

Participants:

Sylvia Fraser (Faculty) *Chair
Rob-Roy Douglas (Faculty) *Vice-Chair
Lorelyn Arejola (Student)
Jane Busa (Student)
Rod Cork (Administration)
Kathy Doucette (Administration)
Tara Hyland-Russell (Administration)
Lisa Irvine (Staff)
Brandon Mackinnon (Faculty)
Faisal Rashid (Faculty)
Marc Lester Santos (Student)
Jashanpreet Singh (Student)
Marissa Thola (Faculty)
Audra Holloway (Recording)

Absent: Todd Bondaroff Karen Bravo Howard Moody
 Marcie Lundin Mike Gilbert Irina Evseeva
 Colleen Matheson Paola Rodriguez Eddie Kristiansen

Guest(s): Kathleen Lewis Brody Doer

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 circulated.

2. Adoption of Minutes, January 22, 2025

25.03.01 M/S –RASHID/DOUCETTE

Motion: *THAT the minutes of January 22, 2025, be adopted as circulated.*

CARRIED

3. Action List

Reviewed with no comments.

Decision Item(s)

4. ESTR 047

K. Lewis explained that after a lengthy process by the CCP department, the course was updated to provide students with additional options to have a grade 11 science course which they could use in the future to get into certain programs that require it as a prerequisite. She added that it was a minor change and that the course still meets all the requirements for Trades.

25.03.02 M/S –DOUCETTE/RASHID

Motion: *THAT the Education Council approves the revised Course Outline ESTR 047, effective September 2025.*

CARRIED

5. Repeal of policy E-4.01 Aboriginal Peoples Education Policy

T. Hyland-Russell explained that at the request of Michael Calvert, a motion to repeal the E-4.01 policy has been brought to the Education Council. She reported that Michael explained that the policy was predicated on the use of outdated language and terminology within the policy and procedure and from the current understanding of how NLC works with Indigenous communities and organizations.

25.03.03 M/S –BUSA/THOLA

Motion: *THAT the Education Council approves the repeal of policy E-4.01 Aboriginal Peoples policy, effective March 12, 2025.*

CARRIED

K. Lewis left the meeting

Standing Reports

6. Vice-President Academics & Research

T. Hyland-Russell presented her VPA report:

Academic Planning

Academic Planning focus sessions were held with faculty on February 24th (Dawson Creek), February 26th (FSJ), and March 4th (online). Facilitated by Twyla Hurley, the interactive sessions focused on the processes of curriculum alignment with NLC's mandate and strategic plan and engaged with conceptualising program planning as a circular, evolving process. Using the concept of an ecosystem, participants considered whether programs were in a seedling, mature, dormant, or regenerative stage, and the various dynamics and resources needed in each of those stages.

The next step is for the Academic Planning Advisory Group to review the feedback and data from the focus sessions and to assess next steps in the planning process.

NLC Cares Allied Health Strategy

Nicole Dahlen brought forward the results of the intensive data collection, community feedback, and needs assessment for allied health programming in NE BC to the Program Planning and Development Group. The three top priority credentialed programs recommended for development are:

- Pharmacy Technician Diploma
- Medical Laboratory Assistant Certificate
- Rehabilitation Therapy Assistant Diploma

Also recommended for development is a Healthcare Sampler, which has been frequently requested by local school districts for a dual-credit option.

Next steps include borrowing, buying, or developing the curriculum; developing the needed lab spaces; creating a budget; writing the program proposals; and working with Northern Health and the Ministry of Post-Secondary and Future Skills.

Academic Integrity

Since late fall, NLC has been working closely with BCNet and the province to monitor any suspicious log-in activity from student D2L accounts. This close monitoring is due to a large cheating ring found at one of our colleague institutions where students gave their log-in credentials to “bad actors” who were paid to complete assignments and tests for the students and, in some cases, subsequently extorted students.

IT has investigated several suspicious log-ins and is working with the VPAR and Deans to ascertain if academic misconduct is occurring. In addition to the academic misconduct, providing log-ins to external people exposes NLC to significant risk to the IT system as a whole. As soon as violations were suspected, a meeting was called with members of the Academic Integrity Committee of Education Council, Deans, and CETL Coordinator to update them about the situation and the plan to elevate the investigation immediately to include the Chief Information Officer, Dean, and VPAR due to the significant institutional risk posed by unauthorized external actors accessing the college system. Violations are being dealt with under two policies:

Academic Integrity E-1.08 and *Information Technology Acceptable Use A-3.09*. Two students have been expelled from NLC for violating these policies. A notice will be forthcoming from the VPAR’s office to all students regarding the importance of keeping their log-in information to themselves and the significant penalties for academic misconduct and unacceptable technology use of this nature.

Invigilation

A number of challenges regarding invigilation have been brought forward. An initial meeting was held with invigilators, Chairs, and Deans to understand the challenges. Some of the issues include: lack of sufficient space in testing rooms to ensure privacy of test papers, inconsistent practices, and responses to alleged cheating during testing. A thorough audit of invigilation processes is underway. There will be further consultation as we seek to improve processes and ensure fairness and rigour during exams.

Quality Assurance

The dates for the Quality Assurance Process Audit (QAPA) site visit have been confirmed for April 23rd and 24th. The three program reviews being assessed are: Associate of Arts Degree, Early Childhood Education and Care Diploma, and Aircraft Maintenance Technician Diploma and Certificate in Aircraft Maintenance Basics. Faculty involved in the program reviews will be asked to attend the appropriate session with the QAPA assessors, as will Chairs, Deans, and Executive. Meeting bookings will be going out shortly, as soon as the agenda is finalised with the QAPA team.

The Trades and Health Sciences and Human Services departments have initiated the Level 1 Program Review process for their programs.

VPAR Travel

As part of the international mitigation strategy, the Vice President Academic and Research (VPAR) will be travelling with the Associate Vice President Educational Services (AVPES) March 20th-April 2nd to Asia to attend the Asia Pacific Association of International Education (APAIE) Conference, meet with agents and recruiters, and continue to promote the value of education in Canada and northern BC for international students. The VPAR and AVPES will be travelling to several locations in India, Nepal, and Sri Lanka to make presentations, host gatherings, meet prospective students, and work with agents.

Continuing Education

- Summer Camps being offered include carpentry, esthetics, trades sampler, and coding (in partnership with UNBC)

- Guiding and Outfitting curriculum is being built in partnership with BC Guiding and Outfitting Association. There are no North American trainers for guiding and outfitting. This programming will provide opportunity to serve the local guiding and outfitting businesses.

Skills Competition

Regional Skills Competition was held February 14th on the DC and FSJ campuses.

Northern Lights College post-secondary competitors included:

- Carpentry - 8
- Welding – 10
- Hair – 7
- Esthetics – 4
- Electrical – 6

Skills competitors from high schools were:

- SD59 - 79
- SD60 - 22
- SD81 – 4

Women in Trades Conference attracted 29 students from SD SD59 and 25 from SD 60:

- Hair SD59-1 (NLC Dual credit)
- Welding SD60-3 (NLC Dual credit)
- Electrical Wiring-SD60-4 (NLC Dual credit)
- Carpentry SD81 – 1 (NLC Dual credit)
- Carpentry SD59 – 2 (NLC Dual credit)

SD 59 also had over 350 students come for try-a-trade.

T. Hyland-Russell presented the Program Alignment and Future Proofing briefing note to Education Council.

J. Singh left the meeting

7. Board of Governors – no report

8. Education Council Chair

S. Fraser presented the chair report:

College Board of Governors

February 19, 2025—the Board of Governors meeting was held on the Fort St. John campus.

Some of the highlights from this meeting included:

- Overview of updates RE: the Centre of Applied Energy and Environmental Sustainability (CAEES) * Involves connecting, partnership, and evolution of the energy sector * Recognizing the transition to government low carbon initiatives
- Briefing Note for the NLC Cares Allied Health Program –development is continuing regarding the top recommendations for new programs. Next steps will include establishing partnerships, locking in base funding, etc.
- Developed the NLC International Education social media pages—to reach out and inform/provide updates with our international students, studies, opportunities.
- Improvements to the processing time for student applications: times been reduced to 1-week maximum for both domestic and international applicants.
- NLC will move forward for a second year with the scholarship program that guarantees \$1000 for all grads of local high schools (Fall 2025, select programs) NOTE: in Fall 2024 there were approx. 10 scholarships awarded; the goal for Fall 2025 is approx. 20.
- The new programming changes previously approved in Fall 2024—has had good response so far. In the first month there was approx. 60 new student applications. Overall well-received.
- Final designs are being completed for the FSJ Campus Renovation.

- Engagement sessions have been held with indigenous leaders on the Cultural Arbor (DC Campus).
- CE—New Programming highlights include:
 - * Guiding and Outfitting Course (working in partnership with the Guiding and Outfitters Associations of BC to develop curriculum).
 - * Summer Camp planning has the following confirmed camps as follows:
 - * Carpentry
 - * Esthetician
 - * Trades Sampler

Academic Planning Event

On February 26, 2025, I attended the Academic Planning event on the Fort St. John campus. The Academic Planning Advisory Group has been working together in creating the Academic Planning Survey sent out to staff and students to collect data that will be combined with the data from these information sessions.

Some of the highlights from this event included:

- Faculty (Academic, Trades, Vocational) together with Deans, Associate Deans, Indigenous Director, and members of our Executive Team came together to discuss our current program offerings and what the future of our programming should look like as we move forward.
- Included in the discussions we also needed to consider our strategic planning and four pillars: * Student Journey * Responsive Programming * Truth and Reconciliation * People and Culture * Community Connections
- It was identified via the Academic Planning Committee that four main obstacles of programing are as follows:
- What's the process involved? * What is the position to change (or lack of openness to change)? * Visibility * Lack of an academic plan
- The event and discussions were shaped by most of the items listed above. There was an exercise where the groups did individual 'break outs' to discuss existing NLC programs and then categorized them into areas such as: new/newly developed, healthy/mature, dormant, new growth from an existing program previously offered program. * This was engaging and enlightening—as we all were not fully aware of all the programs, we currently have available in our catalog. * We were able to come together after our 'break outs' as a group and continue our discussions on a broader level. * The overall result from the FSJ discussion was that we have most of our current program offerings under the "mature" or established area. Which poses the question of how do we move forward with our future program offerings to support any existing programs; but also considering future job market demands, future student wants/wish list for program offerings, government mandates (Example: climate/environment requirements), etc.?
- It is important to note that there were some scheduling conflicts as the event was held during the Academic Reading Break—the Vocational and Trades departments did have regular classes at the same time. The Trades department will be hosting a shorter version, online via Teams at another date.
- Once all the data from the events and the polls has been collected the Academic Planning Advisory Group will be sharing the information

World Café

On February 27, 2025, I attended the second NLC Word Café event held on the Fort St. John campus.

Some highlights from this event included:

- It was very well attended with representation across all departments from staff/faculty, leadership, and the executive team.

- It was very engaging from beginning to end.
- Many great discussions were had by everyone, there were many topics, and we were constantly mixed/re-arranged for each activity; therefore, there was always new people and perspectives being brought forward—once each ‘break out’ was completed—we came back together as a large group for more discussion.
- There was much discussion around the topic of communication and the idea/question to ask, “Who else needs to know....?”
- The atmosphere was overall quite positive and this is in part to the success from last year’s event.
- Our institution is moving forward with positive steps to continue to make NLC the best place to attend classes and work.

One of the final activities from the day was this word art:

Mentimeter

What 3 words would you use to describe your experience today?

51 responses



These events are important—when another event is held, I encourage everyone to attend.

9. Education Policy Committee

A. Holloway reported that due to scheduling conflicts, the February meeting had been cancelled. The committee meets next on March 28th.

10. Curriculum Committee

R. Douglas reported that the committee met on Feb 7th to review the documents for this meeting. He added that there was no meeting for March, as no documents have been received.

11. Admissions and Standards Committee

A. Holloway reported that due to scheduling conflicts, the February meeting had been cancelled. The committee meets next on March 27th.

Information/Discussion

12. Education Council April 23rd, 2025 meeting – the members were given two options for the upcoming April meeting:

a) *Move meeting to April 30th, 2025*

OR

b) Cancel April meeting completely

The members unanimously voted to move the meeting to April 30th, 2025. Meeting invite to go out ASAP.

13.Accounting Diploma – ‘Required Courses’ errors – K. Doucette explained that a few typographical/copy and paste errors were made to the recent Accounting Diploma Program Guide:

- a) Duplicate of ENGL 100 was removed from ‘Recommended electives’*
- b) Missing Electives: MGMT 217 and MGMT 261 were added to ‘Additional electives’*

These errors have been corrected.

14.Review of Education Council bylaws and Election Rules – S. Fraser explained that there has been a request to review the Education Council bylaws. She added that the ad-hoc Governance Committee duty/purpose to review and recommend revisions on governance related matters such as Education Council bylaws. She asked the present council members if they would be willing to join the committee.

Chair: Vice-Chair of Education Council – Rob-Roy

Faculty Member: Marissa

Staff Member: _____ (Audra to follow up with Lisa)

Admin Member: Kathy

Student Member: Jane

Ex-officio Members: Karen (Registrar), EdCo Chair (Sylvia) and Audra.

Adjournment – 2:30 p.m.

Next Meeting – March 26. 2025

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