

Education Council Summary of Motions (September 2024 – August 2025)

Education Council – September 27, 2024

Approval of the Agenda and all items on Consent Agenda (2 minutes) For Approval: EdCo Agenda Motion: To move FNFA 228 on the top of the Agenda. First: Melanie Pollard Second: Kāshā <i>Carried</i>	EC.24.50
Approval of Minutes from June 26, 2024 (2 minutes) For Approval: EdCo Minutes First: Chris Try Second: Carla Ollenberger <i>Carried</i>	EC.24.51
CONSENT AGENDA	EC.24.52
ACTION AGENDA	EC.24.53
FNFA 228: Intermediate Wood Carving & Design – Nakkita Trimble (10 minutes) ➤ Notice of Motion and Motion: Motion to make FNFA 228 inactive. Discussion: • To check the FNFA program since FNFA 228 is part of the graduation requirements. First: Nakkita Trimble Second: Callan Williamson	EC.24.53.01
Council Membership – Standing Committees (20 minutes) • Academic Appeals Committee ○ Chris Try ○ Gord Weary ○ Jon Stone ○ Linnea Waechter ○ Melanie Pollard ○ Reto Riesen ○ Tracey Woodburn (Chair) • Articulation and Curriculum Committee ○ Bernadette McNabb ○ Callan Williamson ○ Emily Suderman ○ Jon Stone ○ Kāshā (Volunteered as Chair)	EC.24.53.02

○ Tracey Woodburn • Education Policy Committee ○ Bernadette McNabb ○ Emily Suderman ○ Kāshā ○ Titi Kunkel ○ Tracey Woodburn • International Education Committee ○ Colin Elliott ○ Reto Riesen ○ Titi Kunkel General Committee Requirements: • A name for the standing committee. • An interim Chair (who must be an EdCo member). • EdCo Standing Committees will have representatives from EdCo and the College community. • Chair and Co-Chair of a standing committee must be EdCo members. • The first task of a new standing committee is to develop the committee. Terms of Reference for EdCo approval. 6.2.6 Council membership on standing committees shall be determined at the September meeting of each year Action Item: Monica to review that all EdCo members are on at least one standing committee.	
HCAS 1011: Concepts for Practice – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1011 as presented. First: ACC Second: Colin Elliott <i>Carried</i>	EC.24.53.03
HCAS 1021: Introduction to Practice – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1021 as presented. First: ACC Second: Melanie Pollard <i>Carried</i>	EC.24.53.04
HCAS 1031: Interpersonal Communications – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1031 as presented. First: ACC Second: Emily Suderman <i>Carried</i>	EC.24.53.05
HCAS 1041: Lifestyle and Choices – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1041 as presented. First: ACC Second: Tracey Woodburn	EC.24.53.06

	<i>Carried</i>	
HCAS 1051: Common Health Challenges – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1051 as presented. First: ACC Second: Carla Ollenberger <i>Carried</i>		EC.24.53.07
HCAS 1061: Cognitive or Mental Health Challenges – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1061 as presented. First: ACC Second: Tracey Woodburn <i>Carried</i>		EC.24.53.08
HCAS 1071: Personal Care & Assistance – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1071 as presented. Discussion: Added “Quizzes, Assignments, Journal, Exams. Learners must complete attain a “pass” (B-).” language to other evaluation profile assessment type. First: ACC Second: Anuraj Bajwa <i>Carried</i>		EC.24.53.09
HCAS 1081: Practice in Multi-Level/Complex Care – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1081 as presented. Discussion: Changed to 5 credits. First: ACC Second: Emily Suderman <i>Carried</i>		EC.24.53.10
HCAS 1091: Experience in Home Support/Assisted Liv – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1091 as presented. First: ACC Second: Melanie Pollard <i>Carried</i>		EC.24.53.11
Break (5 minutes)		
HCAS 1101: Complex Care Preceptorship – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS 1101 as presented. First: ACC Second: Carla Ollenberger		EC.24.53.12

<i>Carried</i>	
HCAS: Health Care Assistant (HCA) Certificate – Callan Williamson (10 minutes) ➤ Motion: To approve HCAS Certificate without referencing to particular dates as presented. Discussion: • Changed the Program Duration Minimum to 750 hours. • Changed the Total Program hours to 750 hours. • Changed the Divisor to 750 hours. • Changed HCAS 1081 credit to 5 in Program Outline. • Changed the Academic Level to Vocational. • Step 1 admission and registration requirement: ○ Changed to “mature students” language. ○ Discussion about the English 10, or equivalent requirement. Recommendation: Not to have a retroactive date until EdCo approved it. Recommendation: Remove the “first-qualified, first-admitted” language in Step 1. First: ACC Second: Anuraj Bajwa Motion: To change Grade 12 graduation to Grade 10 completion. Discussion: • Referring to the expertise of others towards the Grade 10 piece, agreed to Kara Loy’s reasoning that people who do not necessarily have the dogwood graduation could apply and will be discourage to apply. First: Callan Williamson Second: Kāshā Recommendation: To put Grade 12 graduation, or mature students to the bottom of the list. Motion: To withdraw the previous motion. First: Callan Williamson Second: Kāshā Discussion: • Will students see the high school graduation requirement and self-select without considering the mature student definition? Could this make our education appear inaccessible to those without high school graduation? • If students self-select out, it may negatively impact access to education. What effect would removing the high school graduation requirement have, particularly on Indigenous students’ funding?	EC.24.53.13

Recommendation: Regarding the Grade 12 graduation, or mature students, to refer to the task force to look in further detail. Motion: To create a task force. 6.3 Task Forces 6.3.1 An EdCo resolution initiating a task force shall include the following: 6.3.1.1 A name for the task force Admission Requirements and Equity Task Force 6.3.1.2 A list of specific duties and objectives 1. To explore issues of inequity for specific student populations in our admission requirements. 2. To ensure that stated graduation requirements are not excluding students unfairly. 3. To come back with recommendations to Education Council about whether or not to continue to include graduation requirements for programs that don't academically need graduation. 4. To connect with First Nations Council if there are any specific issues that they would like to bring to Education Council's attention. 6.3.1.3 The appointed Chair, who shall be a member of EdCo. Chair: Emily Suderman Co-Chair: Emma Shack First: Reto Riesen Second: Callan Williamson <i>Carried</i>	
MATH 115: Precalculus – Reefat (10 minutes) ➤ Motion: To approve MATH 115 as presented. First: ACC Second: Callan Williamson <i>Carried</i>	EC.24.53.14
Break (30 minutes) Callan chaired the EdCo meeting at 1:09pm.	
POWER and AIRMT – Emily Suderman/Kelly Swain (10 minutes) ➤ Notice of Motion and Motion: To discontinue the People Obtaining Workplace Employment Requirements (POWER) effective July 8, 2024 ➤ Notice of Motion and Motion: To discontinue Aircraft Maintenance Technician Diploma (AIRMT) effective July 8, 2024 First: Emily Suderman Second: Chris Try <i>Carried</i>	EC.24.53.15

IEC English Proficiency Language Updates - Emma Shack (15 minutes) ➤ Motion: To approve the updates to the English Language Proficiency Requirements as presented. First: Emma Shack Second: Anuraj Bajwa <i>Carried</i>	EC.24.53.16
Convocation 2025 Dates – Emma Shack (10 minutes) ➤ Notice of Motion and Motion: To approve the Convocation 2025 Dates as presented. First: Emma Shack Second: Melanie Pollard <i>Carried</i>	EC.24.53.17



Education Council – November 1, 2024

Approval of the Agenda and all items on Consent Agenda (2 minutes) For Approval: EdCo Agenda • Move the Nursing CIP codes discussion before item EC.24.60.16 of the Action Agenda. ➤ Motion: To accept the agenda as amended. First: Chris Try Second: Emily Suderman <i>Carried</i>	EC.24.57
Approval of Minutes from September 27, 2024 (2 minutes) For Approval: EdCo Minutes First: Reto Riesen Second: Gord Weary <i>Carried</i>	EC.24.58
CONSENT AGENDA	EC.24.59
Summary of Motions 2023-2024 (10 minutes) ➤ Annual Summary of Motions 2023-2024.	EC.24.59.01
AIRMT: Aircraft Maintenance Courses Discontinuation – Sarah Grielens (2 minutes) ➤ 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	EC.24.59.02

➤ AIRMT 13132	
ACTION AGENDA	EC.24.60
Evaluate Curriculum approval process – Marja Burrows (10 minutes)	EC.24.60.01
➤ Motion: To create CIM Review task force. Discussion: - 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. 6.3 Task Forces 6.3.1 An EdCo resolution initiating a task force shall include the following: 6.3.1.1 A name for the task force CIM Review Task Force 6.3.1.2 A list of specific duties and objectives - To evaluate and provide recommendations regarding the CIM process. - Review the Program and Course Development policy and procedures for alignment. 6.3.1.3 The appointed Chair, who shall be a member of EdCo. Chair: Emily Suderman First: Marja Burrows Second: Tracey Woodburn <i>Carried</i>	
Physical Meetings – Sarah Grielens (10 minutes) Discussion: - 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. Action items: - 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
FNFA 228: Intermediate Wood Carving – Sarah Grielens (2 minutes) ➤ Motion: To reconsider the motion to discontinue FNFA 228 as presented, which was passed on September 27, 2024.	EC.24.60.03

Confirmed that FNFA 228 will remain active in the catalogue and will only be removed from the certificate program completion requirements.	
First: Bernadette McNabb Second: Tracey Woodburn <i>Carried</i>	
ACCT 255: Advanced Management Accounting – Evan VanDyk (10 minutes) ➤ Motion: To approve ACCT 255 as presented. Discussion: Changed the effective term to Fall 2025. First: ACC Second: Colin Elliott <i>Carried</i>	EC.24.60.04
ACCT 270: Data Analytics for Accounting – Evan VanDyk (10 minutes) ➤ Motion: To approve ACCT 270 as presented. Discussion: Changed the effective term to Fall 2025. First: ACC Second: Chris Try <i>Carried</i>	EC.24.60.05
Break (5 minutes)	
PSYC 201 to EDUA 101: Internal Transfer Credit – Yuriko Riesen (10 minutes) ➤ Motion: To approve PSYC 201 to EDUA 101 Internal Transfer Credit as presented. Discussion: - 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.” First: ACC Second: Titi Kunkel <i>Carried</i>	EC.24.60.06

SOCI 205 to EDUA 115: Internal Transfer Credit – Yuriko Riesen (10 minutes) ➤ Motion: To approve SOCI 205 to EDUA 115 Internal Transfer Credit as presented. First: ACC Second: Bernadette McNabb <i>Carried</i>	EC.24.60.07
SOCI 206 to EDUA 115: Internal Transfer Credit – Yuriko Riesen (10 minutes) ➤ Motion: To approve SOCI 206 to EDUA 115 Internal Transfer Credit as presented. First: ACC Second: Titi Kunkel <i>Carried</i>	EC.24.60.08
SOCI 270 to EDUA 115: Internal Transfer Credit – Yuriko Riesen (10 minutes) ➤ Motion: To approve SOCI 270 to EDUA 115 Internal Transfer Credit as presented. First: ACC Second: Melanie Pollard <i>Carried</i>	EC.24.60.09
CRIM 101: Introduction to Criminology - Michael Brandt (10 minutes) ➤ Motion: To approve CRIM 101 as presented. Discussion: • 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. First: ACC Second: Colin Elliott <i>Carried</i>	EC.24.60.10
CRIM 103: Psychology of Crime & Deviance - Michael Brandt (10 minutes) ➤ Motion: To approve CRIM 103 as presented. First: ACC Second: Chris Try <i>Carried</i>	EC.24.60.11
CRIM 104: Crime, Deviance & Society - Michael Brandt (10 minutes)	EC.24.60.12

➤ Motion: To approve CRIM 104 as presented.	First: ACC Second: Emily Suderman <i>Carried</i>	
CRIM 135: Introduction to Canadian Law - Michael Brandt (10 minutes) ➤ Motion: To approve CRIM 135 as presented.	First: ACC Second: Tracey Woodburn <i>Carried</i>	EC.24.60.13
CRIM 210: Law, Youth and Young Offenders - Michael Brandt (10 minutes) ➤ Motion: To approve CRIM 210 as presented.	First: ACC Second: Emily Suderman <i>Carried</i>	EC.24.60.14
CRIM 213: Women and Crime - Michael Brandt (10 minutes) ➤ Motion: To approve CRIM 213 as presented.	First: ACC Second: Melanie Pollard <i>Carried</i>	EC.24.60.15
Break (30 minutes)		
Bylaw Review Task Force – Marja Burrows (10 minutes) ➤ 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 recommended by other task forces in preparation for the February bylaw review required by EdCo bylaws.		EC.24.60.16

Education Council – November 22, 2024

Approval of the Agenda and all items on Consent Agenda (2 minutes) For Approval: EdCo Agenda First: Titi Kunkel Second: Chris Try <i>Carried</i>	EC.24.64
Approval of Minutes from November 1, 2024 (2 minutes) For Approval: EdCo Minutes First: Titi Kunkel Second: Colin Elliott <i>Carried</i>	EC.24.65
CONSENT AGENDA	EC.24.66
ACTION AGENDA	EC.24.67
Annual Face to Face Meeting – Gord Weary (10 minutes) ➤ Notice of Motion and Motion: To approve that Education Council will host a minimum of one (1) face to face meeting per year. A proposed date for the first meeting would be the EdCo meeting in May. Discussion: • Proposed an amendment to specify that the face to face meeting be held at the Terrace campus. • Kāshā chaired the EdCo meeting at 10:17am. ➤ Motion: To amend the proposal to specify Terrace as the location for the face to face meeting. First: Titi Kunkel Second: Colin Elliott <i>Carried</i> Discussion: • For clarification, while video conferencing would be available, the intent was to focus on in-person attendance. • The importance of in-person engagement and maintaining inclusivity for remote participants. • Sarah confirmed that accommodations would be arranged at all campuses. • Suggestion of having a workshop in the afternoon. • It will be useful if the chair attend one (1) meeting at least a year with FNC. Every board meeting the chair is submitting a report. As per section 4.2.7, Attend regular meetings and functions of the BOG and FNC. • A question was raised regarding budget for travel, Anuraj will look into the budget of EdCo for travel and would like to confirm how many people are travelling. • Suggestion of having a workshop in the afternoon. • Anuraj confirmed that there is a budget line for travel. • Gord is back to chairing the EdCo meeting at 10:32am.	EC.24.67.01

First: Gord Weary Second: Colin Elliott <i>Carried</i>	
Bylaw Review Task Force – Marja Burrows (10 minutes) Motion: To create Bylaw Review task force. 6.3 Task Forces 6.3.1 An EdCo resolution initiating a task force shall include the following: 6.3.1.1 A name for the task force Bylaw Review Task Force 6.3.1.2 A list of specific duties and objectives 1. To review the current bylaws for missing and/or contradictory elements, provide clarity, and incorporate amendments as recommended by other task forces. 2. To provide recommendations to EdCo regarding potential changes to achieve objective #1. 3. To report back to EdCo by February as required by EdCo bylaws. 6.3.1.3 The appointed Chair, who shall be a member of EdCo. Chair: Marja Burrows Discussion: Members of the task force: Marja Burrows, Colin Elliott as presenter, Kāshā. First: Marja Burrows Second: Colin Elliott <i>Carried</i>	EC.24.67.02

Education Council – December 20, 2024

Approval of the Agenda and all items on Consent Agenda (2 minutes) For Approval: EdCo Agenda To move HLPR 103, PNAC 175, PNAC, PNUR 175, PNUR 177, PNUR 275, PNUR 277, PNUR 297 and PNUR courses and programs as Callan was unable to attend. These agenda items were deferred to the January EdCo meeting. First: Reto Riesen Second: Emily Suderman <i>Carried</i>	EC.24.71
Approval of Minutes from November 22, 2024 (2 minutes) For Approval: EdCo Minutes First: Chris Try Second: Melanie Pollard <i>Carried</i>	EC.24.72
CONSENT AGENDA	EC.24.73
ACTION AGENDA	EC.24.74
GEOG 203: Geomorphology – Gord Weary (10 minutes) ➤ Motion: To approve GEOG 203 as presented. First: ACC Second: Emily Suderman <i>Carried</i>	EC.24.74.01
GEOG 207: Hydrology and Soils – Gord Weary (10 minutes) ➤ Motion: To approve GEOG 207 as presented. First: ACC Second: Chris Try <i>Carried</i>	EC.24.74.02
Gord chaired the EdCo meeting at 10:16am.	
UDCRIM: University Studies Criminology Diploma – Marja Burrows (10 minutes) ➤ Motion: To approve UDCRIM as presented. First: ACC Second: Jon Stone <i>Carried</i>	EC.24.74.03
Marja chaired the EdCo meeting at 10:20am.	
IEC: International Education Policy – Colin Elliott/Jon Stone (10 minutes) ➤ Motion: To refer the International Education Policy to the Education Policy Committee for review and updates to align with changes from IRCC and ensure the policy reflects current practices. Discussion:	EC.24.74.04

- IEC explained the need for policy revision due to changes in international education since its last update in 2003. EPC will handle the review and develop the necessary rationale documents.
- Jon volunteered to act as the policy champion for the review, discussion of scope, consultation process and what are the potential things that need to be revised.

Action item: Monica to include the International Education Policy to the January EPC meeting agenda and to invite Jon to the January EPC meeting.

First: IEC
Second: Gord Weary
Carried



Education Council – January 31, 2025

Approval of the Agenda and all items on Consent Agenda (2 minutes) For Approval: EdCo Agenda To move Grade 11 Math Equivalencies on CMTN website to the top of the agenda. First: Sarah Kirwin Second: Kāshā <i>Carried</i>	EC.25.01
Approval of Minutes from December 20, 2024 (2 minutes) For Approval: EdCo Minutes First: Reto Riesen Second: Andy Klimach <i>Carried</i>	EC.25.02
CONSENT AGENDA	EC.25.03
Protocol for Educational Policy Development Revision and Retraction – Emily Suderman (2 minutes) The CMTN editor found some very minor edits to the Protocol for Educational policy development revision and retraction.	EC.25.03.01
ACTION AGENDA	EC.25.04
Grade 11 Math Equivalencies on CMTN website – Sarah Kirwin (10 minutes) ➤ Notice of Motion and Motion: To remove Mathematics Advanced Level – Business and Technical from the pre-requisites grid under Foundations 11 (Adult Basic Education) ➤ Notice of Motion and Motion: To change the wording on the pre-requisites grid under Foundations 11 (Adult Basic Education) to read: Math 046 Advanced Business/Technical Mathematics *this equivalency is currently only accepted by select CMTN programs and courses, and is subject to change. Discussion: - The issue concerns MATH 046 and how it is listed on our website https://www.coastmountaincollege.ca/admissions/requirements/prerequisites under Foundations 11. - The current website stated that Mathematics Advanced Level Business and Technical is equivalent to Foundations 11, which is incorrect. - Suggested to remove the incorrect line as it could mislead students. - Learning outcomes for Business and Technical Math and Foundations Math are completely different. - Suggested updating the wording in CMTN to clarify that MATH 046 equivalency is accepted only by select CMTN programs and is subject to change. - This update would also guide students to seek advice from educational advisors to confirm program eligibility. - Concerns about transparency in admissions and ensuring clarity to students.	EC.25.04.01

- Discussion about consultation with admissions teams and subject matter experts to take a look and review.
- Suggestions were made to have program areas individually assess whether MATH 046 could be used as a prerequisite.
- Emphasized that this has been a standing ACC agenda for a year.

First: Sarah Kirwin
Second: Gord Weary
Carried

Motion: All program coordinators must review MATH 046 learning outcomes and take it to their clusters and decide on whether to accept it as a prerequisite, with a deadline of May 2nd, April EdCo meeting.

First: Trudy Dolan
Second: Gord Weary
Carried

Foundations 11

High school equivalents	▼
Adult Basic Education	▲
Adult Basic Education	
Mathematics Advanced level	Business and Technical
Mathematics Advanced level	Foundation
CMTN	<u>Business and Technical Mathematics Advance: MATH 046</u> *this equivalency is currently only accepted by select programs and courses and is subject to change for the 2024-2025 Academic Year.
For provincial upgrading options, please refer to the Provincial Articulation Handbook [PDF]	

Gord chaired the EdCo meeting at 10:42am.

HLPR 103: Practical Nursing Anatomy and Physiology – Callan Williamson (10 minutes)

- **Motion:** To approve HLPR 103 as presented.

Discussion:

- The prerequisite language was adjusted to no longer require Anatomy and Physiology 12 within the last five years.

First: ACC
Second: Emily Suderman
Carried

EC.25.04.02

PNAC 175: Consolidated Practice Experience A – Callan Williamson (10 minutes)

- **Motion:** To approve PNAC 175 as presented.

EC.25.04.03

Discussion: The prerequisite update clarified that students must have Step 2 documentation before being accepted into the course and allowed to go to clinical. First: ACC Second: Adam Nash <i>Carried</i>	
PNAC: Access to Practical Nursing Diploma – Callan Williamson (10 minutes) ➤ Motion: To approve PNAC as presented. First: ACC Second: Andy Klimach <i>Carried</i>	EC.25.04.04
Fire Alarm at 10:50am. Meeting resumed at 11:04am.	
PNUR 175: Consolidated Practice Experience 1 – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 175 as presented. Discussion: The Step 2 documentation requirements was updated for multiple courses to endure that students have completed necessary documentation before being allowed to go to clinical. First: ACC Second: Chris Try <i>Carried</i>	EC.25.04.05
PNUR 177: Consolidated Practice Experience 2 – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 177 as presented. First: ACC Second: Chris Try <i>Carried</i>	EC.25.04.06
PNUR 275: Consolidated Practice Experience 3 – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 275 as presented. First: ACC Second: Chris Try <i>Carried</i>	EC.25.04.07
PNUR 277: Consolidated Practice Experience 4 – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 277 as presented. First: ACC Second: Chris Try <i>Carried</i>	EC.25.04.08
PNUR 297: Preceptorship – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 297 as presented. First: ACC Second: Adam Nash	EC.25.04.09

<i>Carried</i>	
PNUR: Practical Nursing – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR as presented. First: ACC Second: Chris Try <i>Carried</i>	EC.25.04.10
Callan chaired the EdCo meeting at 11:08am.	
MATH 0401: Advanced Level Algebraic Part 1 – Trudy Dolan (10 minutes) ➤ Motion: To approve MATH 0401 as presented. Discussion: Clarification on instructional activity. Confirmation that lecture could be used for self-paced classes as well as instructor-led ones. It was confirmed that lecture is an acceptable term for a variety of instructional methods. First: ACC Second: Melanie Pollard <i>Carried</i>	EC.25.04.11
MATH 0402: Advanced Level Algebraic Part 2 – Trudy Dolan (10 minutes) ➤ Motion: To approve MATH 0402 as presented. First: ACC Second: Bernadette McNabb <i>Carried</i>	EC.25.04.12
University Credit Specialization: Program Discontinuation – Emily Suderman (10 minutes) ➤ Notice of Motion: To discuss the discontinuation of the First Nations Specialization, Sustainable Communities and the Archaeological & Cultural Resource Management, as they have not been reviewed in seven years. Motion to proceed in February. Discussion: - These programs have not been renewed in several years and are now at risk of discontinuation based on our policy requiring curriculum renewal every seven (7) years. - To ensure clusters review the status of these programs and submit work plans for renewal if applicable. - Clarified that a work plan would be requested if there are intentions to renew the programs. The motion will come up in the next meeting, requesting an extension for programs needing renewal.	EC.25.04.13

Education Council – February 28, 2025

Approval of the Agenda and all items on Consent Agenda (2 minutes) For Approval: EdCo Agenda First: Emily Suderman Second: Titi Kunkel <i>Carried</i>	EC.25.08
Approval of Minutes from January 31, 2025 (2 minutes) For Approval: EdCo Minutes First: Linnea Waechter Second: Emily Suderman <i>Carried</i>	EC.25.09
CONSENT AGENDA	EC.25.10
ACTION AGENDA	EC.25.11
U1AEES: Applied Earth & Environmental Studies Certificate – Catharine White/Reto Riesen (10 minutes) ➤ Motion: To approve the U1AEES as presented. Discussion: - Changes were proposed to simplify the course list by specifying courses that cannot be used instead of listing all available options. - 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. First: ACC Second: Reto Riesen <i>Carried</i>	EC25.11.01
NCBNP: Northern Collaborative Baccalaureate Nursing Two-strike Rule – Helen Hamel (15 minutes) ➤ Motion: To remove HHSC courses from Academic Performance Policy. Discussion: - The two-strike rule previously applied to both nursing and non-nursing courses. - The equivalent BIOL courses (non-nursing courses) are the following: BIOL 131, 132, 133. - 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. - Discussion about the tracking and storing for the nursing related policies.	EC.25.11.02

- Suggestion to house the nursing program policies in CIM through attachment on the program page.
- There is a policy on how auditing is not allowed in practicum courses and about campus transfer.
- Suggestion to add the nursing program policies to a centralized policy section on the website.
- Suggestion to create a new tab to the program page.
- Discussion about the importance of having the policies listed on the website.
- Registrar's office to find the policies and confirm if it is approved through EdCo.

➤ **Motion:** To remove BIOL 131, 132, and 133 from Academic Performance Policy.

First: Helen Hamel
Second: Melanie Pollard
Carried



Education Council – March 28, 2025

Approval of the Agenda from March 28, 2025 (2 minutes) For Approval: EdCo Agenda First: Jon Stone Second: Gord Weary <i>Carried</i>	EC.25.15
Approval of Minutes from February 28, 2025 (2 minutes) For Approval: EdCo Minutes First: Colin Elliott Second: Emily Suderman <i>Carried</i>	EC.25.16
CONSENT AGENDA	EC.25.17
ACTION AGENDA	EC.25.18
CRIM 131: Introduction to the Criminal Justice System – Michael Brandt (10 minutes) ➤ Motion: To approve the CRIM 131 as amended. Discussion: - Presented changes to the course including the course description to remove stigmatizing language and modified the learning outcomes. - CRIM 131 is part of the Criminal Justice Field School. - Updated one learning outcome due to small typo in punctuation. - Changed the Journal from 20% to 25% and Professionalism from 20% to 15% under the evaluation profile. - The course title and transcript title were changed to “The Criminal Justice System”. First: ACC Second: Colin Elliott <i>Carried</i>	EC25.18.01
CRIM 230: Criminal Law in Canada– Michael Brandt (10 minutes) ➤ Motion: To approve the CRIM 230 as presented. Discussion: - Sara Hopkins helped in rearticulating of this course. - To ensure of transferability, it was clarified articulated and taught by an instructor with a law degree. - Clarification regarding the required materials. Removed the year 2015 on the textbook edition. - Clarification regarding the prerequisites, CRIM 135 is recommended and not required.	EC25.18.02

First: ACC Second: Gord Weary Carried		
B1OPEN: Business Administration – Open Studies – Colin Elliott/Ruth Santos (10 minutes) ➤ Motion: To approve the B1OPEN as presented. To have a discussion on whether B1OPEN should be treated as an admissions process or a program. Discussion: • B1OPEN was presented as an admission pathway rather than a program. • It was discussed that the intent is to allow students, particularly community members and those exploring business courses to enroll without having to apply to a business program. The pathway doesn't have a graduation requirement and it is created to access the individual courses without the traditional admissions. • B1OPEN has been in development for several years, discussions were started during COVID times. • There was a comparison to other institutions like Open Learning, which does have a similar process to allow applicants to enroll in individual courses. • Referred to Admission and Registration Policy, section 3.1 which states that the College provides all people equal opportunity for access to programs and courses except where College operations are governed by legislation or accrediting bodies. Discussion about ensuring that the policy is aligned and maintained while removing barriers. • A review process may be done after a few years to assess if the B1OPEN pathway is effective. • Concerns about students entering math heavy course without prerequisites, the risk of tuition and time loss if they struggle. Other institutions like TRU Open Learning and BCIT still require Math 11 and suggested reconsidering including Math course in B1OPEN. • The cluster has noted that some students may require some additional academic supports, and the cluster is confident that the instructors can identify if a student is really needing to have the prerequisite before starting the course(s). • Discussed the importance of supporting students, in courses such as MATH 150 and it was proposed to add a language for admissions requirements to encourage students to connect with the program coordinator before enrolling. • Added "We understand learners may have gaps in their knowledge that could impact their success; hence, we advise that learners meet with the Program Coordinator before enrolling." under admission requirements. First: ACC Second: Chris Try Carried		EC25.18.03
Break (5 minutes)		
ACCT 150: Financial Accounting I – Ruth Santos (10 minutes) ➤ Motion: To approve the ACCT 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum.		EC25.18.04

ACC advised to move this item to EdCo without a full discussion.

Discussion:

- Clarification regarding the proposed changes for the courses associated involves the removal of the prerequisites for ten (10) B1OPEN courses and there are no changes to the description, learning outcomes, or assessments.

Motion: To discuss all ten (10) courses as a group.

First: Colin Elliott

Second: Chris Try

Discussion:

- Concerns about the courses have not go through a proper review, particularly indigenization and articulation. It was noted that the courses were last rearticulated in 2020, and the articulation is valid for up to seven years.
- Suggested that the BADM cluster bring a work plan to the next EdCo meeting to ensure a full review **within** two years. It was noted that the cluster is committed to regularly reviewing courses and incorporating necessary updates.
- Concerns about citing individual issues with the evaluation profiles of several courses.
- Called for a vote whether to discuss the ten (10) courses as a group.
- A roll call was conducted, resulting in a tie (6 in favor, 6 opposed, and 1 abstain)
- As per the bylaws section 5.6.5 5.6.5 Resolutions or motions receiving a tie vote shall be withdrawn. **Motion withdrawn.** Courses will be reviewed individually.

Motion: To address the individual courses solely based on prerequisites, corequisites, and assessment. To ensure that the courses will come through curriculum review within two years.

First: Chris Try

Second: Colin Elliott

Carried

Discussion:

- The removal of prerequisites was discussed. Suggestion to include “recommended” to provide guidance to students.
- Question about Math 11 where it should be specified as either Pre-Calculus, Foundations, or Apprenticeship. It was noted that it is foundations.
- Updated the prerequisites to “Recommended English Studies 12, English First Peoples 12 or equivalent. Recommended Foundations Math 11 or equivalent.” across **all** B1OPEN courses.
- Removed the “credit” under evaluation profile as the grading format is letter grades across **all** B1OPEN courses.
- The learning outcomes were confirmed that it is previously approved by EdCo year 2020.

First: ACC Second: Jon Stone <i>Carried</i>	
Break (30 minutes)	
BCPT 150: Business Computers – Ruth Santos (10 minutes) ➤ Motion: To approve the BCPT 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. First: ACC Second: Colin Elliott <i>Carried</i>	EC25.18.05
BENG 150: Business Communications – Ruth Santos (10 minutes) ➤ Motion: To approve the BENG 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion: Replacing “Other” with “Professionalism” under evaluation profile. First: ACC Second: Colin Elliott <i>Carried</i>	EC25.18.06
BLAW 152: Canadian Business Law – Ruth Santos (10 minutes) ➤ Motion: To approve the BLAW 152 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion: - Discussion whether essays should be listed separately from assignments. It was noted that essays should be under assignment. Removed essays. - Replacing “Other” with “Assignment” and changed from 15% to 55% under evaluation profile. First: ACC Second: Colin Elliott <i>Carried</i>	EC25.18.07
ECON 150: Microeconomics – Ruth Santos (10 minutes) ➤ Motion: To approve the ECON 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion.	EC25.18.08

Discussion: Replacing “Other” with “Professionalism” under evaluation profile. First: ACC Second: Colin Elliott Carried	
ECON 151: Macroeconomics – Ruth Santos (10 minutes) ➤ Motion: To approve the ECON 151 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion: - Replacing “Other” with “Professionalism” under evaluation profile. - Question about Exam(s) due to software constraints. Emily to add to the CIM review task force agenda. First: ACC Second: Colin Elliott Carried	EC25.18.09
MARK 150: Introduction to Marketing – Ruth Santos (10 minutes) ➤ Motion: To approve the MARK 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion: Replacing “Other” with “Professionalism” under evaluation profile. First: ACC Second: Colin Elliott Carried	EC25.18.10
MATH 150: Mathematics of Finance – Ruth Santos (10 minutes) ➤ Motion: To approve the MATH 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion: Replacing “Other” with “Assignments” under evaluation profile. First: ACC Second: Colin Elliott Carried	EC25.18.11

MGMT 150: Principles of Management – Ruth Santos (10 minutes) ➤ Motion: To approve the MGMT 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion: Replacing “Other” with “Assignments” under evaluation profile. First: ACC Second: Colin Elliott <i>Carried</i>	EC25.18.12
MGMT 280: Management Information Systems – Ruth Santos (10 minutes) ➤ Motion: To approve the MGMT 280 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. First: ACC Second: Colin Elliott <i>Carried</i>	EC25.18.13
Curriculum Renewal: Program Discontinuation – Emily Suderman (10 minutes) ➤ Motion: To recommend that Social Service Worker, Associate of Arts – First Nations Specialization, Associate of Arts – Sustainable Communities Specialization, Associate of Arts – Archaeological & Cultural Resource Management Specialization submit timelines for curriculum renewal before June 2025. If the June deadline is not met, that Education Council discuss the recommendation to consider the curriculum for discontinuation. Discussion: - It was noted the importance of curriculum renewal, noting the abovementioned programs that have not go through EdCo approval in over 10 years should be reviewed. Some specializations are challenging for students to complete within two years and some specializations may lack faculty champions, which complicates renewal process. - The motion was supported by SSW, it provides necessary structure and accountability. Suggested incorporating these timelines into policy to have a clear documentation. Action item: Monica will reach out to Gord Weary and Reto Riesen and ensure that they are aware of the required timelines. To connect with Sheree Ronaasen as well. First: Emily Suderman Second: Chris Try <i>Carried</i>	EC25.18.14
EdCo Definitions – Education Policy Committee (10 minutes)	EC25.18.15

➤ **Notice of Motion:** To approve the Education Council definitions as presented.

Discussion:

- The current definitions are outdated. Based on the review from QAPA, there are missing terms or definitions.
- The revised definitions were sent out to the 30-day community consultation and approved by EPC.
- Encouraged the group to read the final version and provide feedback before the next EdCo meeting. The final copy has been sent to EdCo meeting invite as part of the meeting package.



Education Council – April 25, 2025

Approval of the Agenda from April 25, 2025 (2 minutes) For Approval: EdCo Agenda To move EDUA, EDUA 130, and EDUA 135 before Adult Upgrading. First: Tracey Woodburn Second: Gord Weary <i>Carried</i>	EC.25.22
Approval of Minutes from March 28, 2025 (2 minutes) For Approval: EdCo Minutes First: Chris Try Second: Kāshā <i>Carried</i>	EC.25.23
CONSENT AGENDA	EC.25.24
ACTION AGENDA	EC.25.25
EdCo Voting (10 minutes) Bylaws – Appendix C – Membership Rotation Odd years: - one support staff elected by the Support Staff – Luchille Ramirez - one faculty from the Business and First Nations Fine Arts Cluster – Chris Try - one faculty from the Trades and Workforce Training Cluster – Linnea Waechter - one faculty from Teaching and Learning Support Cluster – Adam Nash - one faculty from the Developmental Cluster – Melanie Pollard - one faculty from University Credit and Applied Coastal Ecology Cluster – Gord Weary Appointed each year: - four educational administrators appointed by the President Anuraj Bajwa, Emma Shack, Kara Loy, Tracey Woodburn - one Indigenous Scholar faculty recommended by faculty in consultation with the Indigenization department then appointed by the President Kāshā/JMorris - one non-voting, advisory member appointed by the Board of Governors CJ Butcher until June 2025 - one non-voting, advisory member appointed by the First Nations Council Priscilla Michell until November 2025	EC25.25.01
EdCo Voting – Chair & Vice Chair – Emily Suderman (10 minutes) Bylaws - edco_bylaws.pdf (coastmountaincollege.ca) 3.2 Election of Officers 3.2.1 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. 3.2.2 The Chair and Vice Chair cannot serve more than three consecutive terms.	EC25.25.02

3.2.3 The election of the officers will be by secret ballot. 3.2.4 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. 3.2.5 In the absence of the Chair, the Vice Chair acts as Chair of the meeting. • EdCo Chair ○ The EdCo chair and EdCo Vice Chair are elected every year. ○ Marja nominated Gord Weary. Gord accepted nomination. ○ Marja nominated Callan Williamson. Callan accepted nomination. ○ Callan nominated Adam Nash. Adam declined nomination. ○ Gord nominated Reto Riesen. Reto declined nomination. ○ Kāshā nominated Bernadette McNabb. Bernadette was not eligible as their term on EdCo had ended. Motion: To approve the results of the EdCo Chair elections via secret ballot through Microsoft Forms. First: Tracey Woodburn Second: Adam Nash <i>Carried</i> ○ Callan Williamson was elected as Chair of Education Council. • EdCo Vice Chair ○ Callan nominated Gord Weary. Gord declined nomination. ○ Sandy nominated Adam Nash. Adam accepted nomination. ○ Sandy nominated Emma Shack. Emma accepted nomination. ○ Kāshā nominated Marja Burrows. Marja declined nomination. ○ Kāshā nominated Chris Try. Chris accepted nomination. Motion: To approve the results of the EdCo Vice Chair elections via secret ballot through Microsoft Forms. First: Chris Try Second: Kāshā <i>Carried</i> ○ Emma Shack was elected as Vice Chair of Education Council.	
Callan chaired the EdCo meeting at 10:30am.	
2025-2026 Meeting Schedule – Marja Burrows/Monica Barro (10 minutes) ➤ Notice of Motion: To accept proposed 2025-2026 meeting schedule as presented. Discussion: • Final motion is scheduled for May EdCo meeting. • The proposed EdCo meeting schedule contains two tabs, Monday dates and Friday dates. • Concerns about Fridays can be challenging for some members to attend but there are numerous stat holidays on Mondays that need to be considered. • Suggestion to start earlier at 8:30am to 12:30pm, to avoid any lunch interruptions. • Discussion about the faculty's availability during 12-1:30pm.	EC25.25.03

• Discussion on the flexibility of 4-hour duration meeting and suggestion to shorten it. • Encouraged the group to review the dates to check within their clusters. For feedback or any comments direct it to edco@coastmountaincollege.ca.	
Marja chaired the EdCo meeting at 10:40am.	
EDUA: Education Assistant Certificate – Yuriko Riesen (10 minutes) ➤ Motion: To approve the EDUA as presented. Discussion: • The proposal is to change the English requirement from English 12 to English 10. It was proposed that EDUA 105 and EDUA 125 be removed on the program outline and replaced it with two (2) new courses, EDUA 130 and EDUA 135. • Discussions and concerns about having English 10 level as the admission requirement. It was noted that there are students who do not have a grade 12 but been successful to the program. The program area explained that the certificate allows open access, access for First Nations learners and to remove barriers to students. It was noted that the program's intent is not to be equivalent to Grade 12, but build confidence, soft skills, and readiness of the students for further study. • There is an upcoming Education Diploma where students can enter into a second-year diploma and may complete ENGL 12. Upgrading department will support students in reaching academic requirement. • Question about not just getting the credit but if the students will be successful if the materials are going to be at a grade 10 level? It was noted that the program area created a new course (EDUA 130) that supports language skills. It was also noted that the new course does not equate to grade 12. • Question about what employers require students for them to get hired. It was noted that it requires high school graduation and not specifically English 12. • Suggestion to revise the maximum duration from 10 months to 36 months, to align with the Granting of Credentials policy that allows up to 3 years for a certificate. Updated the maximum duration to 36 months. • A roll call was conducted, resulting in 8 in favor, 2 opposed, and 3 abstain. Motion carried. First: ACC Second: Callan Williamson <i>Carried</i>	EC25.25.04
Break (8 minutes)	
EDUA 130: Language Skills for Educators – Glenn Groulx (10 minutes) ➤ Motion: To approve the EDUA 130 as presented. Discussion: • This course is offered in first semester of the certificate program.	EC25.25.05

• This course provides opportunity for students to gain confidence, skills, and communication. To open up access to communities and individuals who have a lot of experience. • Topics include academic writing, face to face presentations, interviewing other community members, and building interpersonal communication. • Question about why the course is not auditable. It was agreed that the EDUA 130 is auditable. First: ACC Second: Chris Try <i>Carried</i>	
EDUA 135: Exceptionalities and Curriculum – Yuriko Riesen (10 minutes) ➤ Motion: To approve the EDUA 135 as presented. Discussion: • This course is a combination of EDUA 105 and EDUA 125. • It was noted that the course is redesigned based on the learning principles to preserve the learning outcomes to meet the program goals. First: ACC Second: Chris Try <i>Carried</i>	EC25.25.06
AUGD: Adult Upgrading (AU) Certificate or Adult Dogwood Diploma – Kim McIntyre (10 minutes) ➤ Motion: To approve the AUGD as presented. Discussion: • The program area intent to rename the program from CCP to Adult Upgrading (AU) to align with what the general public is using and to avoid any confusion with other acronyms. It was noted the opportunity to market the program using AU that means gold. • It was noted that the program has not gone through curriculum review process and the last recorded update was back in 1997. • The content was updated and created a new program learning outcomes. First: ACC Second: Sandy Kaardal <i>Carried</i>	EC25.25.07
U1MTAS: Mountain Adventure Science Certificate – Matt Beedle (10 minutes) ➤ Motion: To approve the U1MTAS as presented. Discussion: • Reworking of the program based on the program review and advisory input. • Created new learning outcomes, program overview, and renaming of the credential.	EC25.25.08

- It was noted that ENVS 111 is not a new course, it has not been offered as part of a program yet. - Additional credentials to be offered (e.g. Wilderness first aid, Swiftwater rescue). - BIOL 191 to be added as a prerequisite for BIOL 102. Catharine will be working on it. First: ACC Second: Adam Nash <i>Carried</i>	
ACCT 250: Inter. Financial Accounting I – Ruth Santos (10 minutes) ➤ Motion: To approve the ACCT 250 as presented. Discussion: - MATH 150 is not a requirement for CPA. This course is not a continuation of ACCT 150 and/or ACCT 151. - Changed the minimum passing grade to P as letter grade. First: ACC Second: Melanie Pollard <i>Carried</i>	EC25.25.09
BFIN 250: Business Finance I – Ruth Santos (10 minutes) ➤ Motion: To approve the BFIN 250 as presented. First: ACC Second: Callan Williamson <i>Carried</i>	EC25.25.10
MATH 251: Statistics – Ruth Santos (10 minutes) ➤ Motion: To approve the MATH 251 as presented. First: ACC Second: Callan Williamson <i>Carried</i>	EC25.25.11
PDDPA: Post-Degree Diploma in Professional Accounting – Ruth Santos (10 minutes) ➤ Motion: To approve the PDDPA as presented. Discussion: Minor updates to align the courses to CIP codes and removed ACCT 254 and ACCT 257, and add BCPT 150 and MATH 150. First: ACC Second: Adam Nash <i>Carried</i>	EC25.25.12
BIOL 201: Invertebrate Zoology – Catharine White (10 minutes) ➤ Motion: To approve the BIOL 201 as presented.	EC25.25.13

Discussion: • Course updated after many years. • Prerequisite requirements changed to C or greater for second year science courses. First: ACC Second: Emily Suderman <i>Carried</i>	
BIOL 208: The Biology of Plants – Catharine White (10 minutes) ➤ Motion: To approve the BIOL 208 as presented. First: ACC Second: Emily Suderman <i>Carried</i>	EC25.25.14
BIOL 215: Genetics – Catharine White (10 minutes) ➤ Motion: To approve the BIOL 215 as presented. First: ACC Second: Callan Williamson <i>Carried</i>	EC25.25.15
Break (30 minutes) 1:04pm	
ENGR: Engineering Certificate – Regan Sibbald (10 minutes) ➤ Motion: To approve the ENGR as presented. Discussion: • The program had a low enrollment in recent years as engineering-specific courses not being possible to run for just one or two students. This is why it was removed from EPBC. • The revised certificate took out the engineering courses so that it only includes courses that already run regularly. • This pathway is previously been successful for students transferring to engineering degrees at institutions like UBC or UVic. The program area specify that this is a great pathway to start for students. • Changed the admission requirements from Physics 12 to Physics 11. • Concerns about the change in admission requirements and how it affects PHYS 121. It was noted that the foundational content is retaught at a post-secondary level and program still offers a strong basis for transfer. First: ACC Second: Gord Weary <i>Carried</i>	EC25.25.16

Environmental Geosciences Diploma – Gord Weary (10 minutes) Discussion: • The program did not go through ACC and Registrar’s Office step in CIM. • The program area presented the diploma program as a pivot from the U2GESC Associate of Science – Environmental Geosciences Specialization. In order to accommodate the IRCC requirements and make the program available to international students. • The program can attract either domestic or international students. • Changed the academic level from NWCC to Undergraduate. • Updated the elective language under program outline from “12 credits as electives in Science or Arts: Any 1st or 2nd Year Arts or Science Course approved by an Academic Advisor or the Program Coordinator. Courses offered as Field Schools preferred.” to “12 credits as electives in Science or Arts: Any 1st or 2nd Year Arts or Science Course. Courses offered as Field Schools preferred. Please reach out to an Academic Advisor or Program Coordinator for course planning and guidance.” • Removed the 2700 indicated in the total program hours. • Removed the outdated course language from “Principles of Math 11 or Applications of Math 12 or wording.” to “Foundations of Math 11 or Pre-Calculus 11 or equivalent. • Removed the “submit proof of” to clarify the English admission requirements. • Program approved. First: Adam Nash Second: Callan Williamson <i>Carried</i>	EC25.25.17
Academic Schedule 2025-2027 – Emily Suderman (10 minutes) ➤ Notice of Motion: To accept the Academic schedule 2025-2027 as presented. Discussion: • The goal is to have this posted three years in advance. • The proposed 2027 Winter semester will start on Wednesday, January 6, due to a late end in 2026 Winter on December 18. • The timing has implications for convocation, grade submissions (5 days after end of term), grade appeals (due within 10 days of grade), start of next term, and registration timelines and student transitions. • It was noted the importance of cluster discussions, especially for reading break dates, exam periods, and grade submission logistics. • Keep in mind, with the late date, convocation would need to be third week of June or later (2027) • Keep in mind that we had a situation wherein the difficulty of hiring instructors.	EC25.25.18

Clusters to invite Emily to their cluster meeting invites to discuss any feedback prior to the next EdCo meeting.	
EdCo Definitions – Education Policy Committee (10 minutes) ➤ Motion: To approve the Education Council definitions as presented. Discussion: - No feedback received since the previous notice of motion. - Question about why dual enrollment is highlighted. It was noted that it is based on feedback aligning it with contract and school district language. First: EPC Second: Kāshā <i>Carried</i>	EC25.25.19
EPC Terms of Reference – Education Policy Committee (10 minutes) ➤ Notice of Motion: To accept the EPC Terms of Reference as presented. To defer the remaining agenda items to the next meeting on May 30th due to loss of quorum.	EC25.25.20
CIM Review Task Force Final Report – Emily Suderman (10 minutes) ➤ Notice of Motion: To accept the final report as presented. To defer the remaining agenda items to the next meeting on May 30th due to loss of quorum.	EC25.25.21



Education Council – May 30, 2025

Approval of the Agenda from May 30, 2025 (2 minutes) For Approval: EdCo Agenda - 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 Second: Adam Nash <i>Carried</i>	EC.25.29
Approval of Minutes from April 25, 2025 (2 minutes) For Approval: EdCo Minutes First: Marja Burrows Second: Emily Suderman <i>Carried</i>	EC.25.30
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: - 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. First: ACC Second: Emma Shack <i>Carried</i>	EC.25.32.01
EPC Terms of Reference – Education Policy Committee (10 minutes) ➤ Notice of Motion: To accept the EPC Terms of Reference as presented. Discussion: - 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...”	EC.25.32.02

• 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.	
CIM Review Task Force Final Report – Emily Suderman (10 minutes) ➤ Notice of Motion: To accept the final report as presented. Discussion: • 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. Clarity of expectations at each step of the workflow was discussed. How stalled curriculum will be managed. • 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.	EC.25.32.03
Academic Schedule 2025-2027 – Anuraj Bajwa (10 minutes) ➤ Motion: To approve the Academic Schedule as presented. Discussion: • 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.	EC.25.32.04

- 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. - 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. First: Anuraj Bajwa Second: Chris Try	
Break (15 minutes) 11:17AM	
2025-2026 Meeting Schedule – Callan Williamson/Monica Barro (10 minutes) ➤ Motion: To approve the 2025-2026 meeting schedule as presented. Discussion: - 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.	EC.25.32.05

Motion: To approve 2025-2026 EdCo 4th Friday meeting schedule.

First: Marja Burrows

Second: Melanie Pollard

Carried

- Coordination between FNC and BOG was requested moving forward.
- Meeting times will be discussed at the next EdCo meeting.

First: Callan Williamson/Monica Barro

Second: Adam Nash

Carried



Education Council – June 27, 2025

Approval of the Agenda from June 27, 2025 (2 minutes) For Approval: EdCo Agenda First: Chris Try Second: Emma Shack <i>Carried</i>	EC.25.36
Approval of Minutes from May 30, 2025 (2 minutes) For Approval: EdCo Minutes First: Melanie Pollard Second: Luchille Ramirez <i>Carried</i>	EC.25.37
CONSENT AGENDA	EC.25.38
ACTION AGENDA	EC.25.39
EdCo Voting (5 minutes) Bylaws – Appendix C – Membership Rotation Appointed each year: • Four educational administrators appointed by the President ○ Colin Elliott, Emily Suderman, Emma Shack, Tracey Woodburn	EC.25.39.01
BFIN 250: Business Finance I – Colin Elliott (10 minutes) ➤ Motion: To approve the BFIN 250 as presented. Discussion: • Correcting the prerequisites from ACCT 151 to ACCT 150. • ACCT 151 is mostly taken by accounting students. First: ACC Second: Chris Try <i>Carried</i>	EC.25.39.02
MATH 046: Advanced Business/Technical Mathematics – Sarah Kirwin (10 minutes) ➤ Motion: To approve the MATH 046 as presented. Discussion: • Formatting/wording of learning outcomes. • Instructor qualifications added. • Evaluation profile revised. 7.5% journals (start and end), 22.5% assignments, 70% module tests or projects (6 evenly weighted) First: ACC Second: Melanie Pollard	EC.25.39.03

<i>Carried</i>	
PHYS 121: Advanced Physics I – Regan Sibbald (10 minutes) ➤ Motion: To approve the PHYS 121 as presented. Discussion: • Changed prerequisites from Physics 12 to Physics 11 (Pre-Calculus 12 remains). • To align with the provincial articulation. Reduces barriers. • It shows that student success is more closely tied to math readiness and study habits. First: ACC Second: Catharine White <i>Carried</i>	EC.25.39.04
CIM Review Task Force Final Report – Emily Suderman (10 minutes) ➤ Motion: To approve the final report as presented. Discussion: • To accept the final report of the CIM Review task force. • Evaluated the curriculum development process. • Highlighted the need for clarity at each step in the curriculum workflow. • EPC will have to do the work with a close eye with regards to the policy recommendations. • Are these recommendations going to be further discussed as part of EPC or EDCO? Or is the intent to implement these recommendations? Another task force to be created to look at the recommendations. First: Emily Suderman Second: Sandy Kaardal <i>Carried</i> Motion: To disband the CIM review taskforce. First: Emily Suderman Second: Tracey Woodburn <i>Carried</i> Motion: To create Curriculum Guidelines and Expectations taskforce. Duties are to create additional guidelines and expectations within our curriculum guideline. 6.3 Task Forces 6.3.1 An EdCo resolution initiating a task force shall include the following: 6.3.1.1 A name for the task force Curriculum Guidelines and Expectations taskforce 6.3.1.2 A list of specific duties and objectives 1. To create additional guidelines and develop clear expectations for each step within our curriculum guideline. 6.3.1.3 The appointed Chair, who shall be a member of EdCo. Emily volunteered as Chair.	EC.25.39.05

• Volunteer participants: Sarah Grielens, Tracey Woodburn, Callan Williamson, Om Parkash • To push this to the clusters as well. Let Emily know if there are interested participants. First: Emily Suderman Second: Melanie Pollard <i>Carried</i>	
EPC Terms of Reference – Education Policy Committee (10 minutes) ➤ Motion: To approve the EPC Terms of Reference as presented. Discussion: • Question about alignment between EPC chair election timing and EdCo elections. • Current bylaws state that section 6.2.5 At the first meeting of the standing committee a Chair and/or Co-Chairs must be elected and section 6.2.6 Council membership on standing committees shall be determined at the September meeting of each year. • Proposal to amend this to align with EdCo voting elections. Action item: Add discussion item of bylaw amendment re: chair election timing to the September EdCo agenda. To connect with the bylaw task force. First: EPC Second: Luchille Ramirez <i>Carried</i>	EC.25.39.06
Academic Schedule 2025-2027 – Emily Suderman (10 minutes) ➤ Notice of Motion: To accept the Academic Schedule as presented. Discussion: • A revised draft of the academic schedule was presented based on feedback and further review. • Few corrections were made. Final grade deadline in December 2026 moved to December 22. Correction to Thanksgiving date and Easter date in 2027. • A newer version will be circulated to EdCo members and discussed in August cluster meetings. • Two (2) suggestions or proposed changes for cluster discussion: ○ Proposed two-week exam period ▪ Allows more time for student study and less stress. Earlier exams for heavily graded courses. It provides instructors more time to meet 5-day grade turnaround. ▪ Clusters are asked to think about this and discuss the impacts on schedule. ▪ Comments about shortening teaching time may cause issues. Early exams already happen in some courses. ▪ Comments about the need for careful scheduling around holidays.	EC.25.39.07

▪ IT may need special accommodations? ▪ UC cluster prefers a Monday start (January 11 – April 30, 2027) over the proposed Wednesday start for 2027. ○ Condensed delivery option for Fall 2026 start ▪ Due to the September 8, 2026 start, faculty are asked to consider delivering condensed courses (four (4) hours/week instead of 3) to avoid late December finishes. ▪ This option is voluntary and aimed at increasing flexibility for instructors and students. ▪ Concerns about potential impacts on coverage if instructors are sick. ▪ Clusters to discuss whether condensed models might work for their programs. • The academic schedule will need to go through cluster and be discussed again and to bring it back to EdCo and then voted on.	
Revision of Learning and Inclusion Statement on Program/Course Outline – Kāshā JMorris (10 minutes) ➤ Notice of Motion and Motion: To approve the revised learning and inclusion statement for inclusion on all program and course syllabi, replacing the current version, and that the new statement be implemented beginning Fall 2025. • Deferred to the next EdCo meeting due to Kāshā's absence.	EC.25.39.08
Academic Integrity Policy and Procedures – Education Policy Committee (10 minutes) ➤ Notice of Motion: To accept the Academic Integrity Policy and Procedures as presented. Discussion: • The goal is to respect instructor autonomy, support students with appropriate guidance, and establish mechanisms for escalating repeated or serious infractions (AI misuse). • Broad consultation included faculty, COLT, academic advisors, and support staff. • This has been well-received by many faculty clusters. Positive feedback so far, but some cluster have not yet reviewed it. • This policy and procedure will be bundled to Academic Standing and Academic Appeals for future implementation. • Final approval anticipated to be by November 2025. • Encouraged clusters to review and provide feedback before the final approval.	EC.25.39.09

Education Council – August 29, 2025
(Extraordinary Meeting)

ACTION AGENDA

EdCo Voting – Chair – Emily Suderman

Bylaws - [edco_bylaws.pdf \(coastmountaincollege.ca\)](#)

- Explained what an extraordinary meeting is.
- Emma nominated Melanie Pollard. Melanie declined nomination.
- Callan nominated Chris Try. Chris declined nomination.
- Tracey nominated Marja Burrows. Marja accepted nomination. It is permissible and not consecutive as per the bylaws.

Second: Chris Try
Carried

- Callan nominated Luchille Ramirez. Luchille declined nomination.
- Sandy nominated Adam Nash. Adam declined nomination.
- Chris nominated Emma Shack. Emma declined nomination.
- **Marja Burrows** was acclaimed as Chair of Education Council. The term is September 2025 to April 2026.

