



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of May 23, 2012  
Dawson Creek Regional Board Room  
Fort St John Room 130

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Participants:	David Batterham Jade Bouchard Brianna James Laurie Rancourt	Leah Black Kathy Handley Patricia McClelland Steve Roe Judy Seidl (Recording)
Absent:	Istvan Geczy Trina Goebel Peter Nunoda David Szucsko	Turid Giovannini Janine Napoleon Sara Ross
Guest(s):	Eva St. Jean	

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**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, April 25, 2012**

12.05.01 M/S – ROE/BATTERHAM

THAT the minutes of April 25, 2012, be adopted as circulated.

CARRIED

**3. Action List**

P. McClelland went through the list noting that most of the items were being addressed at today's meeting as planned.

## Decision Item(s)

### 4. Business Management Certificate Revised Program Information and Completion Guide

S. Roe explained the revisions to the Business Management Certificate program were a result of Grande Prairie Regional College granting graduates of the Northern Lights College Applied Business Technology (ABT) program, credits to their Business Administration Diploma program. In order to encourage our students to continue their studies at Northern Lights, Business Management Faculty felt the same could be done here. A review of both programs was undertaken and a number of topics considered. For instance, elements of Excel, Word and Power Point being taught in the ABT program were compared to the Computer Studies course and a series of ABT courses was put together to grant credit for Computer Studies 101. The decision to remove the Workforce Training courses; MGMT 141, MGMT 142 and MGMT 143 (Management Skills for Supervisors, Parts I, II and III) from the list of electives was due to there being no guarantee of academic rigor or any way to be certain of the instructor's credentials. Academic courses are being developed to replace these courses. Curriculum Math changes which were approved at the June 2010 Education Council meeting and affect Admission requirements will be updated as well. A question was raised as to the age of a student's certificate and if would still qualify for the transfer credit if the credential was ten years old for example, all agreed that if the student took the required course outlines there should be no age constraints. S. Roe clarified the transfer credits were only based on an internal assessment and does not address issues of transferability to other institutions. D. Batterham expressed his concern over the fact that Career and College Preparation students cannot get credit towards the BC Adult Dogwood diploma with Applied Business Technology courses which is a 'high school' equivalency and yet they can get credit for 'post secondary' courses. Chair, P. McClelland felt this was another topic for discussion and could not be fully addressed at this meeting. L. Rancourt inquired as to whether the Associate Registrar had been consulted in the process and suggested the motion be amended to include 'pending approval of the Associate Registrar'.

12.05.02 M/S – ROE/BLACK

THAT the Education Council approves of the revised Program Information and Completion Guide which includes Applied Business Technology Certificate graduates with the specified ABTC courses be given credit for CPSC 101, ENGL 110 and MGMT 103 in the Business Management Certificate program pending approval from the Associate Registrar which will be documented at the June meeting.

CARRIED

*Action: S. Roe will consult with T. Giovannini, the Associate Registrar to ensure she is in favour of the revision.*

## **5. Business Management Diploma Revision Program Information and Completion Guide**

S. Roe advised, as with the Business Management Certificate program, the three Workforce Training courses; MGMT 141, MGMT 142 and MGMT 143 (Management Skills for Supervisors, Parts I, II and III), have been removed for the same reasons as mentioned above. New electives have been added which will also encompass the new Post-Degree Diploma in Business Management program. No concerns were expressed at the meeting.

12.05.03 M/S – ROE/BATTERHAM

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

CARRIED

E. St. Jean joined the meeting.

## **6. Honesty Policy**

P. McClelland applauded all the work that had gone into the Honesty educational policy. E. St. Jean advised changes to the wording of some of the sections of the document had been made to address some of the concerns at the April meeting. Others had been consulted to determine if there was an alternative to having a 'shadow file' to keep track of any cheating or plagiarism incidents. The plan of having a paper file to keep track of separate incidents has been dropped and it has been decided to keep an electronic file in a specifically designated folder accessible by the program Chair. L. Rancourt suggested this could lead to difficulty and loss of information and consistency if the student should move from one program to another which has a different Chair. She also felt the institution needs to be protected if the incident should escalate to the Appeal level. E. St. Jean acquiesced that it is not a perfect solution but better than what is in place at present. L. Rancourt agreed the policy should be approved at this point but should be revisited at a later date to see how the system is working. S. Roe pointed out a spelling error.

12.05.04 M/S – HANDLEY/ROE

THAT the Education Council approves of the new Honesty Policy to combine and replace the Plagiarism Policy and Cheating Policy to take effect as of May 2012 as amended.

CARRIED

## **7. Education Council Bylaws**

### **Process for Submission to Education Council (included in Bylaws) review later**

P. McClelland went through the document step by step pointing out the areas where changes had been made. A question was raised as to the meaning of 'Distributed Learning' in section 7.1 Rule 2 (e) under Non-instructional program areas. P. McClelland explained that this is referring to what is now called the Information Technology department. All agreed this should be changed to Information/Educational Technology. Under 6.6 Review, L. Rancourt asked that the term 'at a minimum' be added to the sentence for it to read "Northern Lights College Education Bylaws will be reviewed at a minimum of every 3 years."

12.05.05 M/S – BATTERHAM/ROE

THAT the Education Council approves of the revised Education Bylaws process for submission/ submission cover letter as amended.

CARRIED

## **Information/Discussion**

### **8. Heath Care Assistant**

S. Roe advised the Health Care Assistant program has been extended by two weeks in length to accommodate clinical placements. The overall hours have not been changed. Financial Aid has been consulted and there is no effect on Student Loan eligibility.

### **9. Submission Cover Letter**

P. McClelland asked whether everyone had time to look this document over and if there were any concerns. Most people felt the deadline should remain at 28 days prior to the next Education Council meeting. D. Batterham inquired if the Curriculum Sub-Committee would be meeting in person in the future. P. McClelland answered most people were concerned with time constraints and were not in favour of meeting in person. L. Rancourt advised there is a lot work that needs to be done on budgeting for a new program before it even gets to Education Council. Administration is looking at program costing models and the Ministry of Advanced Education's new quality assurance initiative will also have to be considered in the development of future programs. Work will have to be done over the next 3 to 4 years with respect to academic planning and she stressed the importance of establishing Advisory Councils. She would like to see procedure documents developed to give more coherence to the whole process. For now though, all agreed the Submission Cover Letter should specify the Dean under the 'Campus/Department/Program Staff' list and the Registrar and V.P. of Academic should be listed under the 'Regional Program Staff' list to ensure that these people are consulted in the process. L. Rancourt also stated that any changes to a Program should be seen by the Vice President, Academic and Research before it comes to Council.

## **10. Process for Submitting Program and Course Information Flowchart Addendum to Flowchart**

The processes outlined in these two documents had not been looked at for quite some time and some of the steps outlined in the flowchart are not being done anymore thereby creating some confusion. P. McClelland suggested giving people more time to look the two documents over and bring them back to the June meeting. S. Roe commented, in talking with other institutions, it seems Northern Lights College goes to considerably greater lengths than most other Colleges in British Columbia to meticulously track any and all changes to program guides and course outlines which can be somewhat of a mixed blessing. P. McClelland agreed, this has been her experience as well. L. Rancourt explained, from past experience, she would not want to see the College slide too far away from this 'gate keeping' process. She would like to see the key elements within a course outline identified and clearly defined, so major and minor changes can be easily determined and thought it a good idea to review this process again at the next meeting.

*Action: To review the Submission Flowchart and Addendum to the Flowchart at the June meeting.*

P. McClelland acknowledged Rochelle Galbraith and Dianne Herman, who are leaving and retiring, from the College and thanked them for their contribution to the Education Council over the years.

J. Seidl, Secretary to the Education Council, will be away from June 8 to 18<sup>th</sup>, 2012.

Adjournment – 2:50 p.m

Next Meeting – June 27, 2012

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