

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)
Lisa Irvine (Staff)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Colleen Matheson (Faculty)
Patricia Anne Mico (Student)
Faisal Rashid (Faculty)
Mary Ross (Administration)
Marissa Thola (Faculty)
Audra Holloway (Recording)

Absent:	Eddie Kristiansen	Mike Gilbert	Wyndel Bert Corillo
	Howard Moody	Arjun Mehta	Todd Bondaroff
	Bruce McKay		
Guest(s):	Lorelee Mathias	Brody Doer	

Territorial Acknowledgement:

Northern Lights College serves the communities of Northern British Columbia that are located on the territories of the Tsa'a 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, March 27, 2024

24.04.01 M/S –THOLA/LUNDIN

Motion: *THAT the minutes of March 27, 2024 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – on hold

C. Matheson and T. Hyland-Russell joined the meeting.

Decision Item(s)

4. DRAFT E-4.02 Accommodation and Accessible Learning for Students with Disabilities

L. Mathias presented a PowerPoint to the members showing the complete process of creating the revised E-4.02 policy. She explained that the submission was a policy, a related procedure and a FAQ document, that would be added to the staff only site.

Discussion about the effective date for the policy. Decision by council to have effective date for next term, April 29, 2024. L. Mathias to work on Education piece for staff.

B. Mackinnon asked about FAQ note about information being included in an Instructor syllabus and would there be a template available? T. Hyland-Russell answered that NLC would be moving to a more consistent template for the annual syllabi which would typically include a uniform statement about access services, and that wording could be drafted for Instructor use.

24.04.02 M/S –ROSS/CORK

Motion: *THAT the Education Council approves the revised E-4.02 Accommodation and Accessible Learning for Students with Disabilities policy, effective April 29, 2024, as presented.*

CARRIED

L. Mathias and M. Thola left the meeting.

Standing Reports

5. Vice-President Academics & Research

Presented by Tara Hyland-Russell:

Quality Assurance

NLC will be meeting April 18th with provincial officials to receive the official briefing on the Quality Assurance Process that will take place this fall. Stay tuned for next steps!

Research Data Management

The Taskforce has collated the responses to the faculty research survey that was circulated in February. CETL Coordinator Patricia McLelland hosted a presentation on April 8th on Research Ethics for faculty interested in learning more about research ethics and potentially developing a research profile. Guest speaker Dr. Corinne Syrnyk presented a short timeline of the formation of research ethics, some case studies, and key guiding documents on research ethics in Canada.

Key insights from the research survey:

- Over 60% of faculty respondents have ever conducted research
- Fewer than 20% of respondents are currently involved in research
- Research methodologies used include qualitative, quantitative, mixed methods, action research, and Indigenous research
- 38% of faculty respondents would be interested in housing their research in a repository at NLC
- 67% of faculty respondents have never applied for ethics review and approval

- 26% of respondents have ever applied for and/or received research funding
- 85% of respondents are interested in participating in research in the future
- Constraints to engaging in research include: supports, finances, time, understanding/knowledge, and none of the above
- Confidence in grant writing abilities varies widely across respondents
- Familiarity with ethics application processes varies widely across respondents

Academic Integrity

The Academic Integrity Working Group hosted 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 also had the opportunity to share their knowledge and experiences through an anonymous survey.

Data from Student Academic Integrity Survey:

- 120 respondents
- Prior to attending NLC, my understanding of Academic Integrity was: low (29), medium (58), high (27)
- Prior to attending NLC, my understanding of Academic Integrity was: low (6), medium (42), high (72)
- In what format should Academic Integrity information be shared?: Lunch n learn (36), online sessions (25), D2L course (40), handouts (28), email (20), In-person drop-ins (20), Online drop-ins (2), other - Presentation, Workshops, Interactive Sessions, Cultural Teaching Sessions

Next steps:

The Academic Integrity Working Group has requested that the VPAR move ahead and secure an external expert to build the new Academic Integrity Policy based on the recommendations from the external report. Once the policy is drafted, the working group will facilitate extensive consultation with NLC shareholders: faculty, staff, and students.

Policy and Process Updates

The following policies have moved ahead since the last report as follows:

Approved by email vote February 9th, 2024 by NLC Policy Committee:

A-5.06 Policy Development

Approved at the April 12th NLC Policy Committee meeting:

H-2.07 Public Interest and Disclosure (PIDA) Policy

A-5.17 Animals and Pets on Campus Policy

F-4.02 Resident Assistant Accommodation Fees Policy

A-1.03 Vehicle Use Policy

E-1.12 Student Practicum Placement Policy – recommended to forward to Edco for approval

E-2.06 Criminal Record Search for Students – recommended be repealed. Forwarded to Edco for approval

Program Planning

Deans will be coordinating program planning days in the spring. This will provide an opportunity for a review of program strengths, needs, and future plans and will form part of the on-going quality assurance processes.

6. Board of Governors – no report.

7. Education Council Chair

R. Douglas explained that there had been little of note since the last Education Council meeting. He added that the Educational Policies committee had recently been presented with over 10 new policies/procedures to review/comment.

8. Education Policy Committee

A. Holloway reported that the group had recently added additional meetings to ensure that policy work could progress through the committee. On April 16th, the group had a presentation by Tara on policies and procedures regarding the approval of new and revised courses and programs. She noted that at the next meeting the group would be having a presentation of the new E-1.12 Student Practicum placement policy by Anndra Graff.

9. Curriculum Committee

R. Douglas explained that the committee did not meet in April.

10. Admissions and Standards Committee

A. Holloway read a report from the chair:

The Admissions Subcommittee met on Thursday, March 28. There was a discussion on filling the Support staff position on the committee, which has become vacant. The committee reached out to EdCo about how to proceed with filling this vacancy. Irina Evseeva, Program Advisor and a Support Staff member at EdCo, expressed interest in sitting on this committee, which both EdCo and the Admissions Subcommittee approved. In addition to Irina, Michael Calvert, Director of Indigenous Education is also replacing Meesha Beaulieu, Indigenous Student Services Manager, who has had to step down due to other work commitments.

Mary discussed with the committee the finishing of a rough draft of the Admissions Policy and Procedure. The procedure and policy documents are now separated from each other. The procedure document outlines admissions procedures, while the policy document includes a policy statement, scope, purpose, definitions, admissions categories, admissions and application deadlines, related policies, and related forms.

Mary reassured the committee that this separation is a positive step, allowing admissions procedures to be updated without affecting the policy document. This change will enhance the flow and ease of review for both documents, ensuring more productive discussions in future meetings.

The group began reviewing the documentation in earnest and will continue at the next meeting, scheduled for this Thursday, April 25.

Election

11. Election of Chair and Vice-Chair of Education Council (2023-2024)

M. Ross explained that the Registrar was a voting member of the Education Council and the Chief Electoral Officer. Therefore, it would be a conflict of interest to have the Registrar execute the election of the Officers of the Council. She further explained that to avoid a conflict, the Registrar would delegate the task of the election of Education Council officers to another College employee (non-Council member). She delegated the authority to carry out the election to A. Holloway.

A. Holloway called for nominations for the position of Chair of Education Council three times. S. Fraser and R. Douglas were nominated. Both S. Fraser and R. Douglas agreed to let their name stand.

A vote was conducted through Teams and R. Douglas was elected.

A. Holloway called for nominations for the position of Vice-Chair of Education Council three times. S. Fraser was nominated. S. Fraser agreed to let her name stand. S. Fraser was elected by acclamation.

Congratulations R. Douglas and S. Fraser.

Information/Discussion

12. Education Council representative on College Policy committee

R. Douglas explained that the College Policy committee needed a representative from Education Council, as he currently was the Union representative on the committee.

I. Evseeva put her name forward to be the Education Council representative on the College Policy committee. A. Holloway to ensure that the College Policy committee receives the new representative information. T. Hyland-Russell explained that the Education Council representative would be a conduit between the two committees.

Adjournment – 2:28 p.m.

Next Meeting – May 22, 2024

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