

**Participants:**

Rob-Roy Douglas (Faculty) \*Chair  
Rod Cork (Administration)  
Irina Evseeva (Staff)  
Sylvia Fraser (Faculty)  
Morteza Ghadirian (Faculty)  
Kathy Handley (Administration)  
Tara Hyland-Russell (Administration)  
Ramanpreet Kaur (Student)  
Marcie Lundin (Faculty)  
Brandon Mackinnon (Faculty)  
Lorelee Mathias (Administration)  
Faisal Rashid (Faculty)  
Marissa Thola (Faculty)  
Mike Gilbert (Board Representative)  
Audra Holloway (Recording)

Absent: Bruce McKay Eddie Kristiansen Todd Bondaroff  
Howard Moody Lisa Morin

Guest(s): Lindsay Tiemer

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**Territorial Acknowledgement:**

Northern Lights College serves the communities of Northern British Columbia that are located on the territories of the Tsaa Che Ne Dene, Dene-Zaa, Saulteau, Tse'khene, Tlinget, Tahltan and Kaska Dena. We also acknowledge the Cree and the Metis for their guardianship of the land on which we live, work and play. We acknowledge our hosts and honour their gracious welcome to those seeking knowledge.

**1. Adoption of Agenda**

Agenda was adopted as circulated.

**2. Adoption of Minutes: April 26, 2023 and May 24, 2023**

23.06.01 M/S –FRASER/HANDLEY

Motion: *THAT the minutes of April 26, 2023 be adopted as circulated.*

CARRIED

23.06.02 M/S –FRASER/HANDLEY

Motion: *THAT the minutes of May 24, 2023 be adopted as circulated.*

CARRIED

### 3. Action List

Education Council Process Flowchart – A. Holloway to forward information regarding the flowchart to the Interim Registrar (Mary Ross) and T. Hyland-Russell.

### Decision Item(s)

#### 4. Piping Trades Foundation

R. Cork explained that the submission had been recently at a previous Education Council meeting and had been postponed due to a question regarding eligibility for Canada Student Loans. He added that the program had a decrease in overall hours when the hours for PIPF 160 were corrected. The question had been whether the program would still be eligible for Canada Student Loans and that the answer was confirmed to be 'yes'. He further explained that for the PIPF 160 course outline, an incorrect prerequisite was removed, and a non-course prerequisite was added.

23.06.03 M/S –THOLA/RASHID

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Piping Trades Foundation and the course outline for PIPF 160, effective September 2023 as presented.*

CARRIED

#### 5. Revised Draft E-1.07 Evaluating Students Policy

A. Holloway reported that the Policy committee had finished the revisions of the 'supplemental exam' area of the policy. She explained that at the September 2022 meeting the Education Council had approved the document except for the supplemental exam area.

B. Mackinnon asked about the wording of the sentence found at the bottom of page 1: "A syllabus will not be altered after the first week of classes without consultation with the Program Chair or Dean." Decision by Education Council to not change/update the wording of the sentence.

M. Thola asked if there could be footnotes to other policies in the policy. Decision by Education Council to discuss this possible option at a later date. T. Hyland-Russell added that if it is purely for a staff or student information piece – it could be added as a note to staff late summer/early fall orientation with faculty.

23.06.04 M/S –LUNDIN/GHADIRIAN

Motion: *THAT the Education Council approves the revised policy E-1.07 Evaluating Students, effective September 1, 2023 as presented.*

CARRIED

### Subcommittee Standing Reports

#### 6. Education Policy Committee – A. Holloway reported that:

~~E-1.08 Academic Integrity~~ – removed from the action list for the Policy committee – VPA created a working group that will take on the policy.

~~E-1.07 Evaluating Students~~ –to Education Council for approval at June 28<sup>th</sup> meeting.

**E-1.14 Withdrawal** – Deans had returned the Final Draft with no further comments/suggestions to the policy itself. They have requested for there to be a ‘Late Withdrawal Form’ – the Dean’s would like the Registrar’s office to do the final adjudication (Deans would like a simple process)

**E-1.09 Honour List**– review/revision to continue in September.

**E-2.06 Criminal Record Search for Students** – committee to start work on this policy once Honour List draft is complete.

**Curriculum/Syllabus Project** – while important, it remained at the bottom of the priority list - to begin after the Criminal Record policy draft is complete.

Awaiting guidance/expert to author:

E-2.10 Student Appeals (“Academic Appeal”) – no update

E-1.01 Academic Appeal (“Grade Appeal”) – no update

E-1.12 Student Practicum Placement – no update

E-1.11 Student Field Trips – no update

- 7. Curriculum Committee** – R. Douglas reported that the group met on June 8<sup>th</sup> and June 15<sup>th</sup> to review the documents for the meeting. He added that there was an additional submission (Building Maintenance) that had a few unanswered questions that required additional review by the trades department.
- 8. Admissions and Standards Committee** – A. Holloway reported that the group completed the DRAFT version of the E-1.03 Admissions policy. She added that the policy was now out for stakeholder review/comment. The group meets next on September 28<sup>th</sup>.
- 9. Governance Committee** – A. Holloway reported that the group had their first meeting as a committee in June. The group next meets on September 11<sup>th</sup>.

## Information/Discussion

**10. AGC Meeting** – R. Douglas reported that he attended the Academic Governance Council meeting earlier in June. He explained that the Academic Governance Council is a committee made up of all the Education Council/Program Committee chairs from British Columbia. The group discussed challenges and issues facing the various institutions. He explained that the group had not met since November 2021 for various reasons including COVID and Quality Assurance processes.

**11. Official Education Council Meeting Document Repository** - R. Douglas explained that there had been issues regarding document storage on d2L that may have been caused by a memory allocation issue. R. Douglas noted that as d2L is currently the preferred area for storage, he would contact John Royer about options. K. Handley asked that IT be also be brought into the conversation. A. Holloway added that the documents in D2L are the documents that come with the meeting agenda for review by Education Council, they are not finalized documents. Suggestion by to add a notation on D2L that states “Not Finalized Documents”.

Adjournment – 1:55 p.m.

Next Meeting – Sept 27, 2023  
(There are no meetings in July or August)

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