

Education Council Meeting Minutes

May 30, 2025

10:00 am – 2:00pm

VC/Teams Meeting

Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Ts'msyen (Tsimshian), Nisga'a, Haisla, Gitksan 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: Callan Williamson

Recording Secretary: Monica Barro

Adam Nash – Teaching and Learning Support Cluster (March 2027)	Present
Anuraj Bajwa - Educational Administrator Seat (March 2026)	Present
Callan Williamson - Health Cluster (March 2026)	Present
Chris Try - Business and First Nations Fine Arts Cluster (March 2027)	Present
CJ Butcher - Non-voting Advisory member BOG (June 2025)	
Emma Shack - Educational Administrator Seat (March 2026)	
Gord Weary - University Credit and Applied Coastal Ecology Cluster (March 2027)	Present
Gurpreet Singh - Student Seat - Terrace Campus (August 2025)	
Josiah Bahr - Student Seat - Terrace Campus (August 2025)	
Kara Loy - Educational Administrator Seat (March 2026)	Present
Kāshā / Julie Morris - Indigenous Scholar Faculty (March 2026)	Present
Linnea Waechter - Trades & Workforce Cluster (March 2027)	Present
Luchille Ramirez - Support Staff Seat (March 2027)	
Marja Burrows - Human Services Cluster (March 2026)	Present
Melanie Pollard - Developmental Cluster (March 2027)	Present
Nakkita Trimble - Business and First Nations Fine Arts Cluster (March 2026)	
Priscilla Michell - Non-voting - Advisory Member FNC (November 2025)	Present
Reto Riesen - University Credit and Applied Coastal Ecology Cluster (March 2026)	Yuriko Riesen
Sandy Kaardal - Support Staff Seat (March 2026)	Present
Tracey Woodburn - Educational Administrator Seat (March 2026)	Present
Vandana Devi Kataria - Student Seat – Regional Campus (August 2025)	
Vacant – Prince Rupert Student Seat (August 2025)	

Attendees: Aman Kang, Bernadette McNabb, Sarah Grielens, Dawn McConnell, Emily Suderman, Vera Liubomudrova, Andy Klimach, Titi Kunkel, Nina Da Silva, Lucy Stanford, Darjem Ponce, Carla Ollenberger, Om Parkash, Ruth Santos, Kezia Sinkewicz, Michelle Cook, Tysen LeBlond, Tracey Hoffos

Call to order and declaration of Quorum: (1 minute) **10:03am**

Approval of the Agenda from May 30, 2025 (2 minutes) For Approval: EdCo Agenda <ul style="list-style-type: none">A request was made by Kāshā to combine the two (2) discussion agenda items into one (1) presentation.A request was made by Anuraj Bajwa to have Emily Suderman as the speaker for the Education Policy Committee report. First: Chris Try	EC.25.29
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Second: Adam Nash <i>Carried</i>		
Approval of Minutes from April 25, 2025 (2 minutes) For Approval: EdCo Minutes		EC.25.30
First: Marja Burrows Second: Emily Suderman <i>Carried</i>		
CONSENT AGENDA		EC.25.31
ACTION AGENDA		EC.25.32
BADM: Business Administration Certificate – Ruth Santos (10 minutes) ➤ Motion: To approve the BADM as presented. Discussion: <ul style="list-style-type: none"> Added BENG 150, ACCT 150, and MATH 150 as admission requirements. These changes are consistent with those made for B1OPEN (Business Open Studies) previously approved by EdCo. Adjusted the formatting of admission requirements and the use of “OR” between bullet points for clarity. Adjusted the capitalization of “or” and made it lowercase. Adjusted the second (2nd) bullet point and combine the 2 admission requirements. Discussion about the willingness to work on the program learning outcomes and Indigenization when the program returns for further review. 		EC.25.32.01
First: ACC Second: Emma Shack <i>Carried</i>		
EPC Terms of Reference – Education Policy Committee (10 minutes) ➤ Notice of Motion: To accept the EPC Terms of Reference as presented. Discussion: <ul style="list-style-type: none"> Discussion about making the language clearer and more explicit. Changed the language from “EPC is dedicated to developing and upholding policy...” to “EPC is dedicated to creating, revising, and reviewing policy...” Question about if vice-chair can be use instead of co-chair. Clarification that EdCo bylaws specify chair or co-chair for standing committees. Agreed to use consistent terms as per the bylaws. Changed co-chair to co-chairs. 		EC.25.32.02
CIM Review Task Force Final Report – Emily Suderman (10 minutes) ➤ Notice of Motion: To accept the final report as presented. Discussion: <ul style="list-style-type: none"> The task force provided a final report. The taskforce was created to review the CIM (Curriculum Inventory Management) process, review the program and course development policy for alignment, and evaluate and provide recommendations for improvement. How do we help the faculty to make sure that the curriculum approval process is safe and supportive? Perceptions of criticism in the review process was discussed. 		EC.25.32.03

<p>Clarity of expectations at each step of the workflow was discussed. How stalled curriculum will be managed.</p> <ul style="list-style-type: none"> • Marketing and communications are interested to be involved in CIM process, as they are looking at enhancing search engine optimization. • The task force does not support the development of a separate expedited curriculum approval process. • Amendments to Program and Course development policy and procedures was presented. • Final motion at the next EdCo meeting. • Education Policy Committee (EPC) will be tasked with implementing the policy and procedures once the final motion passes. 	
<p>Academic Schedule 2025-2027 – Anuraj Bajwa (10 minutes)</p> <p>➤ Motion: To approve the Academic Schedule as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Business and University Credit raised concerns that the break is currently misaligned with other post-secondary institutions. Suggested moving spring break one week earlier to align with Family Day. Business cluster suggested February 16 to February 21, 2026 and February 15 to February 19, 2027, to align with other post-secondary institutions. • Concerns that the proposed 2027 winter start date (January 6) cuts into instructional time. Developmental Cluster suggested start dates in 2027 January 11 and end in April 30 or start in January 6 and end in April 27. In addition, Developmental cluster (for Adult Upgrading and LEAP) also suggested reading breaks for 2026 of March 23 to March 27 and for 2027 of March 22 to March 26. These will align with the school district spring breaks across the region. • Concerns were raised that grades and the start of winter term are scheduled for the same day (2026) which may create challenges for students needing prerequisites or navigating appeals. • Trades cluster noted the schedule lacks references to trades-specific timelines. It was clarified on the public academic schedule that Trades programs do not follow spring break and have different timelines. • Concerns about late April end dates may compress the time available for confirming graduation eligibility for early June convocation. Suggestion to consider impacts on final grading and graduation processing timelines. • Discussed aligning reading break dates with regional school districts for 2026 and 2027. It was noted that the reading breaks should fall near the middle of the term to fulfill its purpose. • Concerns about grade posting timelines. Suggestion was made to post grades seven calendar days after the last exam regardless of holidays. It was clarified that the policy requires grades to be submitted five business days after a course end. There are many grades that were submitted late and the Records office needs more time between terms to process grades, check prerequisites, and ensure accurate registration. For example, 2025 winter, there are 500 grades missing five days after the term end. A recommendation to change the language from the policy from “business days” to “calendar days”. • Concerns about the Smithers orientation date being TBD. It needs to be updated and aligned now that the program intake structure has settled. Might be an oversight. • Discussion about convocation must be completed by end of June, as per the Board of Governors. Suggested to start from necessary end dates, and work backwards to determine optimal start and break times. 	EC.25.32.04

<ul style="list-style-type: none"> Finalized dates are shared publicly on the website. Suggested that a direct email or internal message would be helpful. The academic schedule is a joint decision between EdCo and the Board. Suggestion to remove the “final grades posted” from the draft. It was discussed that the date of final grades is not required to be listed but faculties need to know that there are deadlines to be posted. It might be the best that it will be indicated. The registrar’s office will revise the draft academic schedule based on the feedback received. A revised proposal will be presented at the June EdCo meeting for review and approval. Clusters will be notified and invited to review any changes prior to the meeting. A roll call was conducted, resulting in two (2) in favor, nine (9) opposed, and one (1) abstain. Motion withdrawn. <p style="text-align: right;">First: Anuraj Bajwa Second: Chris Try</p>	
Break (15 minutes) 11:17AM	
<p>2025-2026 Meeting Schedule – Callan Williamson/Monica Barro (10 minutes)</p> <p>➤ Motion: To approve the 2025-2026 meeting schedule as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> A notice of motion was presented last EdCo meeting. Two options were discussed, Mondays and Fridays. Feedback from clusters indicated that Friday is the preferred day, as faculties and students generally have availabilities. Suggested a time slot of 8:30AM to 12:30PM or 12NN to 4:00PM. Discussed the amendment of the motion. <p>Motion: To approve 2025-2026 EdCo 4th Friday meeting schedule.</p> <p style="text-align: right;">First: Marja Burrows Second: Melanie Pollard <i>Carried</i></p> <ul style="list-style-type: none"> Coordination between FNC and BOG was requested moving forward. Meeting times will be discussed at the next EdCo meeting. <p style="text-align: right;">First: Callan Williamson/Monica Barro Second: Adam Nash <i>Carried</i></p>	EC.25.32.05
DISCUSSION AGENDA	EC.25.33
<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>	EC.25.33.01

<ul style="list-style-type: none"> • Marja shared their participation in a book study, reading Truth Telling by Michelle Good, and how they integrated related materials into their course reading package. Expressed gratitude to Kāshā for running the book club. It helped create energy and motivation doing things creatively. • Andy recommended 52 ways to reconcile by David A. Robertson, as a practical, weekly guide for advancing reconciliation. Highly recommend the book. • Emma shared that traditional drumming and singing at the upcoming convocation in Prince Rupert entering ceremony, adding cultural significance. • Linnea discussed a class activity addressing gender-based violence during Missing and Murdered Indigenous Women Red dress day using a video by youth from Kitsumkalum. It was tough to watch but they got through it and it was really good for the class. Students provided positive feedback on the discussion and learning experience. • Titi shared attending the book launch of Red dress last week. It was an incredible event to hear women talk about their experience, their family's experience. It was emotional but very uplifting and empowering experience. Titi have a book and hoping to finish in the next few days. Encouraged the group to grab a copy of the book. • Kāshā shared that the Prince Rupert campus encourages staff to wear orange or any Indigenous clothing on the last day of each month. Offered prizes such as orange shirts (Yuriko Riesen and Nina Da Silva won). 	
<p>Indigenization of Curriculum</p> <p>Indigenizing the Post-Secondary English Placement Assessment – Request for Letter of Support – Kāshā JMorris (20 minutes)</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Kāshā presented a PowerPoint regarding Indigenizing the Post-Secondary English Placement Assessment. Indigenous English Assessment Presentation • Offering choice in the assessment especially for indigenous learners. That choice supports meaningful and equitable, assessment becomes a moment of connection not just evaluations. • Kāshā is seeking a letter of support from institution or Education Council to accompany funding applications. • Kāshā has a draft letter available. Letter of Support EdCo • The group expressed gratitude and acknowledge the value of the initiative. But, Callan is uncertain about whether EdCo has the authority to issue a formal letter of support. Callan to follow up with Kāshā to explore the possibilities and consult further. • Titi suggested to look into options for institutional support with Tracey Woodburn. • Adam suggested that the initiative be brought to the BC Teaching and Learning Council (BCTLC) for broader advocacy and potential endorsement. 	EC.25.33.02
<p>REPORTS</p>	EC.25.34
<ul style="list-style-type: none"> • First Nations Council (FNC) – Priscilla Michell <ul style="list-style-type: none"> ○ Priscilla has an urgent student situation and could not stay longer. The next meeting of FNC is scheduled for early June. ○ No updates to share at this time. • Educational Practice – Tracey Woodburn <ul style="list-style-type: none"> ○ There are upcoming changes we might see in the delivery of education at the college. 	EC.25.34.01

<ul style="list-style-type: none"> ○ The Early Alert Referral system (EARS) is being renamed to Early Assist Referral to avoid negative connotations. Modifications are being made to online forms for better functionality and compliance, improving student support processes (e.g. FOIPPA). ○ There will be a technology change regarding the transition from Kaltura to Microsoft Teams for classroom delivery. Kaltura's license is valid until March 2026, but Teams will be offered as an option starting September 2025. Full transition to Teams is expected by January 2026 semester. COLT will be providing training and drop-in sessions for instructors. This change is based on the feedback from students and instructors. ○ Brightspace and Colleague integration is planned for August 1. Course shells will automatically be created in Brightspace based on the Colleague data, to eliminate manual requests. Daily update to rosters expected to reduce back and forth. Grade integration with Colleague is a work in progress. Clusters are encouraged to invite COLT to their meetings to discuss support and training. Expressed gratitude to IT team. ○ Adoption of Brightspace shells will move to an opt-out model instead of opt-in, as current usage rates. ○ It was noted that external guests can be invited to Teams meetings via a link. ● Educational Planning and Program Review – Tracey Woodburn <ul style="list-style-type: none"> ○ LEAP program recently had an external program review. ○ External reviewers included representative from VCC, TDCSS, and Melanie Pollard. ○ The review report is currently being written. Expecting the LEAP to present their findings and recommendations in the Fall semester. ○ Expressed gratitude to all who participated in the external review process. ● Education Policy Committee (EPC) – Emily Suderman <ul style="list-style-type: none"> ○ The chair position has changed. Anuraj Bajwa is now the new chair, and Kara Loy is the new co-chair. ○ Academic Appeals Policy and Procedures are starting to work. It will be less intense, so if anyone is interested in joining the working group, contact Emily Suderman. ○ Academic Integrity and Academic Appeals policies are being split into three (3) policies. Academic Integrity, Academic Appeals, and Academic Standing. ○ The Academic Integrity Policy and Procedures will come to EdCo for a notice of motion in June, with the full set expected to be passed by December and effective January 2026. ○ Academic Standing is nearing completion and close for consultation. ○ EPC serves as a resource for non-education policies that may still impact faculty and students. Members are encouraged to participate to ensure different voices or perspectives and to support policy development. ● International Education Committee (IEC) – Adam Nash/Emma Shack <ul style="list-style-type: none"> ○ The May IEC meeting has no agenda items and was cancelled. ○ Adam and Emma will be temporarily sharing the chair position. ● Follow-up on Curriculum Renewal (Program Discontinuation) March 2025 Motion <ul style="list-style-type: none"> ○ Social Service Worker <ul style="list-style-type: none"> ▪ Marja shared their SSW curriculum renewal plan for courses. ▪ Monica to send out another reminder for their program renewal plan. ○ Associate of Arts – First Nations Specialization ○ Associate of Arts – Sustainable Communities Specialization ○ Associate of Arts – Archaeological & Cultural Resource Management Specialization 	
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<ul style="list-style-type: none"> ▪ Monica to send out another reminder to the cluster to send their curriculum renewal plan before June EdCo meeting. 	
Meeting adjourn: 12:56pm Next Meeting: June 27, 2025	EC.25.35

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