



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of September 28, 2011  
Dawson Creek Regional Board Room  
Fort St John Room 130

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Participants:	David Batterham Trina Goebel Craig Herbert Donna Merry Laurie Rancourt	Janet Beavers Eugene Hasiuk Patricia McClelland Peter Nunoda Judy Seidl (Recording)
Absent:	Michael French Kristina VanDeWalle	Rochelle Galbraith Istvan Geczy
Guest(s):	Turid Giovannini Lisa Verbisky	Steve Roe

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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 22, 2011**

11.09.01 M/S – GOEBEL/VERBISKY

THAT the minutes of June 22, 2011, be adopted as circulated.

CARRIED

**3. Action List**

Honorary Credential – L. Rancourt advised that upon further investigation, Northern Lights College is allowed to designate Honorary Associate of Arts degrees. She has however reviewed the Honorary Associate of Arts Policy and has some suggested revisions regarding the timeline which she would like to present at the November Education Council meeting.

*Action: L. Rancourt to bring suggested changes to November 2011 meeting.*

Mining Fundamentals – on the agenda as Item number 5.

Sub-committee meetings – No date has been set for another meeting. L. Rancourt suggested waiting until the new Registrar is in place and defer follow-up to the next meeting in October. All agreed.

*Action: Determine follow-up at October meeting.*

## **Decision Items**

### **4. Environmental Practice Revised Program Information and Completion Guide**

L. Verbisky recommended that adding equivalent courses for ENGL 099 Foundational Writing and GEOG 050 Provincial Geography to the Program Guide would streamline the admission process for the students as well as provide clarity to Recruiters and Student Services staff as to who should be exempt from these two courses. She also informed Council, CPSC 100 Introduction to Computers and Computer Applications and CPSC 101 Introduction to Computers are offered at Northern Lights (NLC) on alternate years and students can take either to meet the program requirements. Since the course hours are different, those students taking CPSC 100 for 60 hours as opposed to CPSC 101 for 45 hours, will be charged more. Some concern was expressed over this price difference, however L. Verbisky advised that she has no control over scheduling of courses and can only adapt the Program to what courses are available.

11.09.02 M/S – BATTERHAM/GOEBEL

THAT the Education Council approves of the revised Program Information and Completion Guide for the Environmental Practice Program as presented.

CARRIED

### **5. Mining Fundamentals Revised Program Information and Completion Guide New Course Outline: WFTR 248 Orientation to Mining, Careers & Sustainable Mining Practices**

Concern was expressed at the May 2011 Education Council meeting regarding the WFTR 248 Orientation to Mining course and how students would be evaluated according to the stated learning outcomes, using 100% Employer Evaluation. D. Merry advised four assignments have been added to the course and students will now be evaluated 80% on assignments and 20% on their participation.

11.09.03 M/S – BATTERHAM/BEAVERS

THAT the Education Council approves of the new course outline, WFTR 248 Orientation to Mining, Careers, & Sustainable Mining Practices for the Mining Fundamentals program as presented.

CARRIED

D. Merry advised the two most significant changes to the Program Guide was the substitution of WFTR 245 Mining Fundamentals Math Review with MATH 039 Individualized study in Math, a College and Career Preparation course and WFTR 249 Workplace Communication and Employment Skills with JEDT 010 Employability Skills Training, a Job Education and Training course. The substitutions were as a result of a suggestion made at the May Education Council meeting to look into other courses that are already offered by the College instead of creating two new courses. She also expressed some reservations she had about the JEDT 010 course being 75 hours long and her original submission for WFTR 249 was only 20 hours long. L. Rancourt and P. Nunoda both agreed that the difference in hours is significant enough that a new course should be created.

A decision was made to defer the Program Completion Guide to another meeting until the issue surrounding the difference in hours between the JEDT 010 course and what was actually being taught could be resolved.

**6. Information and Communications Technology Diploma  
Revised Program Information and Completion Guide  
Revised Course Outline:  
ICT 232 Network Security**

C. Herbert explained the Information and Communications Technology Diploma program, formally known as the Northern Collaborative Information Technology Diploma program, has been revamped by the collaborative partners due to a lack of instructors. Initially, there was to be three streams of instruction, Program/Database Management, Web and Multimedia Development, and Technical Management, and a student had the option of taking one of the three streams along with three core courses. This choice has now been eliminated and there is only one path. All of the collaborative partners are making this change. The grading/weighting component of the ICT 232 Network Security course was listed incorrectly on the BC Campus site and has been corrected with this submission.

11.09.04 M/S – GEOBEL/BATTERHAM

THAT the Education Council recommends approval the course outline, ICT 232 Network Security for the Information and Communications Technology Diploma program as presented.

CARRIED

C. Herbert also pointed out the list of External Certifications available to students has also been included in the Program Information and Completion Guide. After some discussion, it was determined that due to the large number of different certifications available, the task to make sure this list is always up-to-date and accurate, may prove to be too onerous. P. Nunoda advised removing this listing and only include a note to students advising them to "Please check the BC Campus website for a listing of External Certifications available." All agreed.

11.09.05 M/S – GEOBEL/HASIUK

THAT the Education Council approves of the revised Program Information and Completion Guide for the Information and Communications Technology Diploma program as amended.

CARRIED

## **Information/Discussion**

### **7. New Practical Nursing Admission Criteria**

S. Roe informed Education Council that a new provincial curriculum has been developed for the Practical Nursing program. In August of 2011, The College of Licensed Practical Nurses of British Columbia (CLPNBC) adopted this curriculum as the only one acceptable to their organization. Since CLPNBC is the licensing body for Practical Nurses in British Columbia, all of the Institutions offering this program must adopt the new provincial curriculum. The admission criteria have changed and will be in effect for the September 2012 intake of new students. NLC Recruiters are already recruiting for this intake and must inform prospective students that these changes are in effect. Since there are significant differences, S. Roe advised that a submission for the 2012 Practical Nursing program will be made at the November Education Council meeting however because of the timing of this announcement and the fact that the Recruiters are already in the field recruiting students, it is imperative that we use the new admission criteria. All agreed that this was necessary. C. Herbert pointed out that the document S. Roe had presented only indicated one Criminal Record Check was required and that in the past, two were required, one by the RCMP and one by the Attorney General. He also mentioned that NLC offers more than one type of CPR course and asked if it could be specified in the Program Guide which ones were acceptable. S. Roe agreed he would look into all of this before the November submission.

S. Roe left the meeting.

### **8. Education Calendar – 2012-2013**

T. Giovannini advised that Anna Hughes, former Registrar, had completed the Education Calendar for the 2012-2013 year before she left Northern Lights and that it had already been approved by the various departments of the College. A few omissions were pointed out and corrected. T. Giovannini will forward the Calendar to the Marketing Department once she has completed the revisions.

## **9. Education Council Appointees**

L. Rancourt requested that the four Administrative representatives on Education Council be recognized by title instead of by person. There will be two Dean representatives, Steve Roe and Howard Mayer have been appointed at this time. The Registrar will be the third representative, the position is vacant at present, but an announcement will be made soon. The fourth representative will be Peter Nunoda whose title has been changed to Vice President, Academic and Research.

## **10. Education Council Subcommittees Terms of Reference (TOR)**

P. Nunoda acknowledged an email from Patricia McClelland, sent to Administration, outlining a plan to streamline the business of Education Council. He concurs and recommends establishing three standing subcommittees on Education Council, one to address Curriculum, one to address Policy and another to address Admissions and potentially, Appeals. Representation on these committees could be from all faculty and members who are interested in this process. Committees such as these are used successfully at other institutions and provide a much more efficient and effective process.

P. Nunoda has also had an opportunity to review our Educational Policies and feels that a number of them are past due for major revisions to ensure that they are all consistent with one another. When students are impacted, consistency is required above all else.

A curriculum committee would ensure that Program Guides and course outlines are clear and concise, and conform to guidelines before they come before Council. L. Rancourt added having this preliminary work done before it comes to Council would allow Council to look at the Academic information rather than getting bogged down in the details. Education Council members would still be expected to thoroughly review each submission but the time spent at the actual meetings should be reduced. P. Nunoda also warned that as we move to subcommittees, curriculum proposals will have to come forward sooner than what is now accepted. Program development will require more lead time. Deadlines must be looked at and adhered to for both curriculum and policy changes as well as for marketing materials that impact students. Everyone must be made aware that changes cannot be made effective for the current academic year. P. McClelland's suggestion to post submissions to D2L whereby anyone can pose questions and comments on-line as opposed to face to face meetings, met with a favorable response as then anyone on any campus could be included in the review process.

L. Rancourt suggested the current Admissions Subcommittee could address admission and appeals once the process has been formalized.

When questioned as to how we can formally establish these subcommittees, L. Rancourt responded, a formal proposal needs to be brought to Education Council to speak to the needs of terms of reference. The College and Institution Acts states that Education Councils should develop Terms of Reference and as long as they are not in conflict with the Act, can include whatever is required. P. Nunoda volunteered to produce some examples with the objective to make a motion of these considerations. P. McClelland also volunteered to provide information from other institutions. These can hopefully be brought to the October 26<sup>th</sup> meeting of the Education Council.

*Action: P. Nunoda to provide Terms of Reference examples.*

## **11. Process for Education Policy Review**

P. Nunoda clarified that Educational Policies have in the past, been submitted to the Administration Committee for approval and that this process is not necessary. Education Council has the power to determine Education Policies. Administrators are already on Council and as such can provide consultation on any issues that may arise during the developmental stages. P. McClelland explained that initially this practice was an 'invitational piece' which gradually evolved into 'process.' P. Nunoda recommended a template for policy approval be established.

## **12. Education Council Meeting Schedule for 2012**

No concerns were expressed regarding the proposed meeting schedule for 2012.

L. Rancourt requested the current Education Council membership list be brought to the October 2011 meeting to discuss and address the fact that some members are not in the correct category.

Next Meeting – October 26, 2011

Adjournment – 3:07 p.m.

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