

## Education Council Meeting Minutes

April 26, 2024

10:00 am – 12:00 pm Kaltura

<https://cap1-smart.newrow.com/#/room/d97q2ss>,

Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Ts'msyen (Tsimshian), Nisga'a, Haisla, Gitx̱san and Wet'suwet'en and acknowledges the traditional territories its campuses reside on.

We also collaborate with our close neighbors in the Tahltan Nation.

**Chair:** Gord Weary (beginning), Anuraj Bajwa (elections), Marja Burrows Elected (continuing)

**Recording Secretary:** Sarah Grielens

<b>Marja Burrows</b> 24-25(confirmed Human Services 24-25)	Present
<b>Chris Try</b> (Business confirmed 24-25)	Present
<b>Seth Downs</b> -outgoing (Business TBD 24-25)	Anna Sterankova
<b>Sandy Kaardal</b> (confirmed support 24-26)	Carla Ollenberger
<b>Callan Williamson</b> (confirmed Health 24-25)	Present
<b>Reto Riesen</b> -outgoing (UC/ACE TBD 24-25)	Yuriko Riesen
Gordon Weary (UC/ACE 24-25)	Present
Mercedes de la Nuez-outgoing (Developmental TBD 24-25)	Melanie Pollard
<b>Shauna Stach</b> (trades and workforce training 24-25)	Regrets
<b>Jon Stone</b> (Teaching and learning 24-25)	Present
<b>Bernadette McNabb</b> (support 23-25)	Present
<b>Titi Kunkel</b> (Educational Administrator)	Present
<b>Emily Suderman</b> (Educational Administrator)	Present
<b>Tracey Woodburn</b> (Educational Administrator)	Present
<b>Colin Elliot</b> Educational Administrator)	Present
<b>Kāshā</b> (indigenous scholar)	Joanne Nelson-Regrets
<b>Maria Joanna de la Rosa</b> (student)	Present
<b>Joseph Ayemoba</b> (student)	Present

**Attendees:** Emma Shack, Anuraj Bajwa, Sandy Kaardal, Gordon Weary, Melanie Pollard, Dr. James Kakulavaram, Kara Loy, Michelle Cook, Darjem Ponce, Glenn Groulx, Kelly Swain, Andy Klimach,

Call to order and declaration of Quorum: (1 minute)

<p><b>Approval of the Agenda and all items on Consent Agenda (2 minutes)</b></p> <p><b>For Approval: EdCo Agenda</b> Amendment- Update to 1 Faculty from Developmental Cluster and 1 Faculty from University Credit and Applied Coastal Ecology.</p> <p style="text-align: right;"><b>First:</b> Emily Suderman <b>Second :</b> Colin Elliott</p>	<p>EC.24.01.04</p>
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<p>Approval of Minutes from March 22, 2024 (2 minutes)</p> <p>For Approval: EdCo Minutes</p> <p style="text-align: right;"><b>First:</b> Tracey Woodburn <b>Second:</b> Colin Elliott</p>	<p>EC.24.01.04</p>
<p><b>CONSENT AGENDA</b></p>	<p>EC.24.04</p>
<p><b>ACTION AGENDA</b></p>	<p>EC.24.04</p>
<p><b>EdCo Seats</b>  <b>Bylaws-</b> <a href="#">Appendix C – Membership Rotation</a>  <b>Even Years:</b></p> <ul style="list-style-type: none"> <li>• one support staff elected by the Support Staff – <b>Sandy Kaardal 2024-2026</b></li> <li>• one faculty from Human Services Cluster- <b>Marja Burrows 2024-2026</b></li> <li>• one faculty from Health Cluster- <b>Callan Williamson 2024-2026</b></li> <li>• one faculty from the Business and First Nations Fine Arts Cluster-<b>TBD</b></li> <li>• one faculty from the Developmental Cluster-<b>TBD</b></li> <li>• one faculty from University Credit and Applied Coastal Ecology Cluster-<b>TBD</b></li> </ul> <p><b>Appointed each year:</b></p> <ul style="list-style-type: none"> <li>· four educational administrators appointed by the President</li> <li>· one Indigenous Scholar faculty recommended by faculty in consultation with the Indigenization department then appointed by the President</li> <li>· one non-voting, advisory member appointed by the Board of Governors</li> <li>· one non-voting, advisory member appointed by the First Nations Council</li> </ul>	<p>EC.24.04.32</p>
<p><b>EdCo Voting – Chair &amp; Vice Chair (Anuraj Bajwa) via Kaltura Poll</b>  <b>Bylaws -</b> <a href="#">edco_bylaws.pdf (coastmountaincollege.ca)</a>  <b>3.2 Election of Officers</b></p> <p style="padding-left: 20px;"><b>3.2.1</b> The Chair and the Vice Chair of EdCo will be elected each year from the voting members of EdCo at their first annual meeting to be held in April of each year.</p> <p style="padding-left: 20px;"><b>3.2.2</b> The Chair and Vice Chair cannot serve more than three consecutive terms.</p> <p style="padding-left: 20px;"><b>3.2.3</b> The election of the officers will be by secret ballot.</p> <p style="padding-left: 20px;"><b>3.2.4</b> Should a vacancy occur in the seat of Chair and/or Vice Chair, a new Chair/Vice Chair will be elected at the next scheduled meeting.</p> <p style="padding-left: 20px;"><b>3.2.5</b> In the absence of the Chair, the Vice Chair acts as Chair of the meeting.</p> <p><b>Chair-</b></p> <ul style="list-style-type: none"> <li>• Michelle Cook Nominates Marja Burrows. Marja Burrows accepts nomination. Callan Williamson seconds. Acclaimed.</li> </ul>	<p>EC.24.04.33</p>

<p><b>Vice Chair-</b></p> <ul style="list-style-type: none"> <li>• Carla Ollenberger nominates Callan Williamson. Callan Williamson accepts nomination. Yuriko Riesen seconds.</li> <li>• Marja Burrows nominates Gordon Weary. Gordon Weary withdraws name.</li> <li>• Callan Williamson acclaimed.</li> </ul>	
<p><b>English 154: Technical Writing II: Digital Media (Simon Thompson 10 mins)</b>  ➤ <b>Motion:</b> To approve ENGL 154 as presented. To approve the inactivation of ENGL 152.</p> <p style="text-align: right;"><b>First: ACC</b> <b>Second: Titi Kunkel</b></p>	EC.24.04.34
<p><b>PSYC 102: Introductory Psychology II (Yuriko Riesen -10 mins)</b>  ➤ <b>Motion:</b> To approve PSYC 102 as presented.</p> <p style="text-align: right;"><b>First: ACC</b> <b>Second: Colin Elliott</b></p>	EC.24.04.35
<p><b>PHYS 101: Introductory Physics I (Reefat -10 mins)</b>  ➤ <b>Motion:</b> To approve PHYS 101 as presented.  Confirmed lab hours do not equate to additional credits.  <b>Action Item:</b> Lab hours/credits to be added to EPC queue.</p> <p style="text-align: right;"><b>First: ACC</b> <b>Second: Gordon Weary</b></p>	EC.24.04.36
<p><b>PHYS 102: Introductory Physics II (Reefat -10 mins)</b>  ➤ <b>Motion:</b> To approve PHYS 102 as presented.</p> <p style="text-align: right;"><b>First: ACC</b> <b>Second: Gordon Weary</b></p>	EC.24.04.37
<p><b>First Nations Fine Arts Certificate (Kelli Louie -15 mins)</b>  ➤ <b>Motion:</b> To approve First Nations Fine Arts Certificate as presented.  Removal of second interview in Admission Requirements.  Removal of transferability to Emily Carr language in program outline.</p> <p style="text-align: right;"><b>First: ACC</b> <b>Second: Titi Kunkel</b></p>	EC.24.04.38
<p><b>First Nations Fine Arts Diploma (Kelli Louie- 15 mins)</b>  ➤ <b>Motion:</b> To approve First Nations Fine Arts Diploma as presented.  Removal of transferability to Emily Carr language in program outline.  Confirmed effective Fall 2025 2025-2026 catalogue year.</p> <p style="text-align: right;"><b>First: ACC</b> <b>Second: Titi Kunkel</b></p>	EC.24.04.39
<p><b>CCP Course Inactivation (Melanie Pollard/Mercedes de la Nuez- 10 mins)</b>  ➤ <b>Motion:</b> “Motion to make the following CCP courses inactive: CPST 030, CPST 040, CPST 050, SOSC 030, SOSC 040, GEOG 050, FNST 050, MATH 024, BIO 040, PHYS 040, CHEM 050, ENGL 057.”</p> <p style="text-align: right;"><b>First: Melanie Pollard</b> <b>Second: Callan Williamson</b></p>	EC.24.04.40
<p><b>CCP Course Inactivation (Melanie Pollard/Mercedes de la Nuez- 10 mins)</b>  ➤ <b>Notice of Motion and Motion :</b> “Motion to make the following CCP courses inactive: EDCP 020, CPST 020, MATH 032, MATH 091, SCIE 030, CPST 055, ENGL 056 and MATH 053.”</p> <p style="text-align: right;"><b>First: Melanie Pollard</b> <b>Second: Colin Elliott</b></p>	EC.24.04.41
<p><b>EDCO June Meeting</b>  ➤ <b>Notice of Motion:</b> “Motion to move June 7<sup>th</sup> meeting to June 21<sup>st</sup> due to Terrace Convocation conflict.”  Noted that June 21<sup>st</sup> is National Indigenous Peoples Day  Motion to amend notice of motion to “move June 7<sup>th</sup> meeting to June 5<sup>th</sup>. “</p>	EC.24.04.42

<p style="text-align: right;"><b>First:</b> Titi Kunkel <b>Second:</b> Melanie Pollard</p> <p>Motion to amend notice of motion to include “Move June 28<sup>th</sup> meeting to June 26<sup>th</sup>.”</p> <p style="text-align: right;"><b>First:</b> Emily Suderman <b>Second:</b> Callan Williamson</p>	
<p><b>2024-2025 Meeting Schedule</b></p> <p>➤ <b>Motion:</b> To accept proposed 2024-2025 meeting schedule as presented.</p> <p style="text-align: right;"><b>First:</b> Sarah Grielens</p> <p>Tabled.</p> <p><b>Motion:</b> To move accept proposed 2024-2025 meeting schedule to May EdCo meeting action agenda.</p> <p><b>Action Item:</b> Proposed meeting schedule to be sent out to clusters again for review.</p> <p style="text-align: right;"><b>First:</b> Emily Suderman <b>Second:</b> Yuriko Riesen</p>	24.04.43
<p><b>DISCUSSION AGENDA</b></p>	EC.24.05
<p><b>Land Acknowledgement and Efforts of Reconciliation</b></p> <p>Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Ts'msyen (Tsimshian), Nisga'a, Haisla, Gitx̱san and Wet'suwet'en and acknowledges the traditional territories its campuses reside on.</p> <p>We also collaborate with our close neighbors in the Tahltan Nation.</p> <p><a href="https://youtu.be/RCEZz65tAkA">https://youtu.be/RCEZz65tAkA</a> Video Land Acknowledgement for Terrace</p> <ul style="list-style-type: none"> <li>• Recognized the power and importance of land and water.</li> <li>• Recognized the significance of trees and we are encouraged to hug some!</li> <li>• This season is a traditional time to gather medicine and trees are in bloom.</li> <li>• Some faculty participated in Tea with Elders featuring Murray Smith. Discussion around land acknowledgments. Land acknowledgments should incorporate three main points       <ol style="list-style-type: none"> <li>1. Introduction and acknowledgment of the specific territories and names, learn correct spelling and pronunciation.</li> <li>2. Give a personal statement of your background and settler history.</li> <li>3. Give a statement of authenticity. What are you doing for reconciliation or what do you really appreciate about the territory that you reside on for instance.</li> </ol> </li> </ul>	EC.24.05.06
<p><b>MATH 046 – Recommendation from Edco to add this to April 2024 agenda. (April 28<sup>th</sup>, 2023)</b></p> <p>➤ Have clusters reviewed and decided on if they would like to use MATH 046 as a requirement.</p> <p>New programming should include this language to admission requirements. Trades, Business, Health and EDUA have already discussed at Cluster. Suggest clusters address at next meetings and are encouraged to work with Sarah Kirwin, who has been teaching this course for the last 2 years for more information.</p> <p><b>Action Item</b> – Remind clusters to discuss.</p>	EC.24.05.07
<p><b>Cluster Reports</b></p> <p>Reminder due to present at last scheduled meeting of the year.</p>	EC.24.05.08

<b>Action Item-</b> Distribute Annual Cluster Report Template.	
<b>Indigenization of Curriculum – Kāshā JMorris (20 minutes)</b> Regrets	EC.24.05.09
<b>REPORTS</b>	EC.24.06
<ul style="list-style-type: none"> <li>• <b>FNC</b> – Priscilla Michell -Regrets</li> <li>• <b>Educational Practice</b> – Tracey Woodburn The Offsite Education Policies and Procedures have been approved by President’s Council and will be distributed. Installation and roll out of new VC Hardware, Software and support model this semester now under review.</li> <li>• <b>Educational Planning and Program Review</b> – Tracey Woodburn Reply to QAPA now submitted. Noted that Northern Lights College is the last institution pending for this process and they will complete in January 2025. Looking forward to seeing next steps from the province when this cycle is fully complete. COLT is working with program areas to define and understand instructor currency. Working on a syllabus template that will be used at minimum across a full program or ideally all programs at the college. Attempting to arrive at a collective understanding the is common across all clusters. Addressing common AI usage language for all syllabi.</li> <li>• <b>EPC</b> – Emily Suderman Several working groups have been formed. Work on definitions, Academic Integrity and Standing policies still in working stage. Adjustments to current protocol. Send out proposed policy and procedures for community review before presenting for EdCo approval. Current EdCo members can be added to the EPC sharepoint</li> <li>• <b>IEC</b> – Colin Elliott Received PAL information from the Registrar’s Office. Coast Mountain College was an early tester for this program and has led the way for other institutions to implement. Working on surveying past IE students IEC to work with Emily Suderman on this survey proposal.</li> </ul>	EC.24.06.04
<b>Motion to adjourn: Titi Kunkel Moves. Meeting Adjourned 12:37p.m.</b> <b>Next Meeting: May 24, 2024</b>	EC.24.07

**Additional Links and Information:**

- [Education Council Bylaws - 2022](#)
- [College and Institute Act](#)
- [Meeting Schedule](#)

**Acronyms**

- ACC = Articulation and Curriculum Committee
- CIM = Curriculum Information Management
- FNC = First Nations Council
- EPC = Education Policy Committee

- TOR = Terms of Reference