



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of October 23, 2013
Dawson Creek Regional Board Room
Fort St John Room 2116

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

REMOVE – Item 6 - P. Nunoda is unable to attend the meeting.

ADD - R. Tremblay requested an Information Item be added in regards to the Heavy Duty Commercial Transport program offered on the South Peace Campus.

ADD – L. Lovegreen requested an Information Item be added in regards to the 'Flowchart' discussion which took place at last month's meeting.

Agenda was adopted as amended.

2. Adoption of Minutes, September 25, 2013

13.10.01 M/S – LOVEGREEN/TREMBLAY

THAT the minutes of September 25, 2013, be adopted as circulated.

CARRIED

3. Action List

Student Rights and Responsibilities Policy – J. Bowman explained the proposed policy had first come to Education Council in June of 2012 and has been revised considerably from the original document. The meeting package contains two versions of the document, one which includes comments from various faculty members who were concerned with the lack of student support provided in the original document and who felt the students' rights should be addressed more in the document by linking them to the appropriate resources available at the College. L. Lovegreen suggested adding a 'global comment' at the beginning of the document to set a more positive, helpful tone, to the document. Discussion ensued regarding some of the wording used in the document. L. Friesen agreed to add a list of definitions, combine and rearrange some of the points in the document and bring it back to the November meeting.

L. Friesen left the meeting.

Residency – L. Lovegreen reported attending the BC Registrar's meeting last month and bringing up the issue of residency requirements. She found this to be a 'hot topic' at other institutions as well. Building on the work previously done by P. McClelland, she will develop a comprehensive, program by program, environmental scan of residency requirements throughout the province and report back to the November meeting.

Policy Subcommittee - In P. Nunoda's absence, L. Lovegreen pointed out the terms of reference for this subcommittee is being addressed in Item 7 of the Agenda and suggested discussion can take place then.

CAAT Requirements – J. Bowman, J. Leclair, L. Lovegreen and R. Tremblay, met as a group on October 2nd and had an in-depth discussion on the validity of the CAAT (Canadian Adult Achievement) Test. They decided, rather than trying to address all of the programs at Northern Lights that may have a discrepancy between the actual admission requirements and the requirements listed in the Program Information and Completion Guides, they would look at a single program such as Power Engineering, to see how accurate the Test is in predicting student success. Plans are to meet again and provide more specific information at the November meeting.

CCP Study Form – J. Bowman is still in discussion with D. Szuscko and will provide more information at next month's meeting.

L. Verbisky joined the meeting and left a short time later.

Decision

- 4. **Professional Cook 1**
- Revised Program Information and Completion Guide**
- Professional Cook 2**
- New Program Information and Completion Guide**
- New Course:**
- COOK 200 Professional Cook 2**

M. French explained by changing the name of Cook 1/Camp Cook to Professional Cook 1, other institutions in the province will recognize our students who want to progress on to higher levels of education. However by implementing the Professional Cook 2 program, Northern Lights College can capture those students who have completed the Professional Cook 1 requirements instead of them having to move on to those other institutions. The Cook 1/Camp Cook program we are presently offering has been very successful and there is now a large enough basis from which to draw for a Professional Cook 2 program.

L. Lovegreen inquired as to a residency requirement discrepancy and noted Professional Cook 1 has a 95% residency requirement whereas Professional Cook 2 has a 100% residency requirement. Both M. French and R. Tremblay agreed they should both be at 100%. L. Lovegreen also noted a paragraph in the Professional Cook 1 program information and completion guide which was not included in the Professional Cook 2 program guide informing the students that upon successful completion of the program they would be required to write the Industry Training Authority (ITA) Certificate of Qualification Professional Cook 2 exam. Both M. French and R. Tremblay agreed the paragraph should also be included in the Professional Cook 2 program guide.

13.10.02 – TREMBLAY/RASHID

THAT the Education Council approves of the revised Program Information and Completion Guide for the Professional Cook 1 program and the new Program Information and Completion Guide as amended and new course outline; COOK 200 Professional Cook 2 for the Professional Cook 2 program as presented.

CARRIED

M. French and A. Starr left the meeting.

5. Post Degree Diploma in Business Management

New Course:

MGMT 430 Business Ethics and Social Responsibility

F. Rashid advised that L. Verbisky has asked him to make the presentation for the MGMT 430 Business Ethics and Social Responsibility submission. He explained MGMT 430 is a new course and is the final course for the Post Degree Diploma in Business Management (PPDBM) program. He noted an error on the course outline and asked the section indicating that the course is offered in other programs be changed from 'yes' to 'no' as the course will only be made available to students in the PPDBM program. All agreed.

13.10.03 – RASHID/CARDINAL

THAT the Education Council approves of the new course outline; MGMT 430 Business Ethics and Social Responsibility for the Post Degree Diploma in Business Management as amended.

CARRIED

Information/Discussion

6. Terms of Reference for Standing Committees

- a) Education Policy Subcommittee**
- b) Curriculum Subcommittee**

J. Bowman referred everyone to the two documents in the meeting package which outline the terms of reference for two proposed subcommittees. He used today's Student Rights and Responsibilities policy discussion to illustrate how this process could be simplified if there was a committee in place. He suggested adding a line to the purpose section which would require policy submissions to be 'approval ready' by the time they come to Council. He also expressed concern over the suggested number of members on the committee and would like feedback from others if this number could be reduced. He would like to bring this item back to the November meeting as a decision item.

7. Heavy Duty Commercial Transport

R. Tremblay reported changes being made by the Industry Training Authority (ITA) to the Heavy Duty Commercial Transport program have resulted in changes having to be made to the start dates of the program in Dawson Creek. Instead of a February 2014 start date the program has been moved to September 2014 to put it in alignment with the new provincial model. The timeframe and number of hours of the program all remain the same.

R. Tremblay left the meeting.

8. Academic Governance Council Meeting Review

J. Bowman reported on the Academic Governance Council (AGC) meeting he recently attended. He thought it was great to participate and hear what other institutions are dealing with and gave an account of what it means to be on Education Council. He will post the minutes of the AGC meeting to the D2L site when they become available.

9. 2014 Meeting Schedule

J. Bowman presented the meeting schedule for 2014 and stressed the importance of attendance.

10. Education Council Process Flowchart

L. Lovegreen explained at the last Education Council meeting in September, L. Rancourt asked for a review of process for when there are changes being made to program information and completion guides. There is a flowchart of this process currently in place and after reviewing it, she decided improvements could be made to develop it further. L. Lovegreen has some recommendations she would like to present to the Administration team before bringing it back to Education Council, possible at the January 2014 meeting. J. Bowman noted there is no cover sheet for Policy submissions and would like to see one developed.

Action: L. Lovegreen to review current flowchart, provide recommendations for improvement and present it at the January 2014 Education Council meeting.

Adjournment – 3:07 p.m.

Next Meeting – November 27, 2013

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