraged to’ as opposed to ‘must’ or ‘should’ provide medical evidence that a student has issues. L. Rancourt observed, medical documentation is required and students are encouraged to bring this information in ahead of starting their program. J. Bowman agreed and commented, while the changes are specific to the Trades policy, he hopes the new wording will be considered for other programs as well and he will bring it back to the June meeting with the suggested revisions.

Policy Subcommittee – P. Nunoda is absent today but will be in attendance at the June meeting.

Canadian Adult Achievement Test (CAAT) Equivalencies – J. Leclair advised she has only just started talking to other institutions regarding their policy on CAAT scores. R. Tremblay advised the task is huge and will take more time to fully consider all the ramifications. L. Rancourt asked the item be reported back on at the June meeting.

Information/Discussion

4. Education Policy Student Rights and Responsibilities

In his absence, P. Nunoda asked L. Friesen to speak to the new Student Rights and Responsibilities Education Policy which was first introduced at the June 2012 Education Council meeting. L. Friesen explained an increase in the number of incidents on various campuses last year prompted the need for developing this policy. At present, we don't have a policy in place which clearly outlines what a student's responsibility is to act in an age appropriate manner nor what constitutes ‘misconduct’ and what consequences may result from that.

Discussion followed and a number of issues were noted:

- 1) It was determined a ‘Definition’ section should be added to the policy which clearly explains the terminology used in the document.

- 2) Course outlines are considered a contract between Northern Lights College and the student and certain areas of the course outline should not be changed especially course content, learning outcomes and the evaluation criteria. If you change any of these areas on the outline, students will have a legitimate reason to appeal.
- 3) The student has the right to be assured that changes to the length of the program subsequent to his/her entry will not extend the program beyond the time specified upon enrollment *unless there are extreme circumstances*. A work stoppage for instance may be beyond the control of the institution. L. Rancourt suggested perhaps we seek some outside advice on this.
- 4) P. McClelland noted in the Student Discipline section of the Student Rights and Responsibilities policy, the Vice President, Academic and Research, can deal with the issue whereas in other policies, the Dean can deal with the issue. She suggested all policies be synchronized in this regard.
- 5) L. Rancourt considered this policy to tie all of our related policies together and these should be listed on the top of the front page.
- 6) All other policies need to be aligned with this one as the strength of the document will depend on how it harmonizes with all the related policies.
- 7) J. Leclair suggested the new attendance wording proposed by J. Bowman should be included in this policy as well. She also pointed out the section on attendance mentions 'on the job after graduation' which is not up to us and should be removed. All agreed.
- 8) L. Friesen asked any more suggestions be sent to her and P. Nunoda within a reasonable amount of time so revisions can be made before the next meeting in June.

L. Friesen left the meeting at 2:25.

5. Education Calendar 2013-2014

In L. Lovegreen's absence, T. Giovannini reported the Registrar is still awaiting response for some unanswered questions and there are still a few adjustments to be made to the Education Calendar for 2013-2014. She also advised the Registrar has been looking at a simpler version of the Calendar for next year. All agreed it was quite complicated with its level of detail. L. Rancourt observed some institutions separate Trades and Academic calendars and perhaps doing this might make it less confusing for students. Some concern was also expressed over the timing of getting the calendar out. P. McClelland clarified that Education Council is not responsible for the Calendar and only has an advisory role in its publication; it is under the auspices of the Registrar's office. L. Rancourt pointed out, the strategic objective document talks about clarifying academic planning guidelines and this will eventually be given a deadline to complete. A. Starr inquired as to what one should do if an error is noted. T. Giovannini asked that both she and L. Lovegreen be emailed the correction.

6. Education Council By-Laws

Some members of the Education Council had been inquiring as to the duties of the Education Council and P. McClelland wanted everyone to be aware of the By-Laws document which outlines the duties of the Chair, Vice-Chair, Secretary and members and what responsibilities we have to Northern Lights College.

7. Roundtable Discussion

J. Bowman would like have a roundtable discussion next meeting on what Education Council means to each of us and what we would like to see happen at Council meetings. Please come prepared with your views. L. Rancourt suggested reading the section of the College and Institute Act pertaining to the responsibilities of the Education Council as well. J. Bowman commented this Council is integral in the workings of Northern Lights College and the section related to Education Council and its relationship to the Board of Governors is very helpful. All agreed to include this discussion at the June meeting.

Adjournment – 2:41 p.m.

Next Meeting – June 26, 2013

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