



B.C.'s Energy College™

NORTHERN LIGHTS COLLEGE EDUCATION COUNCIL

Meeting of September 26, 2012
Dawson Creek Regional Board Room
Fort St John Room 130

Participants:	David Batterham Lloyd Feere Patricia McClelland Peter Nunoda Steve Roe David Szucsko	Jim Bowman Loren Lovegreen Janine Napoleon Laurie Rancourt Sara Ross Judy Seidl (Recording)
Absent:	Trina Goebel	Istvan Geczy
Guest(s):	Jenn Bowes	Brian Larsen (Keyera Energy)

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 27, 2012

12.09.01 M/S – SZUCSKO/BATTERHAM

THAT the minutes of June 27, 2012, be adopted as circulated.

CARRIED

3. Action List

L. Lovegreen was to verify students do not have to have the required number of credits when being granted exemption from courses for graduation. She explained she has investigated practices at other Colleges and processes vary greatly across the Province. She has emailed the BC Registrar's Association to find out more inclusively what other Colleges are doing and has not yet heard back from them. When she does she will report back.

P. Nunoda confirmed he would be bringing the Student Rights and Responsibilities document back to the October meeting of the Education Council.

P. McClelland inquired as whether Istvan Geczy was on sabbatical for the upcoming year, which S. Roe confirmed, so he will not be joining us for Education Council meetings in the future as his term is up in March 2013. L. Rancourt also advised K. Handley will be stepping down from Council and she will be appointing another Dean to replace H. Mayer who retired. She had more comments on membership and asked if we could add this as a discussion item at the end of the meeting.

Decision Item(s)

4. Visual Arts

New Course Outline:

VSAR 128 Introduction to Digital Imaging

J. Bowes explained VSAR 128 Introduction to Digital Imaging is the last course being brought to Council for approval for the Program Information and Completion Guide which was approved at the February 2012 meeting of the Education Council, effective for the September 2012 year. J. Bowman was concerned about the wording in the Calendar description which uses the term 'equally' to describe elements being taught in the course. J. Bowes agreed to remove the word from the first sentence. A couple of spelling errors were also noted.

12.09.02 M/S – ROE/NUNODA

THAT the Education Council approves of the new course outline; VSAR 128 Introduction to Digital Imaging for the Visual Arts program as amended.

CARRIED

J. Bowes left the meeting.

5. Petroleum Industry Training Certificates

New Program Guides and New Course Outlines

- a) **Oil and Gas Instrumentation Technician**
 PICT 100 Oil and Gas Instrumentation Technician
- b) **Oil and Gas Measurement Specialist**
 PICT 101 Oil and Gas Measurement Specialist
- c) **Oil and Gas Mechanical Maintenance**
 PICT 102 Oil and Gas Mechanical Maintenance
- d) **Pipeline Construction Supervisor**
 PICT 103 Pipeline Construction Supervisor
- e) **Pressure Equipment Integrity Assessor**
 PICT 104 Pressure Equipment Integrity Assessor
- f) **Field Production**
 PICT 105 Field Production
- g) **Gas Processing**
 PICT 106 Gas Processing
- h) **Pipeline Operations**
 PICT 107 Pipeline Operations
- i) **Safety Leader**
 PICT 108 Safety Leader
- j) **Facility Construction Supervisor**
 PICT 109 Facility Construction Supervisor
- k) **Field Production and Field Operator - Heavy Oil**
 PICT 110 Field Production and Field Operator - Heavy Oil
- l) **Gas Distribution**
 PICT 111 Gas Distribution
- m) **Oil and Gas Electrical Maintenance**
 PICT 112 Oil and Gas Electrical Maintenance

P. Nunoda advised K. Vandewalle was not able to attend the meeting and he would be making the presentation along with Brian Larsen of Keyera Energy whom he had invited to the meeting. B. Larsen joined the meeting from his Calgary office via teleconference. He explained his long term experience with Lakeland College in Alberta, both as its President and his affiliation through Keyera Energy and the work that has been done over the past ten years to develop the programs we are reviewing today using their Competency Management and Development System (CMDS). The Competency Management and Development System is a comprehensive competency based approach to evaluating workers (students) in their petroleum industry related jobs. To date, Lakeland College has awarded approximately 2000 certificates, involving over 60 different oil and gas companies in Alberta.

P. Nunoda inquired as to the 'quality assurance' question and how can Northern Lights College ensure the validity of these certifications as they come through the different industries. B. Larsen replied there are a number of different checks and balances. There are internal mechanisms in place when an application comes through the employer to Keyera Energy. Subject matter experts are trained as Validators at Red Deer College in Alberta and have a strict protocol they have to follow to ensure the student meets their profile requirements successfully. This process can take approximately one year to complete. Both the Validator and a CMDS manager will sign off that these requirements have been successfully met before the certificate can be issued.

L. Rancourt pointed out this is a Workforce training initiative, once this is approved, the programs will not be posted to the College website to be advertised as regular programs. It may be mentioned on the Workforce training webpage that this is an option offered through specific employers. B. Larsen confirmed, the programs are advertised on the keyeracmds.com website to participating employers only.

Concern was expressed as to how this might impact our own Oil and Gas Field program and assurance was given that these new programs would not detract from our regular programs since the target students are totally different. Our regular programs are for those students interested in entering the Oil and Gas Industry and the Keyera programs are for those already employed in the industry.

P. Nunoda advised he has looked at the Keyera programs and is impressed with Keyera's thoroughness.

12.09.03 M/S – NUNODA/BATTERHAM

THAT the Education Council approves of the new Program Information and Completion Guides and new course outlines for the following programs as presented:

- a) Oil and Gas Instrumentation Technician
PICT 100 Oil and Gas Instrumentation Technician
- b) Oil and Gas Measurement Specialist
PICT 101 Oil and Gas Measurement Specialist

- c) Oil and Gas Mechanical Maintenance
PICT 102 Oil and Gas Mechanical Maintenance
- d) Pipeline Construction Supervisor
PICT 103 Pipeline Construction Supervisor
- e) Pressure Equipment Integrity Assessor
PICT 104 Pressure Equipment Integrity Assessor
- f) Field Production
PICT 105 Field Production
- g) Gas Processing
PICT 106 Gas Processing
- h) Pipeline Operations
PICT 107 Pipeline Operations
- i) Safety Leader
PICT 108 Safety Leader
- j) Facility Construction Supervisor
PICT 109 Facility Construction Supervisor
- k) Field Production and Field Operator - Heavy Oil
PICT 110 Field Production and Field Operator - Heavy Oil
- l) Gas Distribution
PICT 111 Gas Distribution
- m) Oil and Gas Electrical Maintenance
PICT 112 Oil and Gas Electrical Maintenance

CARRIED

6. Clean Energy

New Course Outlines:

a) CLEN 057 Fundamentals in Math and Physics

b) CLEN 101 Building Site and Design

S. Roe advised CLEN 057 Fundamentals in Math and Physics and CLEN 101 Building Site and Design are the last two course outlines being looked at for approval for the 2012-2013 intake of the Clean Energy program. He requested an additional line to the learning outcomes of CLEN 057. Some questions were raised as to the 'pass' percentages of 70% and S. Roe clarified this is the accepted pass percentage for trades programs. In the new program guide, applicable to the 2013-2014 intake which is being looked at next on the agenda, the passing grade has been changed since it will be a more career/technical based program. He added these course outlines will in all likelihood also have to be updated once the first intake (2012-2013) is completed.

12.09.04 M/S – BATTERHAM/NAPOLEON

THAT the Education Council approves of the two new course outlines, CLEN 057 Fundamentals in Math and Physics as amended and CLEN 101 Building Site and Design as presented for the Clean Energy program.

CARRIED

7. Clean Energy

Revised Program Information and Completion Guide for 2013 start date

S. Roe clarified this program guide is not a revision to the program which is being offered for the 2012-2013 year under an Employment Skills Access (ESA) contract but is an update, changing the program to more of a career technical model and being offered starting in the 2013-2014 school year to the general public. Admission requirements have increased but still allows for flexibility in math. Considerable discussion followed regarding the Residency Requirement of 100%. Many felt this did not allow for any Prior Learning Assessment and may eliminate potential students. P. McClelland suggested including the term 'or approval of the Dean' in the Residency Requirement which would allow some leeway to students seeking admittance on the basis of prior learning assessment. S. Roe agreed. L. Rancourt felt this may require some future discussion and asked that it be placed on the Action List.

ACTION: Discuss Residency Requirement and decide on a base minimum percentage.

J. Bowman raised the issue of only allowing students 5% absenteeism in the program and how this may impact the 8-10% of our student body with disabilities. He acknowledged the caveat that states the College will attempt to be flexible but felt it needs to be more explicitly stated in a more tolerant manner. D. Batterham suggested discussing this on the Action List as well. L. Rancourt agreed and cautioned when there is legality involved we have to make sure we are using the proper language in the right way in the right context.

ACTION: Develop 'absenteeism percentage language' in relation to disabled students making it applicable to all programs.

12.09.05 M/S – NUNODA/NAPOLEON

THAT the Education Council approves of the revised Program Information and Completion effective for the 2013 intake of the Clean Energy Program as amended.

CARRIED

D. Batterham, Vice-Chair, took over chairing the meeting to allow P. McClelland, Chair, to speak to the Aboriginal Early Care and Learning submission.

8. Aboriginal Early Care and Learning

Revised Program Information and Completion Guide – Certificate

New Program Information and Completion Guide – Diploma

New Course Outlines:

- a) AECL 151 Developmental Pathways 1
- b) AECL 154 Guiding and Caring for Young Children
- c) AECL 156 Engaging Programs 1
- d) AECL 157 Exploring Perspectives
- e) AECL 190 Practicum 1
- f) AECL 161 Developmental Pathways 2

- g) AECL 164 Respectful Leadership**
- h) AECL 166 Engaging Programs 2**
- i) AECL 167 Responsive Curriculum 1**
- j) AECL 191 Practicum 2**
- k) AECL 170 Mindful Observations**
- l) AECL 172 Health and Wellness**
- m) AECL 175 Experiences in Languages**
- n) AECL 177 Authentic Partnerships**
- o) AECL 192 Practicum 3**
- p) AECL 251 Developmental Pathways 3**
- q) AECL 267 Responsive Curriculum 2**
- r) AECL 260 Perspectives for Practice**
- s) AECL 264 Respectful Leadership 2**
- t) AECL 277 Responsive Curriculum 3**
- u) AECL 290 Practica 4**
- v) AECL 295 Practica 5**

P. McClelland advised the Aboriginal Early Care and Learning program has been in development for the past two years. The program is being offered on-line through BC Campus as a collaborative program involving, Northern Lights College, Nicola Valley Institute, Yukon College and the College of New Caledonia. A certificate program information and completion guide and three courses outlines were approved in August of 2009 and has now been expanded to include a diploma program as well. P. Nunoda felt the Aboriginal program should have had common streaming with our regular program and then branched out to an Aboriginal credential. P McClelland agreed however it was more important to parallel other institutions in the collaborative who will all be contributing to instructing the courses.

12.09.06 M/S – NUNODA/ROE

THAT the Education Council approves of the following for the Aboriginal Early Care and Learning program as presented:

- 1) New Program Information and Complete Guide for a Diploma in Aboriginal Early Care and Learning
- 2) Revised Program Information and Completion Guide for the Certificate in Aboriginal Early Care and Learning.
- 3) 22 new course outlines:
 - AECL 151 Developmental Pathways 1
 - AECL 154 Guiding and Caring for Young Children
 - AECL 156 Engaging Programs 1
 - AECL 157 Exploring Perspectives
 - AECL 190 Practicum 1
 - AECL 161 Developmental Pathways 2
 - AECL 164 Respectful Leadership
 - AECL 166 Engaging Programs 2
 - AECL 167 Responsive Curriculum 1
 - AECL 191 Practicum 2
 - AECL 170 Mindful Observations
 - AECL 172 Health and Wellness
 - AECL 175 Experiences in Languages

AECL 177 Authentic Partnerships
AECL 192 Practicum 3
AECL 251 Developmental Pathways 3
AECL 267 Responsive Curriculum 2
AECL 260 Perspectives for Practice
AECL 264 Respectful Leadership 2
AECL 277 Responsive Curriculum 3
AECL 290 Practica 4
AECL 295 Practica 5

CARRIED

Information/Discussion

9. Convocation Policy

L. Lovegreen advised the revisions to the Convocation Policy are to be effective for 2013 and reflects work that has been ongoing for the past year. Some minor changes have been made to the procession and protocol sections but the major change is around the eligibility of students to participate in the ceremony. Currently students can participate in the Convocation ceremony in their first semester which causes the ceremony to lose its validity. By lining up with convocation happening mostly in May and June, students are in their last semester or close enough to the end so it can be determined that there is a reasonable expectation they will complete their program.

12.09.07 M/S – ROE/ SZUCSKO

THAT the Education Council approves the revised Convocation Policy to be effective for the 2013 school year.

CARRIED

10. Education Council Membership

L. Rancourt commented on only one seat of four being filled for our student component on Education Council. She suggested opening nominations for student representatives again and perhaps also for the staff membership. As President, she has the authority to make appointments but would rather go through the democratic process and suggests having another election prior to the October meeting. P. McClelland and L. Lovegreen advised they have a meeting scheduled to interpret whether or not our bylaws allow for this contingency and will look into holding another election.

Adjournment – 2:59 p.m.

Next Meeting – October 24, 2012

Patricia McClelland (2012-2013)

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