



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of September 25, 2013  
Dawson Creek Regional Board Room  
Fort St John Room 131

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Participants:	Terry Beaton Junko Leclair Loren Lovegreen Kris McLeod Laurie Rancourt Alison Starr Rene Tremblay	Jim Bowman Bev Litster Patricia McClelland Janine Napoleon Steve Roe Flo Stelmack Judy Seidl (Recording)
Absent:	Katherine Finke Darien Pickett-Eales David Szucsko	Peter Nunoda Faisal Rashid Sarah Wilson
Guest(s):	Lisa Verbisky	

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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, June 26, 2013**

13.09.01 M/S – LOVEGREEN/TREMBLAY

THAT the minutes of June 26, 2013, be adopted as circulated.

CARRIED

**3. Action List**

Student Rights and Responsibilities – P. Nunoda is not available for this meeting. L. Friesen, Dean of Student Services is now the contact person for this item. L. Rancourt advised the policy must be completed by October or November at the latest in order to be in place for the 2014/2015 school year. She asked L. Lovegreen to follow up with P. Nunoda and commented there was not much left to do on the policy other than address the issues that came up at the last meeting it was presented and ensure any related policies are consistent and referenced.

Residency – L. Lovegreen thanked P. McClelland for setting the ground work with this issue and advised the topic would be coming up at the next BC Registrars Group meeting slated for the beginning of October after which she would be able to report back to Education Council.

Policy Subcommittee – In P. Nunoda's absence, J. Bowman asked if anyone else would like to speak to this. No one had any details to add.

CAAT Requirements – L. Lovegreen advised a meeting to address this topic was scheduled for October 2<sup>nd</sup> and she would report back at the October Education Council meeting.

CCP Study Form – D. Szucsko was absent from the meeting. J. Bowman offered to follow up with him regarding this topic.

Post Degree Diploma in Business Management and MGMT 425 – on today's agenda.

## **Decision**

### **4. Pre-Employment Workplace Essential Skills Revised Program Information and Completion Guide**

S. Roe explained the submission is a request to remove the First Aid course from the program and replace it with the WorldHost (formerly SuperHost) course. Hours are the same and the WorldHost course would provide greater flexibility for students.

J. Bowman noted there had been some question as to whether this submission should be brought to Education Council as an 'information' item or a 'decision' item and clarified the Pre-Employment Workplace Essential Skills program leads to a Certificate and any changes to required courses would be considered a major change and should come to Council as a 'decision' item. He referenced the Education policy, Course Outlines Procedures to Revise, where it itemizes what is considered a Minor versus a Major change. L. Lovegreen advised she had also been involved in a number of discussions about how we treat Work Force Training courses as well and if a Work Force Training course is part of a certificate or diploma program should it be required to come to Council? L. Rancourt suggested L. Lovegreen consult with representatives from other BC institutions to see how they address this issue. She also suggested some training for Education Council members around the definition of terms being used which would make the decision process easier and more comfortable for everyone.

13.09.02 – ROE/LECLAIR

THAT the Education Council approves of the revised Program Information and Completion Guide to replace First Aid Level 1 with the WorldHost course for the Pre-Employment Workplace Essential Skills program as presented.

**CARRIED**

**5. University Arts and Science – Certificate in Criminology  
Revised Program Information and Completion Guide**

L. Verbisky reported University Arts and Science programs tend to have a minimum course grade set as D for any course contributing to the completion of a credential. For some reason this was not included in the Certificate in Criminology program but should be for clarity lest a student believe a failing course grade can still count toward the credential if a GPA of 2.00 is obtained. J. Leclair pointed out the term Recruiter is used in the Admissions section of the Guide when in fact it should refer to Admissions Officer.

13.09.03 – VERBISKY/ROE

THAT the Education Council approves of the revised Program Information and Completion Guide to add a minimum required grade of D for the Certificate in Criminology for the University Arts and Science program as amended.

CARRIED

L. Rancourt suggested having an 'off-line' discussion regarding the updating of all course outlines with these types of discrepancies.

**6. University Arts and Science – Diploma in Criminology  
Revised Program Information and Completion Guide**

L. Verbisky advised it isn't entirely clear why the previous author of the Diploma in Criminology program set C- as a minimum course grade but thought perhaps it was related to the fact that Simon Fraser University requires a higher cumulative GPA than Northern Lights College. She suggested the program guide should reflect the general practice of Northern Lights College and not the cumulative GPA requirement set by an individual receiving institution and is requesting the minimum course grade be changed from a C- to a D.

13.09.04 – ROE/LITSTER

THAT the Education Council approves of the revised Program Information and Completion Guide changing the minimum course grade requirement from a C- to a D for the University Arts and Science Criminology Diploma program as presented.

CARRIED

J. Leclair commented on the note referring to Simon Fraser's required minimum cumulative GPA of 2.25 under our Required Minimum Grade section of the program guide and noted this number can fluctuate and suggested this should be listed as a cautionary note under the Affiliations section instead.

13.09.05 – LECLAIR/LOVEGREEN

THAT the Education Council approve a cautionary note be added to indicate that Simon Fraser University may require a higher minimum cumulative GPA for students transferring into the BA in Criminology program.

CARRIED

**7. Post Degree Diploma in Business Management  
Revised Program Information and Completion Guide  
Revised Course Outline:  
MGMT 425 Integrated Strategic Management**

L. Verbisky explained the submission is as a result of the discussions at the June 2013 Education Council. At that meeting MGMT 425 Integrated Strategic Management was presented as the same as MGMT 225 Strategic Management with 15 hours of seminar added. Students from both courses would share the lecture component but MGMT425 students would be required to complete the seminar component which includes discussion of case studies. Concern was expressed that this structure created a situation where the same assessment tools in the same course were weighted differently for MGMT 225 and MGMT 425 students in order to accommodate the extra seminar assessments. Keeping the courses separate and MGMT 225 as a co-requisite of MGMT 425 would alleviate this situation.

J. Bowman noted a discrepancy in the author of the required textbook. L. Verbisky agreed to check this out.

13.09.06 – LECLAIR/STARR

THAT the Education Council approves of separating MGMT 425 Integrated Strategic Management into two courses, one which exists already, MGMT 225 Strategic Management and the revised course outline MGMT 425 Integrated Strategic Management Seminar for the Post-Degree Diploma in Business Management program as amended.

CARRIED

**Information/Discussion**

**8. Northern Colleges – UNBC Memorandum of Understanding**

S. Roe explained the draft document represents the good will commitment of several northern Post-Secondary institutions to improve flow of student transfers and sharpen and clarify block transfer programs. He also acknowledged a substantial collaboration for a Bachelor of Science Degree was being developed. L. Rancourt inquired if this Memorandum of Understanding would eventually encompass every program area. S. Roe advised when the Dean`s meetings reconvene, other program Deans would be included.

## 9. Planning Cycle

L. Rancourt referred to the meeting package which includes copies of two mandate letters from Premier Christie Clark to the Honourable Amrik Virk, Minister of Advanced Education and the Honourable Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour. She explained every Minister in the newly elected Liberal government of British Columbia received such a mandate letter.

She explained both the letters contain areas which will impact the whole planning cycle of the 2014/2015 and 2015/2016 school years. Northern Lights College is a publicly funded institution, and as such, government policy will have a significant impact on our decisions. In October, the Administrative team starts to look at strategic objectives and managers will be connecting with their teams, determining priorities. Intense discussions follow and by March these discussions are used to determine the budget for the upcoming year.

She noted all the Ministerial letters include four directives that are identical, the first being; all government ministries must have a balanced budget. Each Minister was also given an individualized list of initiatives some of which will have a direct bearing on the work we do as an institution. For example Minister Virk's second directive is to ensure institutions within his portfolio are meeting budget targets. His third directive states all Post-Secondary Boards must set targets to ensure the skills we need match the skills we are graduating. His sixth directive is that all Boards of Post-Secondary institutions undertake core reviews of their programs to ensure all seats are filled. Here she noted there is no Education Policy in place to address program reviews, something that will need to be done.

Minister Bond's letter is cross referenced with Minister Virk's to collaborate to develop a seamless 10-year skills training plan for students from high school through entry into the workforce as well as a review of the role and function of the Industry Training Authority. Another of Minister Bond's directives involves ensuring high school students are able to obtain applied trades skills while still in high school which essentially refers to our Dual Credit programs.

The process and timeline for accomplishing these directives is not clear in the letters, however a recent press release suggests a core government review being undertaken by the Minister for Energy and Mines will be finalized by December 2014 which will let us know this information. L. Rancourt assured everyone, a lot of this work is already on our radar, and all this does is give us some tight guidelines to get it done. She also advised she will be attending several meetings both nationally and provincially in the near future.

## **10. Terms of Reference for Standing Committees**

J. Bowman acknowledged P. McClelland's work on the subcommittee terms of reference document. He is bringing these terms of reference forward at this meeting so any concerns can be addressed at the next meeting. He would like to formalize them, determine what is priority and then present them to the staff as soon as possible in order to establish the subcommittees. P. McClelland pointed out concern had already been expressed by staff members as to release time. J. Bowman advised he is willing to take comments from other members and reshape the documents as required.

J. Bowman announced, John Kurjata, Vice-Chair of the Northern Lights College Board of Governors has offered to be an ex-officio member of our Education Council and will be attending the next meeting in October. He stressed the importance of understanding the reciprocal duties of both committees.

Adjournment – 2:58 p.m.

Next Meeting – October 23, 2013

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