

Education Council Meeting Minutes

November 1, 2024

10:00am – 2:00pm

Kaltura <https://cap1-smart.newrow.com/#/room/ft44cap>

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: Marja Burrows

Recording Secretary: Monica Barro

Bernadette McNabb – Support Staff Seat (March 2025)	Present
Callan Williamson - Health Cluster (March 2026)	Helen Hamel
Chris Try – Business & First Nations Fine Arts (March 2025)	Present
CJ Butcher - Non-voting - Advisory Member BOG (March 2026)	
Colin Elliot – Admin Seat (March 2025)	Present
Emily Suderman – Admin Seat (March 2025)	Present
Gord Weary - University Credit and Applied Coastal Ecology (March 2025)	Present
Gurpreet Singh – Terrace Student Seat (August 2025)	
Jon Stone - Teaching and Learning Support (March 2025)	
Josiah Bahr – Terrace Student Seat (August 2025)	Present
Kāshā JMorris - Indigenous Scholar Faculty (March 2025)	
Linnea Waechter - Trades and Workforce Training (March 2025)	
Marja Burrows - Human Services (March 2026)	Present
Melanie Pollard - Developmental Education (March 2026)	Present
Nakkita Trimble – Business & First Nations Fine Arts (March 2025)	
Priscilla Michell - Non-voting - Advisory Member FNC (March 2025)	
Reto Riesen - University Credit and Applied Coastal Ecology (March 2026)	Present
Sandy Kaardal – Support Staff Seat (March 2026)	Darjem Ponce
Titi Kunkel – Admin Seat (March 2025)	Present
Tracey Woodburn – Admin Seat (March 2025)	Present
Vandana Devi Kataria – Regional Student Seat (August 2025)	
Vacant – Developmental Education (March 2025)	
Vacant – Prince Rupert Student Seat (August 2025)	

Attendees: Michael Brandt, Sarah Grielens, Kara Loy, Emma Shack, Janice Cutanda, Yuriko Riesen (departed 11:34AM), Michele Cook, Ozzy Netto, Tracey Hoffos (departed 10:56AM), Luke Shimizu, Evan VanDyk (departed 11:00AM)

Welcome Introductions: (10 minutes) **10:04AM**

Call to order and declaration of Quorum: (1 minute) **10:16AM**

<p>Approval of the Agenda and all items on Consent Agenda (2 minutes)</p> <p>For Approval: EdCo Agenda</p> <ul style="list-style-type: none"> Move the Nursing CIP codes discussion before item EC.24.60.16 of the Action Agenda. 	EC.24.57
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<p>➤ Motion: To accept the agenda as amended.</p> <p style="text-align: right;">First: Chris Try Second: Emily Suderman <i>Carried</i></p>	
<p>Approval of Minutes from September 27, 2024 (2 minutes)</p> <p>For Approval: EdCo Minutes</p> <p style="text-align: right;">First: Reto Riesen Second: Gord Weary <i>Carried</i></p>	EC.24.58
<p>CONSENT AGENDA</p>	EC.24.59
<p>Summary of Motions 2023-2024 (10 minutes)</p> <p>➤ Annual Summary of Motions 2023-2024.</p>	EC.24.59.01
<p>AIRMT: Aircraft Maintenance Courses Discontinuation – Sarah Grielens (2 minutes)</p> <ul style="list-style-type: none"> ➤ AIRMT 13101 ➤ AIRMT 13102 ➤ AIRMT 13103 ➤ AIRMT 13104 ➤ AIRMT 13105 ➤ AIRMT 13106 ➤ AIRMT 13107 ➤ AIRMT 13108 ➤ AIRMT 13109 ➤ AIRMT 13110 ➤ AIRMT 13111 ➤ AIRMT 13112 ➤ AIRMT 13114 ➤ AIRMT 13121 ➤ AIRMT 13122 ➤ AIRMT 13123 ➤ AIRMT 13124 ➤ AIRMT 13125 ➤ AIRMT 13126 ➤ AIRMT 13127 ➤ AIRMT 13128 ➤ AIRMT 13129 ➤ AIRMT 13130 ➤ AIRMT 13132 	EC.24.59.02
<p>ACTION AGENDA</p>	EC.24.60
<p>Evaluate Curriculum approval process – Marja Burrows (10 minutes)</p> <p>➤ Motion: To create CIM Review task force.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Unfinished business (Action Agenda) from September 27 EdCo meeting. • Emily Suderman volunteered to chair the task force. • Members of the task force: Gord Weary, Sarah Grielens, Janice Cutanda, and Bernadette McNabb. 	EC.24.60.01

<p>6.3 Task Forces</p> <p>6.3.1 An EdCo resolution initiating a task force shall include the following:</p> <p>6.3.1.1 A name for the task force CIM Review Task Force</p> <p>6.3.1.2 A list of specific duties and objectives</p> <ol style="list-style-type: none"> 1. To evaluate and provide recommendations regarding the CIM process. 2. Review the Program and Course Development policy and procedures for alignment. <p>6.3.1.3 The appointed Chair, who shall be a member of EdCo. Chair: Emily Suderman</p> <p style="text-align: right;">First: Marja Burrows Second: Tracey Woodburn <i>Carried</i></p>	
<p>Physical Meetings – Sarah Grielens (10 minutes)</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Unfinished business (Discussion Agenda) from September 27 EdCo meeting. • Discussion on potential physical meetings, past feedbacks about hybrid formats. • Members expressed a preference for in-person meetings to enhance interaction but acknowledged the challenges of travel and carbon footprint. • Suggestions were made for potentially scheduling one (1) in-person meeting per year. <p>Action items:</p> <ul style="list-style-type: none"> • Sarah will look into the availability of the rooms for in-person meetings and gather information to share with EdCo. • Gord to complete the notice of motion and present to the next EdCo meeting on November 22nd. 	EC.24.60.02
<p>FNFA 228: Intermediate Wood Carving – Sarah Grielens (2 minutes)</p> <p>➤ Motion: To reconsider the motion to discontinue FNFA 228 as presented, which was passed on September 27, 2024.</p> <p>Confirmed that FNFA 228 will remain active in the catalogue and will only be removed from the certificate program completion requirements.</p> <p style="text-align: right;">First: Bernadette McNabb Second: Tracey Woodburn <i>Carried</i></p>	EC.24.60.03
<p>ACCT 255: Advanced Management Accounting – Evan VanDyk (10 minutes)</p> <p>➤ Motion: To approve ACCT 255 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Changed the effective term to Fall 2025. <p style="text-align: right;">First: ACC Second: Colin Elliott <i>Carried</i></p>	EC.24.60.04
<p>ACCT 270: Data Analytics for Accounting – Evan VanDyk (10 minutes)</p>	EC.24.60.05

<p>➤ Motion: To approve ACCT 270 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Changed the effective term to Fall 2025. <p style="text-align: right;">First: ACC Second: Chris Try <i>Carried</i></p>	
<p>Break (5 minutes)</p>	
<p>PSYC 201 to EDUA 101: Internal Transfer Credit – Yuriko Riesen (10 minutes)</p> <p>➤ Motion: To approve PSYC 201 to EDUA 101 Internal Transfer Credit as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Granted one-way transfer only. • Discussion about the transfer credits between various courses, specifically focusing on the transferability of courses from UC to EDUA. There was a confusion among students about reciprocal transfers, which led to the need for clarification. • Conversation centered on whether courses could be transferred between UC and EDUA, EDUA credits could not transfer back to UC, but EDUA courses were eligible to transfer to other programs at the university level. • Ensure transparency for students and clarifying which courses were applicable to complete the EDUA program. As stated in the EDUA program outline, “Students who have completed PSYC 201, SOCI 206, SOCI 205, or SOCI 270 will have internal transfer options to complete the EDUA certificate.” <p style="text-align: right;">First: ACC Second: Titi Kunkel <i>Carried</i></p>	<p>EC.24.60.06</p>
<p>SOCI 205 to EDUA 115: Internal Transfer Credit – Yuriko Riesen (10 minutes)</p> <p>➤ Motion: To approve SOCI 205 to EDUA 115 Internal Transfer Credit as presented.</p> <p style="text-align: right;">First: ACC Second: Bernadette McNabb <i>Carried</i></p>	<p>EC.24.60.07</p>
<p>SOCI 206 to EDUA 115: Internal Transfer Credit – Yuriko Riesen (10 minutes)</p> <p>➤ Motion: To approve SOCI 206 to EDUA 115 Internal Transfer Credit as presented.</p> <p style="text-align: right;">First: ACC Second: Titi Kunkel <i>Carried</i></p>	<p>EC.24.60.08</p>
<p>SOCI 270 to EDUA 115: Internal Transfer Credit – Yuriko Riesen (10 minutes)</p> <p>➤ Motion: To approve SOCI 270 to EDUA 115 Internal Transfer Credit as presented.</p> <p style="text-align: right;">First: ACC Second: Melanie Pollard <i>Carried</i></p>	<p>EC.24.60.09</p>
<p>CRIM 101: Introduction to Criminology - Michael Brandt (10 minutes)</p>	<p>EC.24.60.10</p>

<p>➤ Motion: To approve CRIM 101 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Broader discussion about the requirement for both an undergraduate and a master's degree for instructor requirements, with a focus on maintaining program integrity by requiring instructors to have a foundational undergraduate education in addition to a master's degree. There was a broader discussion on whether this standard should be collected in policy, given that some institutions now allow for master's degree without a prior undergraduate degree. • Discussion regarding connections between criminology and health, particularly in areas such as trauma and social determinants of health. Courses like Women in Crime that include Indigenous perspectives are cross-disciplinary and available as electives in programs like Nursing. <p style="text-align: right;">First: ACC Second: Colin Elliott <i>Carried</i></p>	
<p>CRIM 103: Psychology of Crime & Deviance - Michael Brandt (10 minutes)</p> <p>➤ Motion: To approve CRIM 103 as presented.</p> <p style="text-align: right;">First: ACC Second: Chris Try <i>Carried</i></p>	EC.24.60.11
<p>CRIM 104: Crime, Deviance & Society - Michael Brandt (10 minutes)</p> <p>➤ Motion: To approve CRIM 104 as presented.</p> <p style="text-align: right;">First: ACC Second: Emily Suderman <i>Carried</i></p>	EC.24.60.12
<p>CRIM 135: Introduction to Canadian Law - Michael Brandt (10 minutes)</p> <p>➤ Motion: To approve CRIM 135 as presented.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn <i>Carried</i></p>	EC.24.60.13
<p>CRIM 210: Law, Youth and Young Offenders - Michael Brandt (10 minutes)</p> <p>➤ Motion: To approve CRIM 210 as presented.</p> <p style="text-align: right;">First: ACC Second: Emily Suderman <i>Carried</i></p>	EC.24.60.14
<p>CRIM 213: Women and Crime - Michael Brandt (10 minutes)</p> <p>➤ Motion: To approve CRIM 213 as presented.</p> <p style="text-align: right;">First: ACC Second: Melanie Pollard <i>Carried</i></p>	EC.24.60.15
<p>Break (30 minutes)</p>	
<p>Bylaw Review Task Force – Marja Burrows (10 minutes)</p> <p>➤ Notice of Motion: To propose the formation of a task force to review current bylaws for missing and/or contradictory elements, provide clarity, and incorporate amendments as</p>	EC.24.60.16

<p>recommended by other task forces in preparation for the February bylaw review required by EdCo bylaws.</p>	
<p>DISCUSSION AGENDA</p>	<p>EC.24.61</p>
<p>Land Acknowledgement and Efforts of Reconciliation</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>Discussion:</p> <ul style="list-style-type: none"> • Bernadette shares an experience of witnessing cultural activities on campus, which sparked a conversation on the importance of genuine land acknowledgements. • Titi shared a personal story of learning about cedar hat-making organized by FNACs. This hands-on experience not only involved the process of crafting the hats but also included a demonstration of cedar harvesting techniques, deepening participants' connection to the land. Through this session, they gained a better understanding of how the land shapes, guides, and connects people to nature and each other. Also, fostering a sense of unity with the land and its teachings. • Helen highlighted efforts to decolonize and indigenize education through virtual discussion circle, where they engage in relational learning and discuss how to incorporate Indigenous perspectives in educational processes. <ul style="list-style-type: none"> ○ Virtual Discussion Series: Decolonization is not a Metaphor: Pathways to Decolonizing Teaching Practice. Thursdays from 2:00-4:00pm online. Contact: Kāshā at jmorris@coastmountaincollege.ca to register or https://cmtn.desire2learn.com/d2l/home/97754 • Emma shared her reflections on the challenges and ongoing work of making departmental processes, particularly in Admissions, less colonial. Expressed her commitment to exploring ways to honor diverse ways of life, understanding, and learning within the department. She noted that this effort is a work in progress, and continuously developing and discussing with her team as they look for impactful changes. 	<p>EC.24.61.01</p>
<p>Indigenization of Curriculum – Kāshā JMorris (20 minutes)</p> <ul style="list-style-type: none"> • Kāshā is away at a conference focused on Indigenization, and no report is given in her absence. 	<p>EC.24.61.02</p>
<p>Nursing CIP Codes – Darjem Ponce (10 minutes)</p> <ul style="list-style-type: none"> • Coast Mountain College (CMTN) recently identified that its CIP codes had not been updated since 2011. With the support from IT, the Registrar's Office, and Institutional Research, CMTN utilized SIS or Colleague translation tools to update over 2,000 CIP codes, although certain programs, such as Nursing, required manual adjustments to meet ministry standards. • Emphasized the importance of maintaining accurate CIP codes, given their impact on program reporting and eligibility for the Post-Graduation Work Permit (PGWP) for international students. • Suggested ongoing collaboration with faculty for specialized program updates. 	<p>EC.24.61.03</p>

<ul style="list-style-type: none"> Shared insights from the CIRPA conference, noting that many institutions are proactively refining CIP codes accuracy. 	
<p>Curriculum Workflow Update – Janice Cutanda (15 minutes)</p> <ul style="list-style-type: none"> Presented an update on the marketing and communications team’s efforts to improve the visibility of program pages via SEO enhancements. This includes the team requesting for editor access to program pages to make updates, such as improving images, headings, adding links, adding FAQs, to optimize search engine results and improve branding and reputation. Highlighted that many program pages do not rank well on search engines, which impacts the college’s ability to attract prospective students, particularly domestic ones and Gen Z who are smart in using search engines. The team’s goal is to improve the rankings by modifying the content in collaboration with the program leads and stakeholders. They intend to improve the first paragraph of program pages, add internal links between related programs (e.g., linking diploma and post-degree diploma programs), and ensure proper keywords are included for better searchability. The team also want to create umbrella pages for related programs (e.g., nursing), which will help differentiate the programs from one another, and could serve as landing pages linking to the individual program pages. Helen raised concerns about ensuring departmental approval before making changes to the content, especially when it involves program-specific details. Reassured that the team would work closely with the departments and program leads. Titi suggested a potential alternative, creating a separate layer or a page that could link to the individual programs without waiting for approval processes. This would allow the team to have control over SEO efforts while still respecting the approval process for program content. Titi is happy to work and discuss it with the communications team. Janice will join the CIM Review Task Force, and if needed, a motion can be brought forward to EdCo later. 	EC.24.61.04
<p>Instructors Awards Criteria Development – Tracey Woodburn (10 minutes)</p> <p>Discussion:</p> <ul style="list-style-type: none"> Discussion about forming a task force to develop criteria for instructor awards, which would align with the College and Institute Act (CIA) https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01#section24. These awards would recognize excellence in teaching and other related areas, such as innovation, scholarship, and implementation of programs. Emphasizes on having faculty-driven involvement in creating the awards criteria. The intention was to create recognition that truly celebrates teaching excellence and highlights the amazing work happening at the college. <p>➤ Motion: To form a task force to establish criteria for instructor’s awards as prescribed by the College and Institute Act</p> <p>6.3 Task Forces</p> <p>6.3.1 An EdCo resolution initiating a task force shall include the following:</p> <p>6.3.1.1 A name for the task force Instructors Awards Task Force</p> <p>6.3.1.2 A list of specific duties and objectives</p> <p>1. To define the criteria for these awards, which would be distinct from other employee recognition programs.</p>	EC.24.61.05

<p>2. To focus on teaching excellence and related areas, ensuring a structure, criteria-based approach. 3. The goal for having criteria in place was set for May. 6.3.1.3 The appointed Chair, who shall be a member of EdCo. Chair: Tracey Woodburn</p> <p>Action item: Tracey to send out invites to additional faculty members to ensure a diverse range of input.</p> <p style="text-align: right;">First: Tracey Woodburn Second: Titi Kunkel <i>Carried</i></p>	
<p>REPORTS</p>	<p>EC.24.62</p>
<ul style="list-style-type: none"> • FNC – Priscilla Michell – No reports • Educational Practice – Tracey Woodburn • Educational Planning and Program Review – Tracey Woodburn • EPC – Emily Suderman • IEC – Colin Elliott • Admission Requirements & Equity Cluster – Emily Suderman • Trades Cluster Seat <ul style="list-style-type: none"> ○ Shauna Stach outgoing ○ Linnea Waechter – To represent Trades & Workforce cluster (ends March 2025) <p>➤ To move the remaining agenda items to the next EdCo meeting on November 22, 2024.</p>	<p>EC.24.62.01</p>
<p>Motion to adjourn: 2:00PM Tracey Woodburn Next Meeting: November 22, 2024</p>	<p>EC.24.63</p>

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