

Participants:

Rob-Roy Douglas (Faculty) *Chair
Rhochelle Bernardo (Student)
Rod Cork (Administration)
Irina Evseeva (Staff)
Sylvia Fraser (Faculty)
Mike Gilbert (Board Representative)
Kathy Handley (Administration)
Tara Hyland-Russell (Administration)
Eddie Kristiansen (Faculty)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Colleen Matheson (Faculty)
Bruce McKay (Faculty)
Patricia Anne Mico (Student)
Howard Moody (Faculty)
Marissa Thola (Faculty)
Audra Holloway (Recording)

Absent: Todd Bondaroff Karen Bravo Lisa Irvine Faisal Rashid
Arjun Mehta
Guest(s): (none)

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 revised.

- a) Agenda Item #13 added – Trades and Education Council curriculum documents. (by E. Kristiansen)
- b) Election moved to Agenda Item #2

2. By-Election of Chair and Vice-Chair of Education Council (2024-2025)

R. Douglas had stepped down from the Chair position and a by-election was called. A. Holloway 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 carry out the election of the Officers of the Council. She further

explained that to avoid a conflict, the Registrar had delegated the task of the election authority to carry out the election to A. Holloway.

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

A vote was conducted through Teams and S. Fraser was elected.

A. Holloway called for nominations for the position of Vice-Chair of Education Council three times. B. Mackinnon, B. McKay, K. Handley and R. Douglas were nominated. B. Mackinnon and B. McKay did not agree to have their names stand. K. Handley and R. Douglas agreed to let their names stand.

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

Congratulations S. Fraser and R. Douglas.

3. Adoption of Minutes, May 22, 2024.

24.06.01 M/S –HANDLEY/EVSEEVA

Motion: *THAT the minutes of May 22, 2024 be adopted as circulated.*

CARRIED

4. Action List

Education Council Process Flowchart – on hold

R. Cork left the meeting

Decision Item(s)

5. CAAT Omnibus

K. Handley explained that CAAT is no longer available in hardcopy and that there had been several other entrance assessments developed over the last decade. She added that only a very small handful of institutions currently utilize CAAT and it is not a widely used assessment anymore. She added that the actual assessment(s) would no longer be listed in the Program Guides, instead the wording 'or equivalent' will be used after the grade requirement/minimum requirements for admission.

24.06.02 M/S –THOLA/MOODY

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 September 2024.

CARRIED

6. E-3.09 Draft Course Approval, Course Revision, and Course Outline POLICY and E-3.09.01 PROCEDURE

T. Hyland-Russell explained that the documents presented were the last of the QA policies to go through Education Council. The Educational Policies committee had requested extra time to review the policy and procedure. B. Mackinnon asked about the effective date, T. Hyland-Russell confirmed that it would be July 1st, 2024. M. Thola asked about minor changes and the mode of instruction. T. Hyland-Russell explained that an extensive review of other institutions in BC helped to finalize the minor and major changes, and that the mode of instruction would be a scheduling decision.

24.06.03 M/S –THOLA/ KRISTIENSEN

Motion: 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.*

CARRIED

24.06.04 M/S - EVSEEVA/THOLA

THAT *the Education Council repeals the E-3.03 Course Outlines Procedures to Revise policy, effective July 1, 2024.*

CARRIED

Standing Reports

7. Vice-President Academics & Research

T. Hyland-Russell reported that all the other QA policies went to the College Board after Education Council approval, and they have all been finalized and placed on the website. She added that she wanted to send out a huge thank you to everyone who worked on the proposals, did the research, who drafted the documents, the Educational Policy committee and the Education Council members. She further added that both the Level 1 and Level 2 Program Reviews had commenced.

8. Board of Governors

No report

9. Education Council Chair

R. Douglas reported:

The email vote on Quality Assurance documents passed and the documents are now undergoing email voting at the Board of Governors. I attended the Post-Secondary Governance Workshop in Vancouver, BC on 13/06 and 14/06. This was primarily for Board members and Education Council Chairs and included a very interesting session on the relationship between Education Councils and Boards of Governors. One of the most important conclusions at that session was the suggestion that the two bodies – the governing bodies of the College – are seldom aware of the work each do, and it is valuable for both to have enhanced communications with each other. Some institutions have joint events (workshops, even social events) and I do think that this is something that could be explored going forward. In the interim, I have asked that the Board representative to Education Council be a bit more active in attendance (difficult to do given our meeting times conflict with the working day for many Board members).

This is my last report to Education Council as Chair, since I have resigned to take up another position at the College. It has been a privilege and a pleasure to work with everyone – especially given the positive and collegial nature of Education Council at Northern Lights College.

10. Education Policy Committee

A. Holloway reported that the group met twice since the last Education Council meeting. She added that the group added additional meetings over the last few months to ensure that the QA policies were able to be ready for review at Education Council. She noted that the group had also been discussing/reviewing the Withdrawal, Honor List and Academic Monitoring policies.

11. Curriculum Committee

R. Douglas reported that the group reviewed the CAAT omnibus documents. He added that the documents were very clear and that the project was very well put together for the presentation. He added that there had been a few other documents reviewed by the committee, but the group felt that updates to the wording would be needed prior to submission to Education Council.

12. Admissions and Standards Committee

A. Holloway reported that the group continues to meet and that the review of the Policy is complete and ready for the next review step. She added that group continues to work on the Procedures.

Information/Discussion

13. Trades and Education Council curriculum documents.

E. Kristiansen explained that several meetings ago there was some discussion that centered around the idea that since Skilled Trades BC was the overseer of Trades programs, that meant that any curriculum changes did not have to go to Education Council for approval. He added that there was an issue that arose with Heavy Mechanical Apprentice where an extra week needed to be added to the program for the fourth year. He asked what the procedure for this type of change would be.

B. Mackinnon noted that although they may have an external body, all programs that had an NLC credential must come to Education Council. T. Hyland-Russell added that if the proposal being discussed was to increase the number of hours it would need to come to Education Council for at least information. She further added that

they would take the discussion off-line (Trades Chair(s), Dean and Tara) for consultation/decision regarding Trades documents.

Adjournment – 2:05 p.m.

Next Meeting – September 25, 2024

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