

EDUCATION COUNCIL (EdCo) - MEETING MINUTES

Date and Time: October 24, 2025 | 8:30 am to 12:30 pm

Location: Microsoft Teams

Coast Mountain College collaborates with six First Nations in northwest British Columbia, the Haida, Ts'msyen, Nisga'a, Haisla, Gitksan, and Witsuwit'en as well as the Tahltan and acknowledges the traditional territories where its campuses stand.

Chair: Marja Burrows

Recording Secretary: Monica Barro

Adam Nash - Teaching and Learning Support Cluster (March 2027)	Jon Stone (9:10am)
Chris Try - Business and First Nations Fine Arts Cluster (March 2027)	Present (8:47am)
Colin Elliott - Educational Administrator Seat (March 2026)	Present
CJ Butcher - Non-voting Advisory member BOG (October 2025)	
Emma Shack - Educational Administrator Seat (March 2026)	Andy Klimach
Emily Suderman - Educational Administrator Seat (March 2026)	Present
Gord Weary - University Credit and Applied Coastal Ecology Cluster (March 2027)	
Helen Hamel - Health Cluster (March 2026)	
Kāshā / Julie Morris - Indigenous Scholar Faculty (March 2026)	Present (8:45am)
Linnea Waechter - Trades & Workforce Cluster (March 2027)	
Luchille Ramirez - Support Staff Seat (March 2027)	Sarah Grielens
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)	Present
Sandy Kaardal - Support Staff Seat (March 2026)	Present
Tracey Woodburn - Educational Administrator Seat (March 2026)	Present

Attendees: Maria Duncan, Aman Kang, Dawn McConnell, Titi Kunkel, Carla Ollenberger (8:44am), Tracey Fell (8:45am), Nina Da Silva (8:45am), Kezia Sinkewicz (8:57am), Allison Conway (9:02am), Tracey Hoffos (8:45am)

Call to order and declaration of Quorum: (1 minute) 8:34am

Approval of Agenda and Consent Agenda for October 24, 2025 (2 minutes)	EC.25.53
For Approval: EdCo Agenda	
First: Melanie Pollard Second: Sarah Grielens Carried	
Approval of Minutes from September 26, 2025 (2 minutes)	EC.25.54
For Approval: EdCo Minutes	
First: Colin Elliott Second: Sandy Kaardal Carried	

CONSENT AGENDA	EC.25.55
Summary of Motions 2024-2025 (10 minutes) ➤ Annual Summary of Motions 2024-2025 • The summary of motions was also deemed approved, as the agenda was passed with no amendments.	EC.25.55.01
ACTION AGENDA	EC.25.56
IEC Terms of Reference – International Education Committee (10 minutes) ➤ Motion: To approve the IEC Terms of Reference as presented. Discussion: • Key revisions included adjusting the language “To seek representation” rather than requiring strict attendance and adding a land acknowledgement under the committee’s purpose. • No further comments or concerns were raised. First: Colin Elliott Second: Emily Suderman <i>Carried</i>	EC.25.56.01
Granting of Credentials Policy and Procedure – Education Policy Committee (10 minutes) ➤ Notice of Motion: To accept the Granting of Credentials Policy and Procedures as presented. Discussion: • Provided an overview of the proposed revisions to the policy and procedure, highlighting that the update originated from discussions around micro-credentials. • The policy introduces both credit and non-credit micro-credentials, which maintains a broad language as the provincial framework is still underway. • Revisions were made to clarify responsibilities, who has the authority. For example, posthumous credentials. • Updates were completed for readability and clarity. • Question about the possibility of converting non-credit micro-credentials to credit and how this might affect transferability. The work is underway across BC, led by BCCAT (BC Council on Admissions and Transfer), to establish frameworks for credit micro-credentials and potential stackability. • Question about transferability. It was noted that this is a future goal once credit-bearing micro-credentials are formally established. • It was noted that CMTN is at the introduction stage as of the moment. • Question about Office Essentials Micro-credential appearing on the EducationalPlannerBC as transferable to Business Administration. Colin and Emily to follow up with the EducationPlannerBC to ensure accuracy. • Final Motion at the next EdCo meeting.	EC.25.56.02

DISCUSSION AGENDA	EC.25.57
Land Acknowledgement and Efforts of Reconciliation Coast Mountain College collaborates with six First Nations in northwest British Columbia, the Haida, Ts'msyen, Nisga'a, Haisla, Gitksan, and Witsuwit'en as well as the Tahltan and acknowledges the traditional territories where its campuses stand. Discussion: • Marja is focusing on relationship, responsibility, and respectfulness. Especially this period of time, where there are institutional changes. How kindness and compassion are important, looking out for themselves, friends, colleagues, and peers. • Titi expressed appreciation for the focus on kindness and compassion during challenging transition. Recognizing the tension of administrative duties. It was noted that it is heavy on their mind and hoping it will come out for the best. • Dawn recommended the book Shared Histories: Witsuwit'en - Settler Relationships in Smithers, British Columbia, 1913-1973 by Tyler McCreary. It emphasizes the systemic injustices faced by the Indigenous communities and the importance of ongoing self-education and understanding of local Indigenous histories. It is hard to read and the least we can do is to read and inform ourselves. • Emily reflected on her family's Mennonite history and the importance of acknowledging settler benefit and Indigenous generosity. Recognizing how to honor and continue those relationships ethically. • Melanie shared a classroom experience (Fundamental English class) involving the repatriation of Indigenous artifacts, noting the powerful impact on students who were mostly First Nations. Highlighted the value of experiential learning and storytelling in bringing Indigenous histories and cultures to life for students. • Priscilla discussed Indigenous governance, the inclusion of all members in traditional systems, and the resilience of First Nations community despite of the generational trauma and experience. Mindfulness, teaching through relationships, kindness and respect are considered impacts to seven generations ahead. • Maria shared as a First Nations woman, these stories bring tears to their eyes. It makes them proud and sad knowing that their grandparents are not around to see this Reconciliation process.	EC.25.57.01
Indigenization of Curriculum – Kāshā JMorris (20 minutes) Discussion: • Guided the group through a reflective and grounding practice, inviting deep breaths and connection to the land. • Shared highlights from their recent work: ○ Development of a Braiding Pathways Through Relational Practice, integrating respect, relevance, reciprocity, responsibility and relationship with the system. This is designed for a quick guide and curriculum review. Hopeful to be presented to EdCo before the new year. Acknowledged Adam Nash for helping and looking out the document from a different perspective. ○ Following the Salmon: A guide to Indigenizing Learning, which uses the salmon life cycle as a metaphor for stages of Indigenous informed practice, including	EC.25.57.02

reflection, prompts, checklist, and alignment with the First Peoples Principles of Learning. If anyone would like to review them, kindly send Kāshā an email. ○ Participation in relational gatherings and the dynamic series with faculty and other colleges. It emphasizes Indigenous knowledge, well-being, and gentle teachings. Got to introduce Auntie Bigfoot. ○ On Wednesday, ReconciliAction recorded session, combining truth and reconciliation conversations with celebrations of success within Indigenous communities. ○ Encouraged members to engage with the Indigenous hub and online resources, offering opportunities for collaboration and further learning.	
Awards Adjudication Terms of Reference – Emily Suderman (15 minutes) Discussion: • Presented as an information item. Not a standing committee of EdCo but Council has a limited connection in terms of settling standards for academic excellence. • Yvonne Koerner, Foundation Lead, has successfully increased funding availability for students. • New software has been implemented to allow students to submit one application that automatically assesses eligibility for all awards. It reduces missed opportunities and improves efficiency in awarding funds. • The committee membership scaled down from 25 members to a smaller group to limit unnecessary access to sensitive student information. • Faculty are invited to participate only for awards relevant to their program area. • Ongoing manual oversight ensures all students are considered for applicable awards. • Question about specific eligibility criteria (e.g. family or employment connections). It was noted that it is accounted or built in as a question on the awards application in the software. • Acknowledged Allison Conway who spent months designing the system to handle complex award criteria, including filtering and eligibility checks. • Some membership updates are required due to changes in job titles, and this will be addressed at the next Awards Steering committee meeting. • The changes aim to balance donor intent, student access, and privacy. • Future updates will be shared as finalized.	EC.25.57.03
REPORTS	EC.25.58
• First Nations Council (FNC) – Priscilla Michell ○ No reports. • Educational Practice – Tracey Woodburn ○ Provided an update on new student-facing software applications to enhance accessibility within the Brightspace learning management system. ○ ReadSpeaker – this will support student with reading courses aloud and includes features beneficial for students with ADHD or sensory processing. Expected to be available soon, with active use starting January or February. https://integrationhub.brightspace.com/details/readspeaker-docreader	EC.25.58.01

○ H5P – an open source Universal Design for Learning, where it allows instructors to present content in interactive ways such as video, audio, and other media. https://integrationhub.brightspace.com/details/h5p-com • Educational Planning and Program Review – Tracey Woodburn ○ Working on the LEAP program review for the next EdCo. • Education Policy Committee (EPC) – Emily Suderman ○ Granting of Credentials were approved to move forward to EdCo. ○ Grading and Progression and Academic Standing are under review with feedback to be incorporated before community consultation. ○ EPC discussed strategies on how to keep people supported as they move to policy process. Talk about the challenges and give updates whether the policy is ready to go. • International Education Committee (IEC) – Adam Nash/Emma Shack ○ No new items, noting that the primary focus is currently the Terms of Reference document. Further updates expected at the next meeting. • Health Cluster ○ Callan Williamson outgoing. ○ Helen Hamel – Interim Health Cluster representative (term ends March 2026).	
Meeting adjourn: 9:50am Next Meeting: November 28, 2025	EC.25.59

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