



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of November 27, 2013
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Room 132

Participants:	Terry Beaton Cindi Cardinal Junko Leclair Loren Lovegreen Kris McLeod Brijesh Patel Steve Roe Flo Stelmack Rene Tremblay	Jim Bowman John Kurjata Bev Litster Patricia McClelland Peter Nunoda Richard Podolecki Alison Starr Annette Tough Judy Seidl (Recording)
Absent:	Autumn Brown Faisal Rashid	Laurie Rancourt David Szucsko
Guest(s):	Rick Hall Duane Mitchell	Mark Heartt Ellen Thompson

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 advised D. Szucsko has resigned from Education Council due to other commitments.

Add –Item 7 Terms of Reference for Policy Subcommittee.

Agenda was adopted as amended.

2. Adoption of Minutes, October 23, 2013

13.11.01 M/S – TOUGH/STARR

THAT the minutes of October 23, 2013, be adopted as circulated.

CARRIED

3. Action List

Student Rights and Responsibilities – J. Bowman advised he had received the amended Student Rights and Responsibilities policy from L. Friesen but too late to be put on today's agenda. He has checked with the Marketing department and there is still sufficient time to include the information in marketing documents if we bring it back to the January meeting. P. Nunoda asked that any further revision comments or suggestions would have to be made before the Christmas break.

Residency – Item still in progress.

Policy Subcommittee – Terms of Reference added to today's agenda.

CAAT Requirements – The group met again a few weeks ago, J. Leclair reported reviewing assessment tools for the Power Engineering program. Other British Columbia offerings for this program vary significantly from ours and the decision was made to look at more similar programs being offered in Alberta. The group overall is making progress with matching curriculum, student progress and assessment tools and will be meeting again in the near future.

CCP Study Form – Since D. Szucsko has resigned, J. Bowman has asked D. Batterham to supply the Individualized Study forms for next month's meeting.

Decision

- #### 4. Wind Turbine Maintenance Technician
- Revised Program Information and Completion Guide**
Revised Course Outlines:
- a) WTMT 101 Wind Turbine Basics
 - b) WTMT 102 Wind Turbine Electrical Safety
 - c) WTMT 103 Electrical Fundamentals
 - d) WTMT 104 Meters and Test Equipment
 - e) WTMT 105 Semi-Conductors
 - f) WTMT 106 SCRs Diacs and Triacs
 - g) WTMT 107 Wind Turbine Construction
 - h) WTMT 108 Wind Turbine Towers
 - i) WTMT 109 Transformers
 - j) WTMT 110 Wind Turbine Mechanical
 - k) WTMT 111 Wind Turbine Specific Maintenance
 - l) WTMT 112 Wind Turbine Gear Maintenance and Inspection
 - m) WTMT 113 Wind Turbine Hydraulics
 - n) WTMT 114 Wind Turbine Fluid and Seals
 - o) WTMT 115 Wind Turbine Cooling Systems
 - p) WTMT 116 Work Planning
 - q) WTMT 117 Wind Turbine Rotor Blades

M. Heartt explained, although the changes appear substantial they are not. The Wind turbine content has basically stayed the same with the difference being in the elimination of the Applied Business Technology (ABT) courses and many of the Workforce Training courses. Upon consultation with industry it was found many of the Workforce Training courses were not required and most of the tickets were already half expired by the time the students left the program. By taking these courses out, the cost to the students has been significantly reduced. The additional hours added to certain courses are related more to practical skills such as climbing on the training tower to better prepare students for tower service. R. Podolecki questioned the final exam weighting in some of the courses. R. Tremblay explained the weighting is actually under review by the Industry Training Authority (ITA) because it is difficult to defend a practical examination. The electrical portion of the program is weighted to fit ITA standards and the College has no control over this. J. Bowman questioned the Residency Requirement of 60% and R. Tremblay suggested with the removal of the Workforce Training courses and the Applied Business Technology courses this should now be raised to 100%. When questioned about the removal of the prerequisites and co-requisites in the course outlines, M. Heartt explained students cannot take just one course in the program, they must take the entire program and this gives more flexibility to the program to move courses around. L. Lovegreen inquired about the grade required for submission into the program and J. Leclair responded that students are also required to do a trades assessment so they have the correct academic level.

13.11.02 – NUNODA/PODOLECKI

THAT the Education Council approves of the revised Program Information and Completion Guide as amended and the revised course outlines; WTMT 101 Wind Turbine Basics, WTMT 102 Wind Turbine Electrical Safety, WTMT 103 Electrical Fundamentals, WTMT 104 Meters and Test Equipment, WTMT 105 Semi Conductors, WTMT 106 SCRs Diacs and Triacs, WTMT 107 Wind Turbine Construction, WTMT 108 Wind Turbine Towers, WTMT 109 Transformers, WTMT 110 Wind Turbine Mechanical, WTMT 111 Wind Turbine Specific Maintenance, WTMT 112 Wind Turbine Gear Maintenance and Inspection, WTMT 113 Wind Turbine Hydraulics, WTMT 114 Wind Turbine Fluid and Seals, WTMT 115 Wind Turbine Cooling Systems, WTMT 116 Work Planning and WTMT 117 Wind Turbine Rotor Blades for the Wind Turbine Maintenance Technician program as presented.

CARRIED

M. Heartt, E. Thompson, R. Hall and D. Mitchell left the meeting.

5. Social Service Worker Diploma Revised Program Information and Completion Guide

S. Roe advised program recruitment and admission for September 2014 has not yet begun so program recruitment will not be disadvantaged in any way by the requested changes to the admission requirements which would align the Social Service Worker admission criteria with the University Art and Science admission criteria. He requested the proposed change to program intake be withdrawn and changed back to intake dates of September, January and May. He explained

International students have trouble getting a visa if there are no set dates. He also requested the Social Service Worker Bridging Certificate be deactivated given the lack of student enrolment. P. Nunoda inquired if reference letters were a barrier to students. Both, J. Leclair and S. Roe were not aware of any students being rejected or denied entrance into the program on the basis of a reference letter. More discussion followed with S. Roe requesting the submission be deferred to the January meeting so C. Kaweesi could be brought into the discussion as the program expert. All agreed.

Deferred to January meeting

**6. Workplace Essential Skills
Revised Program Information and Completion Guide
Revised Course Outlines:
a) WPES 001 Workplace Essential Skills
b) WPES 006 Workplace Essential Skills Project**

S. Roe explained the Workplace Essential Skills program was deactivated several years ago and now needs to be reactivated. He requested WPES 006 Workplace Essential Skills Project be removed as it is virtually the same course as WPES 001 Workplace Essential Skills. P. Nunoda explained a citation is a letter of accomplishment and that a credential cannot be attached as it not standardized enough. S. Roe explained the outline does have learning outcomes attached but are too varied to measure. P. Nunoda stated it is important for WPES 001 to be recognized as a course to help count FTEs (Full-time Enrolments) but it is being brought to Education Council only as an Information Item. All agreed and no motion of approval was made.

7. Terms of Reference

J. Bowman explained with the submission of more policies, it is more and more pressing to get this committee functional. He explained the only addition to the Terms of Reference was the inclusion of the line 'ecological validity and relevance to the College and communities of Northeastern BC. J. Kurjata suggested changing 'communities of Northeastern BC' to 'and the communities it serves' and P. Nunoda questioned the wording 'ecological validity' and asked it be removed. He further suggested that the Registrar serve as a standing member of the committee. The last line of the Purpose section was moved to the Process section.

13.11.03 – NUNODA/LOVEGREEN

THAT the Education Council approves of the Terms of Reference for the Educational Policy Subcommittee as amended.

CARRIED

A. Starr left the meeting.

Information/Discussion

8. Honorary Associate of Arts Degree (HAAD) Committee

L. Lovegreen informed, two excellent nominations have been received and the Honorary Associate of Arts Degree Committee would like to recommend both for acceptance. She would like to make a full presentation and bring the suggested wording for each parchment to the January meeting. All agreed.

9. Industry Training Authority (ITA) Mandate

Due to the lateness of the meeting, P. Nunoda suggested moving this item to the January meeting. All agreed.

Adjournment – 3:31 p.m.

Next Meeting – January 22, 2014

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