

Participants:

Rob-Roy Douglas (Faculty) *Chair
Rhochelle Bernardo (Student)
Irina Evseeva (Staff)
Kathy Handley (Administration)
Eddie Kristiansen (Faculty)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Colleen Matheson (Faculty)
Bruce McKay (Faculty)
Patricia Anne Mico (Student)
Mary Ross (Administration)
Marissa Thola (Faculty)
Mike Gilbert (Board Representative)
Audra Holloway (Recording)

Absent:	Rod Cork	Howard Moody	Tara Hyland-Russell
	Lisa Morin	Faisal Rashid	Wyndel Bert Corillo
	Arjun Mehta	Sylvia Fraser	Todd Bondaroff
Guest(s):	Karen Liska	Kathleen Lewis	Issoufou Soumaila
	Cindy Broberg		

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, February 28, 2024

24.03.01 M/S –THOLA/MCKAY

Motion: *THAT the minutes of February 28, 2024 be adopted as circulated.*

CARRIED

3. Action List - reviewed

Decision Item(s)

4. Human Services

K. Liska presented the submission explaining the changes made to the Guide:

Admissions:

- removed ID requirement (this is admission to college requirement not program)
- removed age requirement
- removed reference requirement.
- Removed Dr. note for ECED 208/210 as no longer required for ECE program
- Adjusted English to match ECE/EA language
- CRC as post admission requirement to keep in line with ECE and EA program guides.

Application Deadline:

- Adjusted to match ECE/EA

Partnerships:

- Removed Educacentre partnership as it is not relevant to HSPD

Additional Requirements:

- Aligned language with ECE/EA

24.03.02 M/S –THOLA/KRISTIANSEN

Motion: *THAT the Education Council approves the revised HSPD Program Information and Completion Guide, effective September 2024, as presented.*

CARRIED

K. Liska left the meeting.

5. English as a Second Language

K. Lewis explained that for NLC EASL courses to be provincially articulated, they need to make substantive updates. To accomplish this, they would be starting with EASL 050, then would slowly work towards revising the other courses. She added that in addition to revisions, she explained that the individual ESL course would be broken into 2 courses. EASL 050 became EASL 051 (reading and writing) and EASL 052 (listening and speaking).

B. Mackinnon asked about the total number of hours for EASL 051 plus EASL 052 being less than EASL 050. K. Lewis confirmed that that was correct.

I. Evseeva asked about registration for the new courses. K. Lewis answered that the registration could be simultaneous, that one course was not a prerequisite for another.

24.03.03 M/S –EVSEEVA/ROSS

Motion: *THAT the Education Council approves revised EASL Program Information and Completion Guide and the new Course Outlines EASL 051 and EASL 052, effective January 2025, as presented.*

CARRIED

- K. Lewis left the meeting.
- C. Broberg joined the meeting.

6. PALE 200 & PALE 201

C. Broberg reported that the submission was simply to remove the prerequisites from both courses. She explained that the developer of PALE 200 and 201 did not believe the courses need prerequisites and that chairs had been regularly providing prerequisite waivers for students to take the courses, and that the students were still able to successfully complete the coursework. She added that more students would be able to take the courses for science credit.

B. Mackinnon noted that neither the Registrar nor the VPA had confirmed their support on the coversheet. M. Ross answered that she was in full support of removing the barrier of an unnecessary prerequisite.

B. Mackinnon asked about the effective dates. C. Broberg explained that the timelines were representative of the first offering of the courses.

24.03.04 M/S –EVSEEVA/HANDLEY

Motion: *THAT the Education Council approves the revised Course Outlines PALE 200, effective January 2025 and PALE 201, effective January 2026, as presented.*

CARRIED

- C. Broberg left the meeting.

7. DRAFT A-6.03 Research Data Management Strategy policy

- I. Soumaila presented a submission from the RDM Taskforce:

The Research Data Management (RDM) Taskforce was established in response to the Tri-Council mandate for all post-secondary institutions eligible to receive Tri-Council research funding to develop and approve a Research Data Management Strategy by March 2023. NLC received an extension to develop and implement a strategy by September 2024. The policy needs to be approved by the June Edco meeting so the strategy can be posted on a to-be-developed webpage.

The RDM Taskforce has met a number of times and brings forth a draft policy for consideration and approval.

The next policies and processes to be developed are:

Integrity in Research and Scholarship Policy (replacing Responsible Conduct of Research A-6.02)

Research Ethics processes and forms (to align with UNBC's policy)

Recommendation:

Approve the Research Data Management Strategy Policy and rescind the Requests for Research Projects now. Consider the other policies when they are presented within two months.

- M. Ross asked about the related procedure document for the A-6.03 Policy. I. Soumaila replied that it is only the policy for now.

24.03.05 M/S –THOLA/MCKAY

Motion: *THAT the Education Council approves the new A-6.03 Research Data Management Strategy, effective March 27, 2024, as presented.*

CARRIED

- I. Soumaila left the meeting.

8. Repeal of E-3.01 Course Change policy

A. Holloway explained that the policy had been reviewed during recent policy work and it was discovered that it had not been reviewed since 2008 and that it consisted of two sentences that were currently covered in other policies.

24.03.06 M/S –HANDLEY/THOLA

Motion: *THAT the Education Council approves the repeal of policy E-3.01 Course Change, effective March 27, 2024.*

CARRIED

Standing Reports

9. Vice-President Academics & Research

Submitted by Tara Hyland-Russell, Vice-President Academic & Research
[Government Relations](#)

At the end of February, the VPAR joined the President in Victoria for a series of meetings with Ministry officials and Peace Region MLAs. Information packages and briefing notes provided important background on current NLC initiatives, including Allied Health Care Strategy, Student Housing, Aircraft Maintenance Technician (AMT) program, Energy Institute, and Continuing Education. Meetings included:

- Assistant Deputy Minister, Financial and Management Services
- Post-Secondary Operating and Emergency Support Branch
- Strategic Policy and Initiatives Branch
- Deputy Minister, Post-Secondary and Future Skills
- Assistant Deputy Minister, Governance, Legislation and Engagement
- Assistant Deputy Minister for Workforce Development and Skills Training
- Executive Director, Indigenous Policy and Engagement Branch
- Members of the Legislative Assembly
- Minister, Post-Secondary and Future Skills

An invitation by MLA Dan Davies to attend the question period at the legislature resulted in the VPAR being introduced to the assembly and NLC being profiled in the legislature for its important contributions to the educational and economic activities of NE BC.

[Energy Institute](#)

Consultation and strategic planning is underway to update the mandate of the Centre for Teaching Excellence in Oil and Gas (CTEOG) to evolve into the Energy Institute. The vision for the Energy Institute is to be the premier institution for energy-related training and education in Northeastern British Columbia, recognized for its range of industry-aligned programs, innovative research, and commitment to sustainability and learner accessibility. We are in the process of identifying key industry contacts and innovators for a coalition-building symposium tentatively scheduled for the end of May.

[Strategic Enrolment Management](#)

The first phase of strategic enrollment management has begun with the building of the central data warehouse. Working with Plaid Analytics, the Registrar's Office and Educational Services are scoping the project deliverables, which will include:

- Building a data pipeline (May-September)
- Creating PowerBI dashboard and reports (July-October)

Creating a robust strategic enrollment management system will take a minimum of three years, with the creation of a central data warehouse a critical first step.

[Institutional Research](#)

Work has begun with Hanover Research on our first institutional research project: to gather labour market data on Allied Health professions in BC and Northern Alberta.

Policy Updates

NLC Policy Committee

- ACCESS – consultation only – off to EdCo
- PIDA (Public Interest Disclosure Act) – draft under review
- Criminal Record Search for Students – will be rescinded and put into Program Handbooks
- Academic Integrity – Engaging with shareholders and gaining feedback to Report
- Animals & Pets on Campus - for approval next meeting
- Vehicle Use Policy – for approval next meeting
- Deposits-Penalties-Refunds – Tuition & Fees Committee formed
- Resident Assistant Accommodation Fees – for approval next meeting
- Student Field Trips – drafted
- Winter & Summer Games Participation (Northern BC) - rescinded

Edco

- Honour List – EdCo
- Withdrawal – EdCo
- Death of Student – Registrar's Office/EdCo
- Student Practicum Placement – draft under review at Edco
- Research Data Management – draft under review at Edco
- New Course approval, Course Revision, and Course Outline Policy - draft under review at Edco
- New Course approval, Course Revision, and Course Outline Procedures - draft under review at Edco

Quality Assurance Taskforce

- Quality Assurance Framework – draft under review
- Quality Assurance Policy – draft under review
- Program Review Policy – draft under review
- Program Advisory Committee Policy – draft under review
- Program Review Procedures – draft under review
- Program Advisory Committee Procedures – draft under review
- Quality Assurance Procedures – draft under review

10. Board of Governors

- M. Gilbert explained that he wanted to give a little background on where his comments for Education Council came from and shared his education, past years steps and accomplishments.

11. Education Council Chair

R. Douglas presented the chair report to council:

The March Board of Governors meeting occurred last week. The budget for the upcoming year was passed, along with some changes to staffing. Mary Ross, our Interim Registrar, presented on restructuring the Registrar's Office – which will include some changes to administration – partly due to creation of a new Associate Registrar's position, which was approved by the Board as part of the overall budget process. The record-keeping aspect of the Registrar's Office is being strengthened as well. It is important to note this change due to the close working relationship between the Registrar's Office and Education Council. I contacted North Island College about the changes to their Education Council documents and process referred to in my last report. They have only approved changes to one document (for their HCAT program) and ensured that the internal variance was approved by

the external standards agency first. They are taking a very cautious approach to any further changes, by waiting to see how this first program is received internally and externally.

12. Education Policy Committee

A. Holloway reported that Policy Committee:

- Presentation by Lorelee (Access Policy)– few more revisions/updates to be made to the document
- E-1.02 Academic Monitoring – with small working group
- E-1.14 Withdrawal – work continues
- E-1.09 Honour List – work continues
- Anndra Graff to be presenting the “E-1.12 Student Practicum Placement” at the April 26th meeting.

13. Curriculum Committee

R. Douglas reported that the group met at the start of the month and reviewed the EASL and Human Services documents. He added that the PALE documents had been reviewed at a previous meeting.

14. Admissions and Standards Committee

A. Holloway explained that there was no report, as the committee had not met since the last Education Council meeting.

Information/Discussion

15. Admissions and Standards Committee

- discussion about vacant staff member position on the committee.
- I. Evseeva put her name forward to fill the position.

16. A-5.06 Policy Development policy

-M. Ross explained that the policy had been approved by the College Policy committee on March 5, 2024. She further explained that when being reviewed the policy should always include the procedure document as well as any associated forms/documents.

Notes:

R. Douglas noted that it would be the last meeting for Lisa Morin, as her term would be ending on March 31, 2024. He added a Motion: ‘*Thank you to Lisa for her service on Education Council*’. 24.03.07 M/S –THOLA/MCKAY

Adjournment – 2:08 p.m.

Next Meeting – April 24, 2024 (Reminder that Chair and Vice-Chair elections are held at the April Education Council meeting)

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