## **Minutes of the Education Council Meeting**

November 25th, 2022 10:00 am – 2:00 pm Blue Jeans

Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Tsimshian, Nisga'a, Haisla, Gitxsan and Wet'suwet'en and acknowledges the traditional territories its campuses reside on. We also collaborate with our close neighbors in the Tahltan Nation.

Members: Marja Burrows, Dave McKeever, Josh Laufer, Michele Cook, Lauren Fraychineaud, Troy Hanschen, Sarah Grielens, Endreyan Macaspac, Colin Elliott, Titi Kunkel, Mercedes de la Nuez, Tracey Woodburn, Evan Van Dyk, Reto Riesen

Guests: Kasha (Julie Morris), David Smith, Lana Reid, Carla Ollenberger

Regrets: Emma Shack, Shauna Stach

Recording Secretary: Emily Suderman & Aman Kang

Meeting to order: 10:09

Adoption of Agenda for November 25th, 2022  Motion to approve the agenda.	EC.22-55
First:	
David McKeever	Carried
Second: Josh Laufer	Carried
Approval of Minutes from October 28th,2022	EC.22-56
<b>Motion</b> to approve the minutes from October 28, 2022	
First: Lauren Fraychineaud	Carried
Second: Colin Elliot	
Amend Minutes from May 20, 2022	EC.22- 57
Motion to approve the amended minutes from May 20, 2022	
First: Josh Laufer	Carried
Second: Endreyan Macaspac	
Consent Agenda	EC.22-58
Business Arising	EC.22-59
Create a Separate Review Committee	EC.22.59.01
<ul> <li>Duties and objectives</li> </ul>	
<ul> <li>Composition of the clusters: inclusion of educational</li> </ul>	
administrators, support staff.	
<ul> <li>Program groupings: UC &amp; ACE, Teaching and Learning, Business</li> </ul>	
& FNFA. Review the current business practices of clusters and	
recommendations for more efficient operations.	
Chair – Colin Elliot	
Motion to approve creation of a separate Cluster Review	
First: Titi Kunkel	Carried
Second: Lauren Fraychineaud	
Members: Collin Elliot, Lauren Fraychineaud, Josh Laufer, Reto Riesen, Michele Cook & Titi Kunkel	
ACTION ITEM:	
Review to be done prior to February 2023	
> Transfer Credit Task Force	EC.22-59.02

	eport of the Transfer Credit Force 1 to receive the report and recommendations.	
MOTIOL	First: Sarah Grielens Second: Titi Kunkel	Carried
	Second: IIti Kunkei	
	to ask EPC to review the Course and program development policy and procedures to the language around re articulation timelines, responsibilities and reporting	
proces	First: Sarah Grielens Second: Titi Kunkel	Carried
	of Motion That the Transfer Credit Task Force has completed all EdCo directed ves and should now be dissolved (Add to next meeting agenda)	
	ducation Council Bylaws  to approve the Education Council Bylaws as amended.	EC.22-59.03
	First: Rito Riesen Second: Endreyan Macaspac	Carried
Notice	e of Motion to dissolve Bylaw task force (Add to next meeting agenda)	
	ask force on EdCo Process – Titi Kunkel othing to report. The change in the bylaws will influence this work going forward.	EC.22-59.04
	digenization of Curriculum – Titi Kunkel othing to report.	EC.22-59.05
	cademic Dates otion to approve the academic dates as presented.	EC.22-59.06
	First: Reto Riesen Second: Titi Kunkel	Defeated
Grade	deadlines have been amended.	
I.	Convocation dates for Smithers in 2024 and 2025 will need to change.	
II.	CCP & LEAP reading break should be included. Referring to LEAP & CPP as developmental programs.	
III.	Confirmed Prince Rupert convocation dates:  O June 6, 2023	
	<ul><li>June 14, 2024</li><li>June 10, 2025</li></ul>	
IV.	Confirm the dates for trades as they don't follow the traditional calendar – how to capture them in the important dates calendar same with health programs.	
V.	Possibility of adding a disclaimer about different programs having different time tables.	
VI.	Possibility of adding a link to the list of reading weeks – where will links go and who will manage links?	
	of Motion to postpone the final discussion of cleaning up the display of reading	
weeks	for individual programs (Add to next meeting)  First: Evan Van Dyk	Carried

Second: Troy Hanschen	
New Business	EC.22-60
> Summary of Motions 21-22	EC.22-60.01
Motion to accept the summary of motions as presented.	
First: Colin Second: Lauren Fraychineaud	Defeated
Second. Lauren Fraychineadd	
Summary of Motions contained discussion items.	
<b>Notice of Motion</b> to discuss at the next meeting once the Summary of Motions is cleaned up (Add to next meeting)	
First: Reto Riesen Second: Lauren Fraychineaud	
Review Policies and Policy Audit Task force – Marja Burrows	EC.22-60.02
<ul><li>I. Creation of a taskforce to undertake the project of an audit.</li><li>II. Policy on policies.</li></ul>	
III. Bring forward recommendations on policy to incorporate quality assurance appeals or waivers when policy is not followed.	
IV. Build in review dates.	
Requested Report: Inventory of our educational policies, dates of implementation and last review.	
Chair – Marja Burrows	
Motion to strike a task force to review policies and audit. (Add to next meeting?)  First: Troy Hanschen  Second: Titi Kunkel	Carried
Discussion – invite representation from all campuses. Include the Registrar or representation from the office. When a new Registrar is appointed.  Membership: Marja Burrows, Troy Hanschen, Emily Suderman, & Titi Kunkel	
Amendment to Education Policies: <u>Admission and Registration Procedures</u> – Gord Weary	EC.22-60.03
Notice of Motion to refer to December 9 <sup>th</sup> meeting.(Add to next meeting)	
First: Reto Riesen	Carried
Second: Dave McKeever	
Reports	EC.22-61
<ul> <li>Chair - Marja Burrows</li> <li>BoG - Meeting rescheduled to January 2023.</li> </ul>	EC.22-61.01
ACPAC - Lauren Fraychineaud	EC.22-61.02
Reviewing the terms of reference.	
FNC - Priscilla Mitchell Not in attendance.	EC.22-61.03
<ul> <li>EPC - Titi Kunkel</li> <li>No updates – Next meeting December 15<sup>th</sup>.</li> </ul>	EC.22-61.04
Educational Planning and Program Review - Tracey Woodburn	EC.22-61.05
Program review	
Educational Practice - Tracey Woodburn	EC.22-61.06
Our COLT team is attending QAPA as observers.  Our CAPA is schoduled to bannon at Coast Mountain part year.	
Our QAPA is scheduled to happen at Coast Mountain next year	

Next Meeting: December 9 <sup>th,</sup> 2022	
Motion to adjourn: Lauren Fraychineaud - 12:23pm	EC.22-62
Request from Trish Pryce to invite her to Cluster meetings so that she can present on the Strategic Enrollment Management.	
<b>Human Services</b> – no curriculum or program to discuss. Planning offerings in ECCE in Kitimat and Rupert as money is available.	
<b>CCP</b> – creating sections specifically for Ukrainian refugees in Rupert and Smithers. Open to all students.	
Cluster Reports	EC.22-61.08
Next meeting will be towards the end of January 2023.	
<ul> <li>What are some issues that we have with international education?</li> </ul>	
<ul> <li>Reviewed current MOU's (What is current and what we want it to look like)</li> </ul>	
<ul> <li>Reviewed terms of reference and EdCo Bylaws as it relates.</li> </ul>	
First meeting as a new committee was held on November 17 <sup>th.</sup>	
International Education Committee Report - Colin Elliott	EC.22-61.07
Quality Assurance Process Audit Reports - Province of British Columbia (gov.bc.ca)	
Quality Assurance Process Audit - Province of British Columbia (gov.bc.ca)	
o now do we ensure quality at our institution.	
<ul> <li>How do we ensure quality at our institution?</li> </ul>	
<ul> <li>We have a large report due in June.</li> <li>Reviewing how we review courses and programs.</li> </ul>	
This is a ministry review.	

## **ACRONYMS**

ACPAC = Aboriginal, Course and Program Articulation Committee

CIM = Curriculum Information Management

FNC = First Nations Council

EPC = Education Policy Committee

TOR = Terms of Reference

