

Participants:

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

Absent: Todd Bondaroff Mike Gilbert

Guest(s): Chris Gallant Trevor Wulff 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, Sa'ulteau, 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, April 24, 2024

24.05.01 M/S –HANDLEY/ROSS

Motion: *THAT the minutes of April 24, 2024 be adopted as presented.*

CARRIED

3. Action List

Education Council Process Flowchart – on hold

Decision Item(s)

4. MATH 030 and MATH 035

C. Gallant explained that it had been discovered that when outlines for MATH 030 and MATH 035 had come as a previous submission, the course codes had been mixed up. He further explained that the error meant that the learning objectives for MATH 030 reflected those of MATH 035 and vice versa. He added that this would not impact articulation as the course codes (how they should be) are reflected correctly with BC Articulation and BCCAT.

M. Ross explained that a review of Colleague was done to assess the impact of the incorrect Course Title on student transcripts:

MATH 030 – Sept 1st, 2019.

- the title change was to the 'long title' only and would not be reflected on student transcripts.

MATH 035 – Sept 1st, 2015.

- the title change would be reflected on student transcripts. The number of students (10 in total) enrolled in MATH 035 from Sept 1st 2015 to present will be reviewed by the Registrar.

24.05.02 M/S –MOODY/HYLAND-RUSSELL

Motion: *THAT the Education Council approves the revised Course Outlines MATH 030 and MATH 035, effective September 2024 as presented.*

CARRIED

B. McKay and A. Mehta joined the meeting.

5. LAWC 050, Canadian Law

C. Gallant explained that:

LAWC 050 is a Provincial level course that students may take as an elective toward their Dogwood. This is recognized in the 2023-2024 BC Articulation Guide. This course was previously offered at NLC, with the last offering being 2014W. The feedback I received from faculty who were here at the time stated it was a popular course. As the CCP Chair, I have received several requests from students wanting to take LAWC 050 as it is still listed on the website as an elective. By offering this course again, it will provide students an additional option for an elective for their Dogwood. It is important to have a provincial social science elective available as current provincial electives are primarily in the math/general sciences (physics, chemistry, biology). This will allow NLC to offer a diverse category of options for students wishing to obtain their Dogwood or perhaps want to pursue a career in the legal field.

B. Mackinnon asked about the textbook listed in the Course Outline. C. Gallant explained that the textbook would be appropriate for the course. A. Holloway added that the textbook would be a minor change.

24.05.03 M/S –THOLA/MOODY

Motion: *THAT the Education Council approves the revised Course Outline LAWC 050, effective February 2025 as presented.*

CARRIED

C. Gallant left the meeting.

6. QA Policies

T. Hyland-Russell presented a PowerPoint on the future of Quality Assurance at NLC, including Program Development and Program Review.

M. Thola asked about whether the word cancellation should have one or two 'L'. T.

Hyland-Russell answered that she would add a note to check for consistency.

M. Thola and H. Moody asked about the procedure documents and the Program Level 1 and Level 2 Review documents mentioned in the policies.

B. Mackinnon proposed to have the motion postponed until the June meeting. T.

Hyland-Russell asked if there could be a meeting prior to the June meeting.

Decision by Education Council to defer the motion to an email vote.

T. Hyland-Russell removed the E-3.09 Course Approval, Course Revision, and Course Outline policy from the submission.

24.05.04 M/S –THOLA/MACKINNON

~~Motion: *THAT the Education Council approves the: E-3.06 Quality Assurance policy, E-3.07 Program Review policy, E-3.08 Program Advisory Committee policy, E-3.09 Course Approval, Course Revision, and Course Outline policy, E-3.04 Program Approval and Revision policy, effective May 22, 2024.*~~

Amended Motion: *THAT the Education Council defers the consideration of the: 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 until a special email vote is conducted on the 31st of May 2024.*

CARRIED

24.05.05 M/S –RASHID/MOODY

Motion: *THAT the Education Council authorizes the Vice President Academic & Research to continue proceeding with the Program Reviews as part of the Quality Assurance process, prior to the approval of the policies themselves.*

CARRIED

7. Revised 2024-2025 Academic Schedule

M. Ross explained that a small revision had to be made to the schedule to add the National Day of Truth and Reconciliation to the calendar.

B. Mackinnon mentioned the version of the Collective agreement listed.

M. Thola asked that 'Google Search' be replaced by Government of BC reference.

T. Hyland-Russell asked about orientation being a full day prior to the first day of classes. A. Holloway to investigate.

24.05.06 M/S –THOLA/HANDLEY

Motion: *THAT the Education Council approves the revised 2024-2025 Academic Schedule as amended.*

CARRIED

Standing Reports

9. Vice-President Academics & Research

Presented by Tara Hyland-Russell:

Quality Assurance

NLC Quality Assurance Taskforce met April 18th with provincial officials to receive the official briefing on the Quality Assurance Process that will take place this fall. We are waiting to receive the schedule for the Institutional Self-Study due date and the assessors' site visit.

Research Data Management

Canada's three federal research funding agencies — the Social Sciences and Humanities Research Council (SSHRC), the Canadian Institutes of Health Research (CIHR), and the Natural Sciences and Engineering Research Council (NSERC) (the agencies) — invited representatives of post-secondary institutions to participate in an engagement session on the Tri-Agency Research Data Management (RDM) Policy's data deposit requirement. Agency representatives will provide an **update on the implementation of the Tri-Agency RDM Policy and planning for the implementation of the data deposit requirement**. Attendees will have the opportunity to discuss topics related to data deposit and provide input to the agencies.

Dawna Turcotte is attending this engagement session on May 16th in Calgary on behalf of the Research Data Management Taskforce and NLC and will report back.

Academic Integrity

The Academic Integrity Standing Committee (AISC) of Edco Group is hosting a Lunch 'n Learn session on May 17th to share some current data about academic integrity issues the committee has addressed this academic year.

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 2

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

Quality Assurance Policies **discussed** at Edco Policy Committee meetings, including extra scheduled meeting:

Quality Assurance Framework

Quality Assurance Policy E-3.06 and Procedures

Program Review Policy E-3.07 and Procedures

Program Advisory Committee Policy E-3.08 and Procedures

Course Approval, Course Revision, and Course Outline Policy E-3.09

Level 1 Program Review Templates

Program Planning and Reviews

Deans will be coordinating program planning and reviews, with programs grouped in relevant clusters. Edco Policy Committee granted permission to begin the information sharing and Program Reviews according to the new policies as they are proceeding through the approval process so that we can meet the deadlines for the provincial Quality Assessment Process Audit (QAPA). Presentations were made on May 7th to the programs in Kathy Handley and Nicole

Dahlen's portfolios (UNAS/BUS/HSHS/ECE) and on May 14th to the programs overseen by Kathleen Lewis (ESL/ABT/CCP). Similar presentations are scheduled for AMT on May 29th and Trades in August.

Deans are working on schedules for Level 1 Program Reviews. There will be two Level 2 Program Reviews: AMT and ECE.

Programming

Continuing Education

New Spring/Summer courses offered through Continuing Education include:

1. Management Skills for Supervisors (face to face)
2. CAPM Certification Prep Program (Similar to the PMP Prep Program but for people who do not yet have the qualifying hours) (online)
3. Gel Nails (face to face)

Barbering Series (face to face) Gentlemen's Haircut

Fade Out

Beard Grooming

Cesar Hair Cut

Link to the Spring 2024 CE Catalogue: [CE-Spring-Catalogue-2024-WEB.pdf \(nlc.bc.ca\)](#)

Summer courses include:

Administrative Assistant Fundamentals

A-Z Grant Writing

Basic Computer Skills Value Suite

Discover Sign Language

Drawing for the Absolute Beginner

Effective Business Writing

Explore a Career in Medical Coding

Grammar Refresher

Instant Italian

Introduction to Interior Design

Introduction to Microsoft Excel 2019

Microsoft Office 2019 Value Suite

Mastering Public Speaking

Medical Terminology: A Word Association Approach

Speed Spanish

Start Your Own Small Business

Writing Essentials

WHMIS

Foodsafe

Pending courses for summer include:

Food safe Courses Face to Face at various Campuses

Nutrition Courses

Summer Camps

1. Chetwynd and DC Campus Teens (July and August)
2. Wilderness Camp – hiking in the region – 1-week teen camp
3. Reusable Energy – Camp – Teens

18 courses have been submitted for fall 2024 Future Skills Grant (FSG) funding. We are waiting for approval from the Ministry and confirmation of how much will be funded.

The Field Operations – Hydrocarbon Specialist curriculum has been built for Tourmaline and the textbook is being compiled. The program is scheduled to be launched as a pilot in September 2024.

Health Sciences Human Services

- Sampler of Human Services programs being offered in partnership with NENAS
- ECE Work-Integrated Learning (WIL), Indigenous Certification Pathway in its second semester. De-colonizing curriculum incorporated.
- IT working to install video-conference equipment to allow Practical Nursing theory courses to be offered between DC and FSJ campuses. Multiple student requests and approval from BC College of Nurses and Midwives (BCCNM) support this and suggest enrollment will increase as a result.
- Business case approved to expand access of FSJ instructor to health students (1.0 FTE FSJ)

10. Board of Governors – no report.

11. Education Council Chair – R. Douglas reported that he recently attended the Academic Governance Committee (AGC) meeting. The topics included Indigenization, external standards (with internal documents), and the composition of Education Council (in context of Indigenization). He added that BCCAT gave an interesting presentation to the AGC on new standards for curriculum documents to maintain articulation and automatic admissions process (based on the documents that they submit).

R. Cork left the meeting.

12. Education Policy Committee – A. Holloway explained that the last meetings for the committee were focused on the QA policies and procedures. The group meets next on May 24th.

13. Curriculum Committee – R. Douglas reported that the CCP documents were reviewed on May 3rd. He added that the CCP department did a fantastic job with the submission and thanked them for their hard work.

14. Admissions and Standards Committee – A. Holloway reported that the group met and finished reviewing and commenting on the revised admissions policy. The group would be working on the procedure document at the next meeting. She added that the group would also begin reviewing the new draft English Proficiency document.

Notes: M. Ross reported that on May 23, 2024, NLC would be going live on EPBC 3.0 (EducationPlannerBC). She added that the new platform would make it easier for students to apply and submit their documents, including International students (which would be new for this version). She explained that the new version also now features 'Find My Path' which allows students to see all institutions (in BC) that offer programs for their educational journey.

Adjournment – 3:15 p.m.

Next Meeting – June 26, 2024* (*with an Email vote occurring on May 31st, 2024)
(Reminder: there are no meetings in July or August)

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