

Participants:

Rob-Roy Douglas (Faculty) *Chair
Rhochelle Bernardo (Student)
Rod Cork (Administration)
Irina Evseeva (Staff)
Sylvia Fraser (Faculty)
Kathy Handley (Administration)
Tara Hyland-Russell (Administration)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Colleen Matheson (Faculty)
Bruce McKay (Faculty)
Patricia Anne Mico (Student)
Howard Moody (Faculty)
Mary Ross (Administration)
Marissa Thola (Faculty)
Audra Holloway (Recording)

Absent: Mike Gilbert Todd Bondaroff Faisal Rashid Wyndel Bert Corillo
Arjun Mehta Eddie Kristiansen Lisa Morin

Guest(s): Brody Doer Kathleen Lewis

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, January 24, 2024

24.02.01 M/S –MCKAY/MOODY

Motion: *THAT the minutes of January 24, 2024 be adopted as circulated.*

CARRIED

3. Action List – reviewed.

Decision Item(s)

4. MATH 040

K. Lewis explained that the course outline was revised in order to be compliant with Provincial Articulation.

24.02.02 M/S - LUNDIN/MOODY

Motion: *THAT the Education Council approves the revised Course Outlines MATH 040 as presented, effective September 2024.*

CARRIED

Standing Reports

5. Vice-President Academics & Research

Quality Assurance

The NLC QA Working Group continues to meet and has four documents ready for Edco Policy Committee:

- Program Approval and Revision Policy
- Course Approval, Course Revision and Course Outline Policy
- Course Approval, Course Revision and Course Outline Procedures
- Policy Manual (revised in alignment with above policies)

Once these documents are approved through Edco, flowcharts will be finalized to support ready adoption and use.

In development and expected to be sent to Edco Policy Committee by early March are the following:

- Quality Assurance Framework
- Quality Assurance Policy
- Program Review Policy
- Program Review Procedures

Research Data Management

In February, the Research Data Management Taskforce met and approved the draft Research Data Management Policy E2.12 to be submitted to Edco Policy Committee. The Taskforce is planning to circulate a survey to all faculty in February to provide the opportunity for feedback on faculty interest in research and what kinds of resources and supports are needed. In April, CETL will be hosting a session on Research Ethics for faculty interested in learning more about research ethics and potentially developing a research profile.

Academic Integrity

The Academic Integrity Working Group will be hosting information sessions in March to share the results of the independent review of NLC's Academic Integrity policies and processes:

- In-person materials and feedback for students March 11 FSJ/DC campuses
- In-person materials and feedback for students March 12 Chetwynd Campus
- On-line faculty/staff session hosted by CETL March 15, 12-1pm

Students will also have the opportunity to share their knowledge and experiences through an anonymous survey.

Strategic Planning & Initiatives

Employee Journey

Building on information from the employee engagement survey, Human Resources has begun mapping the employee journey with a goal to identify gaps and challenges in current processes and how to improve the entirety of the employee journey from applying to onboarding to moving on. Of special focus is the faculty journey. In January a focus group was held with HR, Deans, and key staff to map the interaction and decision points in the faculty journey. There have also been discussions with IT regarding how best to offer D2L training and support for faculty. Next steps include an onboarding survey that will be developed by HR. Please watch for your opportunity to provide more feedback and help us improve the faculty employee journey at NLC.

Centre for Excellence in Teaching & Learning (CETL)

CETL is providing a range of excellent supports for faculty:

- Weekly NLC CETL newsletter " Mini Mentoring Minutes"

- Regular policy highlights

- Teaching resources

- Links to workshops and professional development opportunities

- AI and teaching in postsecondary insights

- Teaching challenges

- Faculty book club

- Faculty mentoring

Further Instructional Skills Workshop (ISW) training, including a face-to-face offering, will be offered in the spring.

A call for members for the CETL Committee will be coming soon – please consider getting involved in this important work.

Articulation Meetings

The call for applications to attend articulation meetings for the fiscal year April 1, 2024 – March 31, 2025 has gone out. Deans will work with faculty and Chairs to develop division priorities according to curricular needs, anticipated curricular changes, and program review needs.

Instructors are to submit their applications to their Dean by end of day [February 20th, 2024](#).

Deans will review their division's applications and identify which applications will be recommended and send to the VPAR noting order of priority by [February 23, 2024](#). The VPAR will review the applications and notify Deans of the approved applications by [March 4, 2024](#).

Deans will advise Faculty members of applications being supported via an approval email and will advise Faculty members of applications that will not be supported.

Campus Development

Space planning sessions were held in FSJ on Feb. 2 to refine the planning for Phase 1 of campus development. Space users from all divisions of the college engaged in hands-on sessions to identify key elements of user services, space usage, workflow, traffic patterns, and design concepts. One of the key findings from the space utilization study performed as part of campus development planning was that the FSJ campus has more than enough teaching spaces but that the ways in which they are being used can be made more efficient and user-friendly. Stay tuned for updates on next steps.

NLC Cares – Allied Health Strategy

In late January, NLC made two presentations to the Peace River Regional District to request funding to support the development of an Allied Health Strategy to support the need for a range of health care workers in the region including, but not limited to, the existing Fort St. John Hospital and the new Dawson Creek hospital. NLC was granted three years of funding totalling \$450,000 to cover the secondment of Nicole Dahlen as Project Lead. Over the next two years, Nicole will lead strategic consultation and development of several allied health programs to be

offered at NLC with the goal to begin implementing new programs in 2026 in advance of the Dawson Creek hospital opening in 2027. Part of the planning will include a feasibility study on the need and demand for allied health training in the region.

Centre for Teaching Excellence in Oil and Gas (CTEOG)

Strategic planning is underway to assess the future direction for CTEOG and to expand its mandate beyond the oil and gas industry to a broader Energy Institute. Consultation with key community, industry, and government partners is underway with a spring energy symposium planned to develop a strategy and workplan.

Government Relationship Building

President Bondaroff and VPAR Hyland-Russell are travelling to Victoria the last week of February to meet with a range of government Ministers and MLAs. Amongst topics of conversation are to share the excellent work that NLC is doing to fulfill its mandate as a rural College providing access to learners, the recent Skills Competition, the Allied Health Strategy, changes to international student processes, the Energy Institute, and Trades seat allocation and funding.

Policy and Process Updates

As part of its work, the College Policy Committee is looking at the layout of the policy page on the web and is working with marketing/communications to redesign it for clarity and ease of use. As well, there will be one policy ledger for use. This is currently being collated and procedures will be circulated. In addition to the updates provided above, the following policies are in progress:

Approved:

Policy Template – NLC Policy Committee

Procedures Template – NLC Policy Committee

Policy Development Manual

A-5.15 Naming Policy – NLC Policy Committee

H-2.05 - Staff Membership in Professional Societies – NLC Policy Committee

Release of Information form – NLC Policy Committee

Drafted and under consultation:

A-5.06 Policy Development – NLC Policy Committee

Public Interest and Disclosure (PIDA) – NLC Policy Committee

Privacy Policy – NLC Policy Committee

Access – shortly to come to Edco after extensive consultation

Timetabling – currently with VPAR Advisory Council, will come to Edco

A new Release of Information Form has been developed and approved. The Registrar's Office will be circulating it and offering training in privacy regulations and use of the form. Please discard all other versions of the form you may have been using.

T. Hyland-Russell asked for Education Council member feedback on how new or revised policies and procedures can be effectively communicated to NLC staff/students.

6. Board of Governors – no report submitted

7. Education Council Chair

R. Douglas presented the Chair report to council:

- Policy work has been quite active.

- Other institutions have approached NLC Education Council for their process and standards, and for governance documents and TOR for committees. (NIC approached with a question regarding learning outcomes from external regulatory bodies. He added that they are currently experimenting with 'Dual' course outlines.)

-HAAD recommendation(s) were taken on board (by BOG) and approved.

8. Education Policy Committee

A. Holloway reported that the committee had been working through the policies listed on the Action List:

E-1.02 Academic Monitoring	* a more significant revision was required – and to move onto the recently approved new Policy Process and Form
E-1.14 Withdrawal	Withdrawal policy may be incorporated into the Tuition policy – may become a Late Withdrawal
E-1.09 Honor List	Review/Revision
E-2.06 Criminal Record Search for Students	To begin review/revision (update: policy may be retracted)
E-4.05 Student Rights and Responsibilities	Email sent to VPA for direction (update: Lorelee to begin review/revision on policy)

9. Curriculum Committee

R. Douglas explained that the group reviewed the MATH 040 documents.

10. Admissions and Standards Committee

A. Holloway read from a submitted report by Chair:

The Admissions Subcommittee met on Thursday, February 22. It was the first meeting of the new year. The committee discussed the election of a Support staff member to the committee as the seat has become vacant. The committee would like to ask EdCo how to proceed with this matter when more than one candidate has expressed interest in the position.

There was discussion about what will replace the CAAT exam, as many post-secondary institutions are phasing it out. Kathy has researched and reviewed what other institutions use as their standardized test to assess academic abilities for programs. Accuplacer seems to be the exam that these institutions use to gauge student readiness for required coursework and identify areas where students may need additional support to succeed. She will continue discussing this topic with the VP of Academics and Research and the other College Deans. Afterward, Mary discussed her progress in finishing the Admissions Policy and Procedure. The procedure and policy documents will be separated from each other. The procedure document will outline admissions procedures, while the policy document will include a policy statement, scope, purpose, definitions, admissions categories, admissions and application deadlines, related policies, and related forms. The reason for the separation is to allow admissions procedures to be updated without affecting the policy document. It also will make both documents flow better and easier to review and discuss in future meetings.

R. Douglas asked if the name of the new exam (Accuplacer) name would be placed in the Policy document. A. Holloway asked about the vacant position on the committee. R. Douglas requested that the committee provide additional information regarding the interested individuals and to bring the TOR and Bylaws (regarding the filling of committee positions) to the next Education Council meeting as a discussion item.

Adjournment – 1:49 p.m.
 Next Meeting – March 27, 2024

These notes are not officially approved until initialed by the Chairperson. They

Education Council Meeting February 28, 2024
could be subject to amendment.