

Enriching lives, communities and industry in Northern BC and the world through accessible, applied, and academic learning.

**Email Sent to:**

A. Mehta, C. Brown, B. Mackinnon, J. Fox-McGuire, J. Moore, K. Ghostkeeper, K. Rabel, M. Gilbert, P. Berg, R. Bernardo, R. Douglas, S. Canning, S. Goudie, T. Best, and T. Bondaroff by H. Larden on behalf of L. Archibald.

**1. Special Email Vote:**

A request to vote by email was sent out on June 5, 2024, at 5:20 pm by H Larden on behalf of Board Chair, L. Archibald. (It was then forwarded to the newly appointed Board member, S. Canning on June 10, 2024, at 10:55 am.)

**2. Quality Assurance Policies:**

At the May 22 Board meeting, Tara Hyland-Russell, VP Academic and Research, presented information on the Quality Assurance policies that were being developed, including the roles of the Board and Education Council for their implementation. Confirmation was received that the Education Council reviewed the proposed policies and that Council carried the following motion (#23.05.07):

“THAT the Education Council recommends the policies: E-3.06 Quality Assurance policy, E-3.07 Program Review policy, E-3.08 Program Advisory Committee policy, E-3.04 Program Approval and Revision policy, to the Board of Governors, as presented.”

The next step for the implementation is for the Board to complete the final review and approve the following policies:

- Program Approval and Revision Policy (E-3.04)
- Quality Assurance Policy (E-3.06)
- Program Review Policy (E-3.07)
- Program Advisory Committee Policy (E-3.08)

It was clarified that the Board is approving the content of the policies, and that prior to them being posted, a final proofing will be completed by NLC staff where non-substantive tweaks, including any typo corrections and dates, may be done. The wording of the motion was included in the email, copies were attached (and uploaded to D2L). It was stated that the first to respond would be noted as the mover of the motion, and the member who replied second would be recorded as seconder of the motion.

**3. Voting:**

“I Accept” votes were received from:

- J. Moore (mover)
- J. Fox-McGuire (seconder)
- C. Brown
- S. Goudie
- P. Berg
- R. Bernardo
- A. Mehta
- B. Mackinnon
- K. Rabel

The motion was passed (carried).

2024/037 Moore/Fox-McGuire

THAT the Board of Governors approves the Program Approval and Revision (E-3.04), Quality Assurance (E-3.06), Program Review (E-3.07), and Program Advisory Committee (E-3.08) policies as presented, effective immediately. Carried

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