

**Education Council Meeting Minutes**

February 28, 2025

10:00 am – 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

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

**Attendees:** Sarah Grielens, Dawn McConnell, Darjem Ponce, Helen Hamel, Anuraj Bajwa, Andy Klimach, Lucy Stanford, Kara Loy, Tysen LeBlond, Michele Cook, Emma Shack, Darjem Ponce, Carla Ollenberger, Kelly Swain, Tracey Hoffos, Kathy Buell

Call to order and declaration of Quorum: (1 minute) **10:04AM**

<p><b>Approval of the Agenda and all items on Consent Agenda (2 minutes)</b></p> <p><b>For Approval:</b> EdCo Agenda</p> <p align="right"><b>First: Emily Suderman</b> <b>Second: Titi Kunkel</b> <i>Carried</i></p>	EC.25.08
<p><b>Approval of Minutes from January 31, 2025 (2 minutes)</b></p> <p><b>For Approval:</b> EdCo Minutes</p>	EC.25.09

	<p style="text-align: right;"><b>First: Linnea Waechter</b> <b>Second: Emily Suderman</b> <i>Carried</i></p>	
<b>CONSENT AGENDA</b>		EC.25.10
<b>ACTION AGENDA</b>		EC.25.11
<p><b>U1AEES: Applied Earth &amp; Environmental Studies   Certificate – Catharine White/Reto Riesen (10 minutes)</b></p> <p>➤ <b>Motion:</b> To approve the U1AEES as presented.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Changes were proposed to simplify the course list by specifying courses that cannot be used instead of listing all available options.</li> <li>• Addition of more second-year options under the 9 elective credits of Biology, Geography and Oceanography and 3 elective credits in Anthropology or First Nation Studies.</li> </ul> <p style="text-align: right;"><b>First: ACC</b> <b>Second: Reto Riesen</b> <i>Carried</i></p>		EC25.11.01
<p><b>NCBNP: Northern Collaborative Baccalaureate Nursing Two-strike Rule – Helen Hamel (15 minutes)</b></p> <p>➤ <b>Motion:</b> To remove HHSC courses from Academic Performance Policy.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• The two-strike rule previously applied to both nursing and non-nursing courses.</li> <li>• The equivalent BIOL courses (non-nursing courses) are the following: BIOL 131, 132, 133.</li> <li>• If the students fail these non-nursing courses multiple times, it should not result with withdrawal from the Nursing program. They should be able to retake non-nursing courses as needed.</li> <li>• Discussion about the tracking and storing for the nursing related policies.</li> <li>• Suggestion to house the nursing program policies in CIM through attachment on the program page.</li> <li>• There is a policy on how auditing is not allowed in practicum courses and about campus transfer.</li> <li>• Suggestion to add the nursing program policies to a centralized policy section on the website.</li> <li>• Suggestion to create a new tab to the program page.</li> <li>• Discussion about the importance of having the policies listed on the website.</li> <li>• Registrar’s office to find the policies and confirm if it is approved through EdCo.</li> </ul> <p>➤ <b>Motion:</b> To remove BIOL 131, 132, and 133 from Academic Performance Policy.</p> <p style="text-align: right;"><b>First: Helen Hamel</b> <b>Second: Melanie Pollard</b> <i>Carried</i></p>		EC.25.11.02
<b>DISCUSSION AGENDA</b>		EC.25.12

<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, Gitksan 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><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Melanie honored Alice Maitland, the longest serving mayor for 42 years of Hazelton and a former campus principal at Coast Mountain College. She was a pioneer in reconciliation and Indigenous governance, advocating nation to nation collaboration. Melanie shared that there has been a lot of collaboration and mentorship as a young woman in politics. Alice's legacy in education, local government, and reconciliation was acknowledged.</li> <li>• Andy shared the recognition of Haida title has become solid with both provincial and federal governments. This was seen as a major step forward in reconciliation efforts.</li> <li>• Marja shared thoughts on the power of silence in learning and taking the time for reflection. Encourage the group to sit and be comfortable. <ul style="list-style-type: none"> <li>○ "There is such a powerful eloquence in silence. True genius is knowing when to say nothing, to allow the experience, the moment itself, to carry the message, to say what needs to be said. Words are less important, less effective than feeling." - Richard Wagamese</li> </ul> </li> <li>• Shared a book entitled Embers.</li> </ul>	<p>EC.25.12.01</p>
<p><b>Indigenization of Curriculum – Kāshā JMorris (20 minutes)</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Shared a local news about breached the charter rights during arrests at Wet'suwet'en pipeline blockage: <a href="https://www.cbc.ca/news/indigenous/wetsuweten-charter-rights-breached-1.7461745">https://www.cbc.ca/news/indigenous/wetsuweten-charter-rights-breached-1.7461745</a></li> <li>• There is a show on Netflix called Yintah, which tells a story about the fight for Sovereignty. <a href="https://www.netflix.com/tudum/articles/yintah-release-date-trailer-news">https://www.netflix.com/tudum/articles/yintah-release-date-trailer-news</a></li> <li>• Shared that staff and faculty wear orange shirts on the last Tuesday of each month. Good conversational pieces to start talking about things happening in Canada and reconciliation. Played snakes and ladders as a learning means to discuss decolonization.</li> <li>• Meeting in March to make orange shirt pins.</li> <li>• Around end of March to invite guest speaker/s to discuss reconciliation.</li> <li>• Associate professor Judy Thompson (Edōsdi) from University of Victoria will be sharing the teaching of the ancestors, her work on Indigenous knowledge and research methodologies on April 24<sup>th</sup>. This will be advertised at every campus.</li> <li>• ACC Terms of Reference: Making sure that First Peoples Principles of Learning will be a standing item on the agenda. Seeking volunteers to present one of the nine principles to each meeting.</li> <li>• Book study is ongoing and is currently reading Truth Telling by Michelle Good. The next book will be a fiction book.</li> <li>• Recent articulation and curriculum development efforts include a notes section to track Indigenous consultation and Indigenization efforts to ensure transparency.</li> </ul>	<p>EC.25.12.02</p>
<p><b>EdCo Voting</b> Bylaws – <a href="#">Appendix C – Membership Rotation</a></p>	<p>EC.25.12.03</p>

<p><b>Odd years:</b></p> <ul style="list-style-type: none"> <li>· one support staff elected by the Support Staff</li> <li>· one faculty from the Business and First Nations Fine Arts Cluster</li> <li>· one faculty from the Trades and Workforce Training Cluster</li> <li>· one faculty from Teaching and Learning Support Cluster</li> <li>· one faculty from the Developmental Cluster</li> <li>· one faculty from University Credit and Applied Coastal Ecology Cluster</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><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Clusters are reminded to hold elections for upcoming seats. Terms are two years.</li> </ul>	
<p><b>EdCo Voting – Chair &amp; Vice Chair</b>  <b>Bylaws - <a href="https://www.coastmountaincollege.ca/docs/default-source/edco/edco_bylaws.pdf">https://www.coastmountaincollege.ca/docs/default-source/edco/edco_bylaws.pdf</a></b></p> <p><b>3.2 Election of Officers</b></p> <p><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><b>3.2.2</b> The Chair and Vice Chair cannot serve more than three consecutive terms.</p> <p><b>3.2.3</b> The election of the officers will be by secret ballot.</p> <p><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><b>3.2.5</b> In the absence of the Chair, the Vice Chair acts as Chair of the meeting</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• The election will take place at the April meeting (April 25<sup>th</sup>)</li> <li>• Chair and Vice Chair can serve a maximum of three consecutive terms.</li> <li>• Marja will be ineligible for re-election; Callan is eligible for two more terms.</li> <li>• Encouraged the group to consider running and to inform others about it.</li> </ul>	EC.25.12.04
<p><b>REPORTS</b></p>	EC.25.13
<ul style="list-style-type: none"> <li>• <b>CIM Review Task Force – Emily Suderman</b> <ul style="list-style-type: none"> <li>○ Met once in February to begin discussing policy recommendations for Education Council. Next meeting will be scheduled for the following week.</li> </ul> </li> <li>• <b>FNC – Brianna Gibson</b> <ul style="list-style-type: none"> <li>○ No reports.</li> </ul> </li> <li>• <b>Educational Practice – Tracey Woodburn</b> <ul style="list-style-type: none"> <li>○ Letters of Acceptance for articulation meetings will be sent out this week.</li> <li>○ Instructors who are attending the articulation meetings are expected to report back to their clusters.</li> <li>○ Clusters should have a standing agenda item to discuss the articulation meeting learnings.</li> <li>○ On-site articulation meeting (CMAC) is scheduled for May, with 18 visitors coming to Terrace and Prince Rupert.</li> <li>○ Looking into software changes in the format for Kaltura.</li> </ul> </li> </ul>	EC.25.13.01

- **Educational Planning and Program Review – Tracey Woodburn**
  - Heard back from Quality Assurance Process Audit that was completed last year. The final report will be posted on [DQAB website](#). If you are interested in the results last January that will be available in early March.
  - LEAP program has made a massive progress, thanks to instructors and the program coordinator.
  - LEAP program will soon move into the external review phase.
  - Other program reviews are ongoing.
  
- **Education Policy Committee (EPC) – Emily Suderman**
  - Completed the EdCo definitions and ready to be presented next EdCo.
  - Academic Integrity policy and procedures are done for community feedback. Still incorporating the feedback received.
  - Granting of Credentials policy will soon be open for the 30-day community feedback.
  - Several working groups are coming together to bring policy forward. Such as, International Education Policy (contact Jon Stone if interested to join) and Academic Standing Policy and Procedures (contact Emily Suderman if interested to join).
  - There are working groups as well even though it is not EdCo defined policy that is being consulted in EPC.
  
- **International Education Committee (IEC) – Colin Elliott**
  - No reports
  
- **Curriculum Renewal and Re-articulation of Courses**  
[\(Active courses list articulation 2017 and older\)](#)
  - **UC/ACE – Reto Riesen/Catharine White**
    - Several courses are currently in the process of re-articulation and being brought forward as part of the program changes.
    - The cluster anticipates additional courses being submitted in the spring. They will be discussing those at their cluster meeting.
    - They wanted most courses to stay in the system. Introducing new programs and make changes in the next few years.
  - **Developmental –/Melanie Pollard**
    - As per their cluster meeting minutes, the Program is currently in CIM at the Registrar step. To keep all of these courses (SEL- ENGL, SEL-Math, SEL-CPST, LPAT 100, EDCP 030, EDCP 050, ENGL 021) on the books. These will be updated in the following year and taken through the EdCo process.
    - ENGL 040 will also be re-articulated this year.
  - **Human Services – Marja Burrows**
    - Has not met to review the list, but discussions are ongoing within departments.
    - SSW has a number of courses for re-articulation this spring and summer.
    - PSYC 216 will be brought forward for discontinuation, as it was missed in the previous re-articulation.
  - **Health – Callan Williamson**
    - To report back next EdCo meeting.
  - **Business/FNFA – Chris Try/Nakkita Trimble**
    - To report back next EdCo meeting.
  - **Trades/WTCS – Linnea Waechter**
    - The program coordinators Darlene and Shauna have divided Trades programs between them.
    - Darlene has PCOOK, Electrical, Esthetics (On contract review).

<ul style="list-style-type: none"> <li>▪ Electrical program updates were completed and are currently sitting in CIM workflow.</li> <li>▪ Welding is close to submission, while some other programs remain on hold.</li> <li>▪ Shauna has not started on couple of them. Working on it.</li> <li>▪ The Cluster meeting was last scheduled for September 2024.</li> <li>○ <b>LAS – Jon Stone</b> <ul style="list-style-type: none"> <li>▪ Has not yet met, but no courses on the list.</li> </ul> </li> </ul>	
<b>Meeting adjourn: 11:36am Marja Burrows</b> <b>Next Meeting: March 28, 2025</b>	EC.25.14

**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