**NORTHERN LIGHTS COLLEGE EDUCATION COUNCIL**  
Meeting to be held June 26, 2024 at 1:15pm  
Dawson Creek –Microsoft Teams or Regional Boardroom  
Chetwynd – Microsoft Teams  
Fort St John – Microsoft Teams  
Fort Nelson – Microsoft Teams  
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**AGENDA**  
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 R. Douglas

1. Adoption of Minutes: May 22, 2024 R. Douglas



1. Action List Review R. Douglas



**Decision**

1. CAAT Omnibus (note that there are TWO copies of the program guides, K. Handley  
   the ‘highlighted’ *current* guide and the ‘removed’ June 2024 version being   
   presented for approval)



Motion:

THAT *the Education Council approves the revised Program Guides for:*

*Certificate in Applied Business Technology (Administrative Assistant)*

*Certificate in Applied Business Technology (Financial Assistant)*

*Certificate in Applied Business Technology (Office Assistant)*

*Diploma in Practical Nursing*

*Diploma in Cosmetology*

*Advanced Certificate in Culinary Arts*

*Certificate in Electrician Foundation Trades*

*Certificate in Enhanced Carpentry Foundation*

*Certificate in Esthetics*

*Certificate in Hairstylist Foundation*

*Certificate in Heavy Mechanical Trades Foundation*

*Certificate in Millwright Foundations*

*Certificate in Oil and Gas Field Operations*

*Certificate in Piping Trades Foundation Training*

*Certificate in 4th Class Power Engineering*

*Certificate in Professional Cook Level 1*

*Certificate in Welder Foundation*

*Certificate in Welder-Fabricator Foundation*

*Advanced Certificate in Wind Turbine Maintenance, effective September2024.*

1. E-3.09 Draft Course Approval, Course Revision, and T. Hyland-Russell  
   Course Outline POLICY and   
   E-3.09.01 Draft Course Approval, Course Revision, and   
   Course Outline PROCEDURE



Motion:

1. THAT *the Education Council approves the new E-3.09 Course Approval, Course Revision, and Course Outline policy and E-3.09.01* *Course Approval, Course Revision, and Course Outline procedures, effective July 1, 2024.*
2. THAT *the Education Council repeals the E-3.03 Course Outlines Procedures to Revise policy, effective July 1, 2024.*

**Standing Reports**

1. Vice-President Academics & Research T. Hyland-Russell
2. Board of Governors M. Gilbert
3. Education Council Chair R. Douglas



1. Educational Policies Committee T. Wulff
2. Curriculum Committee R. Douglas
3. Admissions and Standards Committee A. Holloway

**Election**

1. Bi-Election of Chair of Education Council K. Bravo  
   

Next Meeting – September 25, 2024   
(Reminder: there are no meetings in July or August)

Adjournment