



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**
Meeting of October 26, 2011
Dawson Creek Regional Board Room
Fort St John Room 183

Participants:	David Batterham Jade Bouchard Istvan Geczy Patricia McClelland Janine Napoleon Laurie Rancourt Sara Ross	Leah Black Rochelle Galbraith Howard Mayer Donna Merry Peter Nunoda Steve Roe Judy Seidl (Recording)
Absent:	Janet Beavers Trina Goebel	Michael French Kristina VanDeWalle
Guest(s):	Shauna Goertzen	Lee Morden

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

ADD: Geomatics (Surveying) Engineering Technology Program Information and Completion Guide

Agenda was adopted as amended.

2. Adoption of Minutes, September 28, 2011

11.10.01 M/S – MERRY/MAYER

THAT the minutes of September 28, 2011, be adopted as circulated.

CARRIED

3. Action List

Honorary Credential – P. Nunoda and L. Rancourt both agreed, after investigating, there is no deterrent to Northern Lights College granting Honorary Associate of Arts Degrees. L. Rancourt has some suggested changes to the timeline for applications and will be submitting documentation for the November meeting.

Sub-Committee Meetings and Terms of Reference – Will be discussed under Agenda Item #6.

Introduction of new student members and members of Education Council.

Decision Items

4. Geomatics Engineering Technology Revised Program Information and Completion Guide

S. Goertzen advised the term “Geomatics” is not widely understood by the public but is used by industry professionals worldwide. The public is more familiar with the term “Surveying” and adding it to the program name would provide clarity to prospective students. H. Mayer inquired as to whether the revised name would be used to market the program and P. McClelland suggested consulting the Recruiters since these changes directly affect marketing. S. Goertzen agreed and assured, the Marketing department was involved in the process through Brad Lyon.

11.10.02 M/S – GALBRAITH/NUNODA

THAT the Education Council approves of the revised Program Information and Completion Guide for the Geomatics Engineering Technology Program changing the name to Geomatics (Surveying) Engineering Program as presented.

CARRIED

5. Mining Fundamentals Revised Program Information and Completion Guide New Course Outline: WFTR 245 Workplace Communications and Employment Skills

D. Merry reminded Council, at a previous meeting it was suggested she review other courses already offered at Northern Lights College to see if she could find a course that met the needs of the Mining Fundamentals program rather than creating a whole new course. After doing the research, she could not find a good fit and is therefore resubmitting the Workplace Communications and Employment Skills course outline with added assignments to better assess students and to make the course more meaningful for students.

11.10.03 M/S – MAYER/BATTERHAM

THAT the Education Council approves of the revised Program Information and Completion Guide and the new course outline, WFTR 245 Workplace Communications and Employment Skills, for the Mining Fundamentals Program as presented.

CARRIED

Information/Discussion

6. Plans and Possibilities

P. McClelland opened the floor to discussion regarding the Proposed Terms of Reference for the 2011-2012 Northern Lights College Education Council Subcommittees document. L. Rancourt inquired if the Education Council bylaws have provision in them for creating subcommittees. P. McClelland assured her there was.

H. Mayer opened the discussion with a question as to whether there were any guidelines for what had to be submitted to Education Council for approval since there are cases whereby the College responds to a request from industry to run a course which morphs into offering a certificate, citing the Mining Fundamentals program as an example. L. Rancourt responded, the minute the College decides to confer credits or award any kind of credential, the College must be able to verify that there are consistent learning outcomes and assessments in place. The only time Education Council approval for a course is not required is when there is no official recognition given nor will the course be reproduced as a product that is being marketed such as the non-credit Continuing Education courses. She concluded, and all agreed, that it is in the best interest of the College to have all the Workforce Training courses approved through Council so they can be used in the development of programs.

P. McClelland, who attends the Academic Governance meetings, formerly the Co-Council of Education Councils, pointed out, we are the only Education Council in the province that has no curriculum or policy subcommittee. She wondered how the Council felt about establishing more committees given the fact that it is hard to establish quorum at some of our regular meeting. Some advantages were pointed out:

- shorter regular meetings
- become more efficient by distributing work amongst subcommittees
- smaller numbers on a committee, working on a specific task, can get the job done faster
- can recruit more members from the breadth of the college for subcommittees
- smaller committees can hold their meetings at a time convenient to all
- new process will tighten up the submission process already in place by ensuring final product has been seen by all appropriate people
- subcommittee can focus on integrity and quality of submission

A few other suggestions were made; the first was to have two curriculum subcommittees, one for Trades submissions and one for Academic submissions. L. Rancourt thought it was vastly important to have both voices at the same table to ensure consistency of language and approach. P. Nunoda stressed the importance of having administrative representation on the Policy Subcommittee given the fact that many of the policies up for review would have tremendous administrative impact.

P. McClelland called for volunteers to work with the document and get the language in line with Education Council bylaws and start with the terms of reference for the subcommittees. She would like to see things basically in place for the January meeting. P. Nunoda, D. Batterham, D. Merry, J. Bouchard, L. Black, P. McClelland and J. Seidl all volunteered.

7. Membership list - Categories

L. Rancourt pointed out; K. Vandewalle and D. Merry are no longer Non-instructional Faculty. Concern was expressed over the fact there are so many vacant positions on Council. P. McClelland advised Council, the bylaws state, membership can be achieved two ways, the Registrar can call for an election and the President of the College can appoint members until the next formal election. L. Rancourt preferred candidates be interested in Education Council and *want* to come as opposed to being made to come. L. Rancourt and P. McClelland will collaborate to come up with a method to fill the vacancies using a balanced process.

P. McClelland advised she has posted information from the Academic Governance Council meeting to the D2L Education Council page, if anyone is interested, she can also send 'Word' documents.

Next Meeting – November 23, 2011

Adjournment – 2:30 p.m.

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

Patricia McClelland
7/20/2014



I have reviewed and commented