



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of November 28, 2012
Dawson Creek Regional Board Room
Fort St John Room 130

Participants:	David Batterham Katherine Finke Patricia McClelland Peter Nunoda Megan Reitsma David Szucsko	Jim Bowman Loren Lovegreen Janine Napoleon Darien Pickett-Eales Flo Stelmack Rene Tremblay Judy Seidl (Recording)
Absent:	Lloyd Feere Laurie Rancourt	Trina Goebel Steve Roe
Guest(s):	Kristina VandeWalle	

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 some time at the end of the Agenda to speak to an item for the January meeting.

P. McClelland added an item at the request of S. Roe to address new Health Care Assistant and Practical Nursing requirements.

Agenda was adopted as amended.

2. Adoption of Minutes, September 26, 2012

12.11.01 M/S – SZUCSKO/TREMBLAY

THAT the minutes of October 24, 2012, be adopted as circulated.

CARRIED

3. Action List

P. McClelland went through the Action List item by item:

L. Lovegreen advised she had heard back from other institutions regarding exemptions and students not having the actual number of credits on their transcripts from Northern Lights. It was totally dependent on the institution whether or not they would ask students to replace exempted courses with credit courses. After some discussion, it was decided to remove the item from the Action List and P. Nunoda, VP of Academic and Research and L. Lovegreen, Registrar, will take it from here to decide what position NLC will take in this regard.

The Honorary Associate of Arts revisions have been moved to the January meeting.

The Submission Flowchart has also been moved to the January meeting.

P. Nunoda advised the Students Rights and Responsibilities document has not yet been brought forward for the Deans' input and should be left on the Agenda until sometime in the new year.

P. McClelland volunteered to investigate Residency Requirements at other institutions and bring the information back to the January meeting.

J. Bowman had previously expressed his concern over the language used in our Program Guides which addresses student absenteeism. He would like to see language that is more supportive of students with disabilities while still maintaining the standards set by the Industry Training Authority. J. Bowman and R. Tremblay to discuss this and bring suggestions back to the January meeting.

Decision Item(s)

- 4. Applied Business Technology**
 - Revised Program Information and Completion Guides**
 - a) Administrative Assistant**
 - b) Financial Assistant**
 - c) Office Assistant**

New Course Outlines:

- a) ABTC 114 Human Relations and Job Search**
- b) ABTC 119 Computers and Groupware**
- c) ABTC 154 Administrative Procedures and Records Management**
- d) ABTC 191 Practicum for Office Assistants**
- e) ABTC 193 Desktop Publishing**

Revised Course Outlines:

- a) ABTC 112 Keyboarding I,**
- b) ABTC 120 Business Math and Calculations**
- c) ABTC 173 Keyboarding II**
- d) ABTC 182 Automated Accounting**
- e) ABTC 194 Presentation Software**

K. VandeWalle explained, currently some of the issues troubling the Applied Business Technology (ABT) program were that local funders had ceased their funding due in part to the fact that *all* the students who entered the program in September didn't graduate until June and there is a 200 hour difference between the Office Assistant program and the Administrative Assistant program. Funders just didn't want to pay for students who were sitting in class for an extra 200 hours. Also in recent years, the ABT program at Northern Lights College (NLC) had fallen off of the provincial transferability grid.

The suggested revisions in this submission would once again meet the provincial requirements as well as provide three exit points for students. The program will now be offered in three semesters, the first semester is 450 hours long including a 30 hour practicum and upon successful completion, students would exit with an Office Assistant Certificate. Students who choose to take the second semester as well, for a total of 660 hours including a 60 hour practicum, would exit with a Financial Assistant Certificate and if the student elects to take all three semesters for a total of 850 hours including a 60 hour practicum, upon successful completion they would exit with an Administrative Assistant Certificate. She clarified students taking the full Administrative Assistant and the Financial Assistant program would only need to do the 60 hour practicum, not both the 30 hour and the 60 hour. Students must declare which certificate they wish to pursue at the onset of the program rather than deciding halfway through as has been the practice in the past. Bringing the program back up to a provincial standard would enable students to take on-line courses as an option as well and be able to complete the program through a blended delivery.

K. VandeWalle referred to the spreadsheet provided in the meeting package, listing all of the courses included in the revised programs as well as indicating which courses have changed in hours and credits. She assured Council, NLC's Business Management department has also been consulted as to the changes since several of the courses can transfer to that program. Local School Districts are agreeable to the changes as well, since dual credit students could potentially receive a certificate after only one semester.

The ABT program is also piloting a project to provide students with Tablets that contain all of the textbooks required for the program. The College is looking into buying the 'loadable rights' so textbooks can also be uploaded to a Tablet which is already owned by the student. Regular textbooks will also still be available to purchase.

D. Batterham pointed out a discrepancy in all three of the Completion Guides regarding Grade 11 English and Grade 10 Math requirements. The Canadian Adult Achievement Test equivalents for these courses are 11.9 for English, not 11.0 and 10.9 for Math, not 10.0. K. VandeWalle agreed to make the correction. J. Bowman also noted the current program description on the website includes a paragraph recommending computer skills, K. VandeWalle agreed this should be kept in the Guides and will provide the information to J. Seidl, Secretary to Education Council. P. McClelland questioned the Application Deadline which states "Ongoing until the program is full", a suggestion was made to change it to 'Ongoing until program commencement add/drop date'. K. VandeWalle agreed.

12.11.02 M/S – TREMBLAY/STELMACK

THAT the Education Council approves of the revised Program Information and Completion Guides for all three Applied Business Technology certificates, Office Assistant, Financial Assistant and Administrative Assistant as amended and the revised course outlines; ABTC 112 Keyboarding I; ABTC 120 Business Math and Calculations; ABTC 173 Keyboarding II; ABTC 182 Automated Accounting and ABTC 194 Presentation Software as presented and new course outlines; ABTC 114 Human Relations and Job Search; ABTC 119 Computers and Groupware; ABTC 154 Administrative Procedures and Records Management; ABTC 191 Practicum for Office Assistants as presented and ABTC 193 Desktop Publishing as amended for the Applied Business Technology program.

CARRIED

Information/Discussion

**5. Health Care Assistant and Practical Nursing
Immunization Requirements – Effective 2013**

S. Roe was unable to attend today's meeting however requested the new immunization requirements for the Health Care Assistant and Practical Nursing programs be included in this month's agenda. Health authorities now require both Practical Nursing and Health Care Assistant students to have a Pertussis (commonly called Whooping cough) immunization among the other standard immunizations. Health Care Assistant students are also required to have the seasonal influenza immunization or flu-shot as it is more commonly called. P. Nunoda commented as this is provincially mandated there is no decision to be made and NLC will conform to provincial standards.

12.11.03 M/S – NUNODA/ BATTERHAM

THAT the Education Council approves of the new immunization requirements for the Health Care Assistant and Practical Nursing programs.

CARRIED

**6. Honorary Associate of Arts Nominations
a) Paulette Flamond**

P. McClelland explained the nomination process and noted the Education Council is not obligated to forward any nomination on to the College Board. The person nominated for the 2013 Honorary Associate of Arts award was also nominated last year but additional information was provided this year to enhance the nomination.

12.11.04 – M/S BOWMAN/BATTERHAM

THAT the Education Council approves of Paulette Flamond for the 2013 Honorary Associate of Arts degree and forward the nomination on to the College Board.

CARRIED

7. Attendance/Absenteeism

J. Bowman and R. Tremblay will discuss language regarding attendance/absenteeism and will bring suggestions to the January meeting.

Adjournment – 3:10 p.m.

Next Meeting – January 23, 2013

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