

## Minutes of the Education Council Meeting

December 9th, 2022

10:00 am – 12:00 pm Blue Jeans

Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Tsimshian, Nisga'a, Haisla, Gitksan and Wet'suwet'en and acknowledges the traditional territories its campuses reside on. We also collaborate with our close neighbors in the Tahltan Nation.

Chair: Marja Burrows

Recording Secretary: Aman Kang

Members: Lana Reid (Titilope Kunkel), Debra Sullivan (Lauren Fraychineaud), Dave McKeever, Kāshā JMorris, Troy Hanschen, Emma Shack, Dave Smith, Pricilla Michelle, Michele Cook, Sarah Grielens, Yuriko Riesen, Evan VanDyk, Endreyan Macaspac, Dave McKeever, Debbie Sullivan, Lana Reid, Colin Elliott, Mercedes, Tracey Woodburn, Dave Smith, Gord Weary.

Guests: Emily Suderman, Destiny Stewart.

Regrets: Reto Riesen, Adam Nash, Titilope Kunkel, Lauren Fraychineaud.

**Call to order and declaration of Quorum: (1 minute) 10:01 am**

<p><b>Acceptance of Agenda for December 9th, 2022 (2 minutes)</b></p> <p><b>For Approval: <a href="#">EdCo Agenda – December 9<sup>th</sup>, 2022</a></b>  <i>Please see December 9<sup>th</sup> Agenda on pages 5-6.</i></p> <p style="text-align: right;"><b>First: Dave McKeever</b> <b>Second: Sarah Grielens</b></p>	<p>EC.22-63</p> <p style="text-align: center;"><i>Carried</i></p>
<p><b>Approval of Minutes from November 25th, 2022 (2 minutes)</b></p> <p><b>For Approval: <a href="#">EdCo Minutes – November 25<sup>th</sup>, 2022</a></b>  <i>Please see November 25<sup>th</sup> Minutes on pages 7-10.</i></p> <p style="text-align: right;"><b>First: Troy Hanschen</b> <b>Second: Gord Weary</b></p>	<p>EC.22-64</p> <p style="text-align: center;"><i>Carried</i></p>
<b>ACTION AGENDA</b>	
<p>➤ <b>Transfer Credit Task Force (2 minutes)</b>  <b>Motion</b> to dissolve the Transfer Credit Task Force.</p> <p style="text-align: right;"><b>First: Transfer Credit Task force</b> <b>Second: Lana Reid</b></p>	<p>EC.22-65.01</p> <p style="text-align: center;"><i>Carried</i></p>
<p>➤ <b>Education Council Bylaws (2 minutes)</b>  <b>Motion</b> to dissolve the Bylaw Task Force.</p> <p style="text-align: right;"><b>First: Bylaw Task force</b> <b>Second: Dave McKeever</b></p>	<p>EC.22-65.02</p> <p style="text-align: center;"><i>Carried</i></p>
<p>➤ <b>Academic Dates (15 minutes)</b>  <b>Motion</b> to approve the academic dates as presented.</p> <p><b>For Approval: <a href="#">Important Dates 2022-2023</a></b>  <i>Please see Important Dates on pages 11-13.</i></p>	<p>EC.22-65.03</p>



<p>ECCE PR Reading Break – Need to confirm this date.</p> <p>Application for Graduation Deadline to be changed to – Deadline to Apply for Convocation.</p> <p style="text-align: right;"><b>First: Troy Hanschen</b> <b>Second: Michele Cook</b></p>	<p><i>Carried</i></p>
<p>➤ <b>Summary of Motions 21-22 (5 minutes)</b> <b>Motion</b> to accept the summary of motions as presented.</p> <p><b>For Approval:</b> <a href="#">Summary of Motions 2021-2022</a></p> <ul style="list-style-type: none"> <li>• Only motions to be present in this document.</li> <li>• The Summary of Motions must be easily searchable.</li> </ul> <p style="text-align: right;"><b>First: Troy Hanschen</b> <b>Second: Yuriko Riesen</b></p>	<p>EC.22-65.04</p> <p><i>Carried</i></p>
<p>➤ <b>ACC Terms of Reference - (Articulation and Curriculum Committee)</b> <b>Motion</b> to accept the proposed Terms of Reference for the Articulation and Curriculum Committee)</p> <p><b>For Approval:</b> <a href="#">ACC Terms of Reference</a> <i>Please see ACC Terms of reference on pages 14-15.</i></p> <p>Worked really hard on ACC purpose, faculty are going through the process of Indigenization, change of quorum and the membership piece</p> <p>ACPAC worked very hard on the ACC Terms of Reference. This includes;</p> <ol style="list-style-type: none"> <li>I. Name change to, Articulation and Curriculum Committee (ACC).</li> <li>II. Worked extensively on the Purpose, Committee Membership &amp; Frequency of Meetings sections.</li> </ol> <p>Aman to update the ACC Terms of Reference - Change Education Council non-headings to Edco.</p> <p style="text-align: right;"><b>First: ACC</b> <b>Second: Sarah Grielens</b></p>	<p>EC.22-65.05</p> <p><i>Carried</i></p>
<p>➤ <b>Cluster Annual Report Template</b> <b>Motion</b> to accept the Cluster Annual Report Template. Submit to all cluster Chairs December 19<sup>th</sup>.</p> <p><b>For Approval:</b> <a href="#">Cluster Annual Report</a> <i>Please see Cluster Annual Report on page 16.</i></p> <ul style="list-style-type: none"> <li>• Living document to be filled out at each meeting.</li> <li>• Suggested that minute taker fills this out.</li> </ul> <p style="text-align: right;"><b>First: Tracey W</b> <b>Second: Lana R</b></p>	<p>EC.22-65.06</p> <p><i>Carried</i></p>
<p><b>DISCUSSION AGENDA</b></p>	<p>EC.22-66</p>
<p><b>Land Acknowledgement and Efforts of Reconciliation (20 minutes)</b> Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Tsimshian, Nisga'a, Haisla, Gitksan and Wet'suwet'en and acknowledges the traditional territories its campuses reside on.</p>	<p>EC.22-66.01</p>



We also collaborate with our close neighbors in the Tahltan Nation.	
<b>Task force on EdCo Process – Titi Kunkel (5 minutes)</b>  No updates or reports.	EC.22-66.02
<b>Indigenization of Curriculum – Titi Kunkel (5 minutes)</b>  <ul style="list-style-type: none"> <li>No updates or reports.</li> <li>No meeting held recently as per Kāshā.</li> <li>Clusters are encouraged to invite Kāshā to cluster meetings.</li> <li>Kāshā like to know what are the areas where you teach and where would you like to have a visitor, budget to make this happen, when the best time would be to have workshops and trainings for Indigenization.</li> </ul>	EC.22-66.03
<b>Cluster Review Task Force – Colin Elliott (5 minutes)</b>  <ul style="list-style-type: none"> <li>No updates or reports.</li> <li>No meeting scheduled.</li> </ul> <i>Destiny left meeting</i>	EC.22-66.04
<b>Amendment to Education Policies (20 minutes) - Gord Weary</b>  <b>For Amendment:</b> <a href="#">Proposed Amendment to Education Policies</a> <i>Please see Proposed Amendment to Education Policies on page 17.</i>  <b>Notice of Motion:</b> <i>Recommendation to refer policy to EPC and tentatively the procedures piece. Obtain feedback from clusters.</i>	EC.22-66.05
<b>CONSENT AGENDA</b>	EC.22-67
<b>Amendment of Program Outline for Post Degree Accounting</b>  Previously there was no total credits listed. It listed individual course credits (the 3s). Now total credits are listed.  <b>For Amendment:</b> <a href="#">Post Degree Accounting - Screenshot</a> <i>Please see Post Degree Accounting - Screenshot on page 18.</i>	EC.22-67.01
<b>REPORTS</b>	EC.22-68
<b>Chair - Marja Burrows</b>  <ul style="list-style-type: none"> <li>Last EdCo meeting was held on the 25<sup>th</sup></li> <li>Marja and Aman attended the health cluster and review current Bylaws.</li> </ul>	EC.22-68.01
<b>ACPAC - Lauren Fraychineaud (Marja)</b>  <ul style="list-style-type: none"> <li>New Committee name and ACC Terms of Reference.</li> </ul>	EC.22-68.02
<b>FNC - Priscilla Mitchell</b>  <ul style="list-style-type: none"> <li>Next meeting to be held in January 2023.</li> </ul>	EC.22-68.03
<b>EPC - Troy Hanschen</b>	EC.22-68.04



<ul style="list-style-type: none"> <li>• Next meeting November 15<sup>th</sup>.</li> </ul>	
<b>Educational Planning and Program Review</b> - Tracey Woodburn <ul style="list-style-type: none"> <li>• Program Review audit is scheduled for 2023.</li> </ul>	EC.22-68.05
<b>Educational Practice</b> - Tracey Woodburn <ul style="list-style-type: none"> <li>• No updates to report.</li> </ul>	EC.22-68.06
<b>International Education Committee Report</b> - Colin Elliott <ul style="list-style-type: none"> <li>• Meeting scheduled for Jan 25<sup>th</sup>.</li> </ul>	EC.22-68.07
<b>Cluster Reports</b> <ul style="list-style-type: none"> <li>➤ ACE &amp; University Credit - No Reports.</li> <li>➤ Business – No Reports.</li> <li>➤ CPP &amp; LEAP – No Reports.</li> <li>➤ Health – <ul style="list-style-type: none"> <li>- Health cluster met on December 1<sup>st</sup>.</li> <li>- Capital requests have been submitted.</li> <li>- Posting in Smithers for an instructor.</li> <li>- Students are now able to download the Pharmacology textbook. This has been very popular with students.</li> </ul> </li> <li>➤ Human Services – <ul style="list-style-type: none"> <li>- Dual credit programs will be offered in 2023 to Terrace, Prince Rupert, Smithers and Haida Gwaii campuses.</li> </ul> </li> <li>➤ Library &amp; Student Services – No Reports.</li> <li>➤ Trades &amp; WCTS – No Reports.</li> </ul>	EC.22-68.08
<b>Motion to adjourn: Colin Elliott - 12:02pm</b> <b>Next Meeting: January 27th 2022</b>	EC.22-69

#### **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



## Education Council Meeting Agenda

December 9th, 2022

10:00 am – 12:00 pm Blue Jeans

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.

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

<p><b>Acceptance of Agenda for December 9th, 2022 (2 minutes)</b></p> <p>For Approval: <a href="#">EdCo Agenda – December 9<sup>th</sup>, 2022</a></p>	<p>EC.22-63</p>
<p><b>Approval of Minutes from November 25th, 2022 (2 minutes)</b></p> <p>For Approval: <a href="#">EdCo Minutes – November 25<sup>th</sup>, 2022</a></p>	<p>EC.22-64</p>
<p><b>ACTION AGENDA</b></p>	<p>EC.22-65</p>
<p>➤ <b>Transfer Credit Task Force</b>  <b>Motion</b> to dissolve the Transfer Credit Task Force.</p> <p style="text-align: right;"><b>First:</b> <b>Second:</b></p>	<p>EC.22-65.01</p>
<p>➤ <b>Education Council Bylaws (2 minutes)</b>  <b>Motion</b> to dissolve the Bylaw Task Force.</p> <p style="text-align: right;"><b>First:</b> <b>Second:</b></p>	<p>EC.22-65.02</p>
<p>➤ <b>Academic Dates (15 minutes)</b>  <b>Motion</b> to approve the academic dates as presented</p> <p>For Approval: <a href="#">Important Dates 2022-2023</a></p> <p>Screen share of online formatting will be shared.</p> <p style="text-align: right;"><b>First:</b> <b>Second:</b></p>	<p>EC.22-65.03</p>
<p>➤ <b>Summary of Motions 21-22 (5 minutes)</b>  <b>Motion</b> to accept the summary of motions as presented.</p> <p>For Approval: <a href="#">Summary of Motions 2021-2022</a></p> <p style="text-align: right;"><b>First:</b> <b>Second:</b></p>	<p>EC.22-65.04</p>
<p>➤ <b>ACC Terms of Reference - (Articulation and Curriculum Committee)</b>  <b>Motion</b> to accept the proposed Terms of Reference for the Articulation and Curriculum Committee)</p> <p>For Approval: <a href="#">ACC Terms of Reference</a></p> <p style="text-align: right;"><b>First:</b> <b>Second:</b></p>	<p>EC.22-65.05</p>
<p>➤ <b>Cluster Annual Report Template</b>  <b>Motion</b> to accept the Cluster Annual Report Template. Submit to all cluster Chairs December 19<sup>th</sup>.</p>	<p>EC.22-65.06</p>



For Approval: <a href="#">Cluster Annual Report</a>	First: Second:
<b>DISCUSSION AGENDA</b>	EC.22-66
<b>Land Acknowledgement and Efforts of Reconciliation (2 minutes)</b> Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Ts'msyen (Tsimshian), Nisga'a, Haisla, Gitksan and Wet'suwet'en and acknowledges the traditional territories its campuses reside on. We also collaborate with our close neighbors in the Tahltan Nation.	EC.22-66.01
<b>Task force on EdCo Process – Titi Kunkel (5 minutes)</b>  No updates or reports.	EC.22-66.02
<b>Indigenization of Curriculum – Titi Kunkel (5 minutes)</b>  No updates or reports.	EC.22-66.03
<b>Cluster Review Task Force – Colin Elliott (5 minutes)</b>	EC.22-66.04
<b>Amendment to Education Policies - Gord Weary</b>  For Amendment: <a href="#">Proposed Amendment to Education Policies</a>	EC.22-66.05
<b>CONSENT AGENDA</b>	EC.22-67
<b>Amendment of Program Outline for Post Degree Accounting</b>  Previously there was no total credits listed. It listed individual course credits (the 3s). Now total credits are listed.  For Amendment: <a href="#">Post Degree Accounting - Screenshot</a>	EC.22-67.01
<b>REPORTS</b>	EC.22-68
<ul style="list-style-type: none"> <li>➤ Chair — Marja Burrows</li> <li>➤ ACPAC – Lauren Fraychineaud</li> <li>➤ FNC — Priscilla Mitchell</li> <li>➤ EPC — Titi Kunkel – No updates or reports.</li> <li>➤ Educational Planning and Program Review – Tracey Woodburn</li> <li>➤ Educational Practice – Tracey Woodburn</li> <li>➤ International Education Committee Report – Colin Elliott</li> <li>➤ Cluster Reports</li> </ul>	EC.22-68.01
<b>Motion to adjourn:</b> <b>Next Meeting: January 27th 2022</b>	EC.22-69

### **Additional Links and Information:**

[Education Council Bylaws - 2022](#)  
[College and Institute Act](#)  
[Meeting Schedule](#)

### **Acronyms**

- ACC = Articulation and Curriculum Committee



- CIM = Curriculum Information Management
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## Minutes of the Education Council Meeting

November 25th, 2022

10:00 am – 2:00 pm Blue Jeans

Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Tsimshian, Nisga'a, Haisla, Gitksan and Wet'suwet'en and acknowledges the traditional territories its campuses reside on.

We also collaborate with our close neighbors in the Tahltan Nation.

Members: Marja Burrows, Dave McKeever, Josh Laufer, Michele Cook, Lauren Fraychineaud, Troy Hanschen, Sarah Grielens, Endreyan Macaspac, Colin Elliott, Titi Kunkel, Mercedes de la Nuez, Tracey Woodburn, Evan Van Dyk, Reto Riesen

Guests: Kasha (Julie Morris), David Smith, Lana Reid, Carla Ollenberger

Regrets: Emma Shack, Shauna Stach

Recording Secretary: Emily Suderman & Aman Kang

Meeting to order: 10:09

Adoption of Agenda for November 25th, 2022 <b>Motion</b> to approve the agenda.  <b>First:</b> <b>David McKeever</b> <b>Second: Josh Laufer</b>	EC.22-55  <i>Carried</i>
Approval of Minutes from October 28th, 2022 <b>Motion</b> to approve the minutes from October 28, 2022  <b>First: Lauren Fraychineaud</b> <b>Second: Colin Elliott</b>	EC.22-56  <i>Carried</i>
Amend Minutes from May 20, 2022 <b>Motion</b> to approve the amended minutes from May 20, 2022  <b>First: Josh Laufer</b> <b>Second: Endreyan Macaspac</b>	EC.22- 57  <i>Carried</i>
<b>Consent Agenda</b>	EC.22-58
<b>Business Arising</b>	EC.22-59
<ul style="list-style-type: none"> <li>➤ <b>Create a Separate Review Committee</b> <ul style="list-style-type: none"> <li>• Duties and objectives                             <ul style="list-style-type: none"> <li>○ Composition of the clusters: inclusion of educational administrators, support staff.</li> <li>○ Program groupings: UC &amp; ACE, Teaching and Learning, Business &amp; FNFA. Review the current business practices of clusters and recommendations for more efficient operations.</li> </ul> </li> <li>• Chair – Colin Elliott</li> </ul> </li> </ul> <p><b>Motion</b> to approve creation of a separate Cluster Review  <b>First: Titi Kunkel</b> <b>Second: Lauren Fraychineaud</b></p> <p><b>Members: Collin Elliot, Lauren Fraychineaud, Josh Laufer, Reto Riesen, Michele Cook &amp; Titi Kunkel</b></p>	EC.22.59.01  <i>Carried</i>





<p><b>ACTION ITEM:</b> Review to be done prior to February 2023</p>	
<p>➤ <b>Transfer Credit Task Force</b> Final Report of the Transfer Credit Force <b>Motion</b> to receive the report and recommendations.</p> <p style="text-align: right;"><b>First: Sarah Grielens</b> <b>Second: Titi Kunkel</b></p> <p><b>Motion</b> to ask EPC to review the Course and program development policy and procedures to review the language around re articulation timelines, responsibilities and reporting processes.</p> <p style="text-align: right;"><b>First: Sarah Grielens</b> <b>Second: Titi Kunkel</b></p> <p><b>Notice of Motion</b> That the Transfer Credit Task Force has completed all EdCo directed objectives and should now be dissolved (Add to next meeting agenda)</p>	<p>EC.22-59.02</p> <p><i>Carried</i></p> <p><i>Carried</i></p>
<p>➤ <b>Education Council Bylaws</b> <b>Motion</b> to approve the Education Council Bylaws as amended.</p> <p style="text-align: right;"><b>First: Rito Riesen</b> <b>Second: Endreyan Macaspac</b></p> <p><b>Notice of Motion</b> to dissolve Bylaw task force (Add to next meeting agenda)</p>	<p>EC.22-59.03</p> <p><i>Carried</i></p>
<p>➤ <b>Task force on EdCo Process – Titi Kunkel</b> Nothing to report. The change in the bylaws will influence this work going forward.</p>	<p>EC.22-59.04</p>
<p>➤ <b>Indigenization of Curriculum – Titi Kunkel</b> Nothing to report.</p>	<p>EC.22-59.05</p>
<p>➤ <b>Academic Dates</b> <b>Motion</b> to approve the academic dates as presented.</p> <p style="text-align: right;"><b>First: Reto Riesen</b> <b>Second: Titi Kunkel</b></p> <p>Grade deadlines have been amended.</p> <ol style="list-style-type: none"> <li>I. Convocation dates for Smithers in 2024 and 2025 will need to change.</li> <li>II. CCP &amp; LEAP reading break should be included. Referring to LEAP &amp; CPP as developmental programs.</li> <li>III. Confirmed Prince Rupert convocation dates: <ul style="list-style-type: none"> <li>○ June 6, 2023</li> <li>○ June 14, 2024</li> <li>○ June 10, 2025</li> </ul> </li> <li>IV. Confirm the dates for trades as they don't follow the traditional calendar – how to capture them in the important dates calendar same with health programs.</li> <li>V. Possibility of adding a disclaimer about different programs having different time tables.</li> </ol>	<p>EC.22-59.06</p> <p><i>Defeated</i></p>



<p>VI. Possibility of adding a link to the list of reading weeks – where will links go and who will manage links?</p> <p><b>Notice of Motion</b> to postpone the final discussion of cleaning up the display of reading weeks for individual programs (Add to next meeting)</p> <p style="text-align: right;"><b>First: Evan Van Dyk Second: Troy Hanschen</b></p>	<p style="text-align: center;"><i>Carried</i></p>
<p><b>New Business</b></p>	<p>EC.22-60</p>
<p>➤ <b>Summary of Motions 21-22</b></p> <p><b>Motion</b> to accept the summary of motions as presented.</p> <p style="text-align: right;"><b>First: Colin Second: Lauren Fraychineaud</b></p> <p>Summary of Motions contained discussion items.</p> <p><b>Notice of Motion</b> to discuss at the next meeting once the Summary of Motions is cleaned up (Add to next meeting)</p> <p style="text-align: right;"><b>First: Reto Riesen Second: Lauren Fraychineaud</b></p>	<p>EC.22-60.01</p> <p style="text-align: center;"><i>Defeated</i></p>
<p>➤ <b>Review Policies and Policy Audit Task force</b> – Marja Burrows</p> <ol style="list-style-type: none"> <li>I. Creation of a taskforce to undertake the project of an audit.</li> <li>II. Policy on policies.</li> <li>III. Bring forward recommendations on policy to incorporate quality assurance appeals or waivers when policy is not followed.</li> <li>IV. Build in review dates.</li> </ol> <p><b>Requested Report:</b> Inventory of our educational policies, dates of implementation and last review.</p> <p style="margin-left: 40px;">Chair – Marja Burrows</p> <p style="margin-left: 40px;"><b>Motion</b> to strike a task force to review policies and audit. (Add to next meeting?)</p> <p style="text-align: right;"><b>First: Troy Hanschen Second: Titi Kunkel</b></p> <p>Discussion – invite representation from all campuses. Include the Registrar or representation from the office. When a new Registrar is appointed.</p> <p><b>Membership: Marja Burrows, Troy Hanschen, Emily Suderman, &amp; Titi Kunkel</b></p>	<p>EC.22-60.02</p> <p style="text-align: center;"><i>Carried</i></p>
<p>➤ Amendment to Education Policies: <a href="#">Admission and Registration Procedures</a> – Gord Weary</p> <p>Notice of Motion to refer to December 9<sup>th</sup> meeting.(Add to next meeting)</p> <p style="text-align: right;"><b>First: Reto Riesen Second: Dave McKeever</b></p>	<p>EC.22-60.03</p> <p style="text-align: center;"><i>Carried</i></p>
<p><b>Reports</b></p>	<p>EC.22-61</p>
<p><b>Chair</b> - Marja Burrows</p> <ul style="list-style-type: none"> <li>• BoG – Meeting rescheduled to January 2023.</li> </ul>	<p>EC.22-61.01</p>
<p><b>ACPAC</b> - Lauren Fraychineaud</p> <ul style="list-style-type: none"> <li>• Reviewing the terms of reference.</li> </ul>	<p>EC.22-61.02</p>
<p><b>FNC</b> - Priscilla Mitchell</p>	<p>EC.22-61.03</p>



Not in attendance.	
<b>EPC - Titi Kunkel</b> <ul style="list-style-type: none"> <li>No updates – Next meeting December 15<sup>th</sup>.</li> </ul>	EC.22-61.04
<b>Educational Planning and Program Review - Tracey Woodburn</b> <ul style="list-style-type: none"> <li>Program review</li> </ul>	EC.22-61.05
<b>Educational Practice - Tracey Woodburn</b> <ul style="list-style-type: none"> <li>Our COLT team is attending QAPA as observers.</li> <li>Our QAPA is scheduled to happen at Coast Mountain next year <ul style="list-style-type: none"> <li>This is a ministry review.</li> <li>We have a large report due in June.</li> <li>Reviewing how we review courses and programs.</li> <li>How do we ensure quality at our institution?</li> </ul> </li> </ul> <p><a href="#">Quality Assurance Process Audit - Province of British Columbia (gov.bc.ca)</a>  <a href="#">Quality Assurance Process Audit Reports - Province of British Columbia (gov.bc.ca)</a></p>	EC.22-61.06
<b>International Education Committee Report - Colin Elliott</b>  First meeting as a new committee was held on November 17 <sup>th</sup> . <ul style="list-style-type: none"> <li>Reviewed terms of reference and EdCo Bylaws as it relates.</li> <li>Reviewed current MOU's (What is current and what we want it to look like)</li> <li>What are some issues that we have with international education?</li> </ul> Next meeting will be towards the end of January 2023.	EC.22-61.07
<b>Cluster Reports</b>  <b>CCP</b> – creating sections specifically for Ukrainian refugees in Rupert and Smithers. Open to all students.  <b>Human Services</b> – no curriculum or program to discuss. Planning offerings in ECCE in Kitimat and Rupert as money is available.  <b>Request from Trish Pryce to invite her to Cluster meetings so that she can present on the Strategic Enrollment Management.</b>	EC.22-61.08
<b>Motion to adjourn: Lauren Fraychineaud - 12:23pm</b> <b>Next Meeting: December 9<sup>th</sup>, 2022</b>	EC.22-62

ACRONYMS

ACPAC = Aboriginal, Course and Program Articulation Committee

CIM = Curriculum Information Management

FNC = First Nations Council

EPC = Education Policy Committee

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## Important Dates – As to be Posted on Website

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# Important Dates

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## Academic Year

Each 12-month academic year is composed of the following terms:

Fall Semester - September to December

Winter Semester - January to April

Spring/Summer Semester - May to September

### Deadline Dates

Deadline to pay tuition	All courses	10 business days before the first day of class
Deadline to withdraw from a course and receive a tuition refund	Courses over one month in duration	10 business days
	Courses less than one month in duration	Before the end of the first day of class

For more information on refunds please see our [refund policy](#).

### 2023-2025 CMTN Holidays and Closures

Holidays and Closures	2023	2024	2025
New Year's Day	January 2	January 1	January 1
Family Day	February 20	February 19	February 17
Good Friday	April 7	March 29	April 18
Easter Monday	April 10	April 1	April 21
Victoria Day	May 22	May 20	May 19
Canada Day	July 3	July 1	July 1
B.C Day	August 7	August 5	August 4
Labour Day	September 4	September 2	September 1
National Day of Truth and Reconciliation	September 30	September 30	September 30
Thanksgiving Day	October 9	October 14	October 13
Remembrance Day	November 13	November 11	November 11
College Offices Close - 12pm	December 22	December 24	December 24
Christmas and Boxing Day	December 25 to 29	December 25 to 31	December 25 to 31



**2023-2025 CMTN Academic Dates**

<b>Academic Dates</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
College Opens after Winter Break	January 3	January 2	January 2
Winter Term Classes Recommence	January 9	January 8	January 6
Fall Term Final Grades Posted	January 9	January 8	January 6
Final Add/Drop Date	January 16	January 15	January 13
Final Day to Apply for Spring Term (International)	February 1	February 1	February 1
Reading Break	Please see table below	Please see table below	Please see table below
Final Day for Official Withdrawal	March 31	March 28	March 28
Tuition and Fees Due - Spring Term	April 17	April 15	April 15
Final Day to Apply for Spring Term (Domestic)	April 24	April 24	April 24
Winter Term Classes End (Most Programs)	April 28	April 26	April 25
Registration Opens - Fall and Winter Terms	April 28	April 30	April 30
Spring/Summer Term Classes Recommence	May 5	April 29	April 28
Winter Term Final Grades Posted	May 5	May 6	May 2
Final Day to Apply for Fall Term (International)	June 1	June 1	June 1
Spring/Summer Term Classes End	Various Dates	Various Dates	Various Dates
Tuition and Fees Due - Fall Term	August 21	August 19	August 18
Final Day to Apply for Fall Term (Domestic)	August 25	August 25	August 25
Student Orientation	September 1	August 30	August 29
Spring/Summer Term Final Grades Posted	September 1	August 30	August 29
Fall Term Classes Recommence	September 5	September 3	September 2
Final Add/Drop Date	September 13	September 10	September 9
Application Open for Following Academic Year	October 1	October 1	October 1
Final Day to Apply for Winter Term (International)	October 1	October 1	October 1
Final Day for Official Withdrawal	November 17	November 15	November 14
Fall Term Classes End (Most Programs)	December 15	December 13	December 12
Tuition and Fees Due - Winter Term	December 15	December 13	December 18
Final Day to Apply for Winter Term (Domestic)	December 22	December 24	December 24



### 2023-2025 CMTN Reading Break Schedule

Reading Break Schedule	2023	2024	2025
CCP	March 27 to 31	March 25 to 29	March 24 to 28
ECCE	To be Confirmed	To be Confirmed	To be Confirmed
ECCE PR Only	To be Confirmed	To be Confirmed	To be Confirmed
LEAP	March 27 to 31	March 25 to 29	March 24 to 28
Trades	To be Confirmed	To be Confirmed	To be Confirmed
Undergraduate Programs	February 21 to 24	February 20 to 23	February 18 to 21

### 2023-2025 CMTN Important Convocation Dates

Important Convocation Dates	2023	2024	2025
Deadline to Apply for Convocation	March 15	March 15	March 15
Convocation - Terrace	June 12	June 7 - To be Confirmed	June 6 - To be Confirmed
Convocation - Prince Rupert	June 6	June 14	June 10
Convocation - Smithers	June 9	June 21 - To be Confirmed	June 20 - To be Confirmed



# ACC Terms of Reference

Coast Mountain College  
Education Council

## **Articulation and Curriculum Committee Standing Committee**

### **Terms of Reference**

*DRAFT – Proposed November 2022*

#### **I. Committee Name**

Articulation and Curriculum Committee (ACC)

#### **II. Purpose**

ACC is an advisory committee that makes recommendations to support the development of curriculum and program requirements. The College is committed to infusing Indigenous knowledge systems into course and program curricula and pedagogy. ACC also:

- provides detailed evaluation of curricula and programs, including:
  - the process followed for infusing cultural distinctiveness of the First Nations, Inuit, and Métis Peoples in Canada, specifically the Ts'msyen, Haisla, Nisga'a, Haida, Gitksan, and Witsuwit'en peoples;
  - the implementation of the First Peoples Principles of Learning;
- recommends curricula and programs to Edco for approval; and
- disseminates Internal Transfer credit agreements across departments or disciplines.

#### **III. Committee Membership**

Committee membership with voting rights is determined in September of each year. Membership will consist of at least 50% faculty. The meetings will be open to the College community to attend as guests.

Required membership:

- at least one faculty representative from each cluster as defined by Edco bylaws;
- at least one Indigenous Scholar faculty;
- Registrar;
- at least one support staff from the Registrar's office.

Education Council will request representation from:

- one Academic Dean;
- one Educational Advisor;
- two students with one representing First Nations Council.

The VP Academic, Students and International will be an ex-officio member.

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Updated December 2022



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Coast Mountain College  
Education Council

#### IV. Chair

As per Section 8.2.5 of the Edco bylaws, the Chair must be a member of the Council.

The chair will be elected at Edco every September.

#### V. Frequency of Meetings



Meetings will be scheduled monthly, and when required, additional meetings will be called by the ACC or Edco chairpersons.

The committee will include options for participants to attend the meetings remotely.

#### VI. Quorum

Quorum consists of at five members including three faculty, the Registrar or designate, and one support staff.

#### VII. Proxy

Members will send a proxy if they are unable to attend. Members must notify the Chair before the meeting, if possible.

#### VIII. Minutes

Minutes will be taken at all committee meetings. Approved minutes will be forwarded to the Edco Chair.

#### IX. Reporting

ACC reports to Edco as per Edco bylaws. All motions will be forwarded to Edco.

#### X. Policy and Forms created

Policy must be approved by Edco before being considered official. ACC has the authority to set internal procedures to ensure effective committee operations.





# Cluster Annual Report Template

## Cluster Annual Report to EdCo

Annual Reports must be submitted to EdCo by March 15<sup>th</sup>, 2023.

Chair:
EdCo Rep:
Recording Secretary:
<b>MEETINGS</b>
➤ Number of meetings conducted: 1.
➤ Meeting dates: 1. 2. 3. 4.
<b>CURRICULUM</b>
➤ Curriculum Reviewed: 1. 2. 3. 4.
➤ Academic Policy Reviewed 1. 2. 3. 4.
➤ Programs in the Cluster & Last Date Reviewed 1. 2. 3. 4. 5.
6. 7. 8. 9. 10.
<b>OTHER</b>
<i>Please list any Important Dates, Courses for discontinuation, etc.</i>



## Proposed Amendment to Education Policies

### Proposed Amendment to the Admission and Registration Procedures

Proposed Amendment in red:

Section 8.08:

For students registering in **an overload** (i.e., more than **100%** course-load based on the program outline), students must have permission from the program coordinator or academic head and must have a previous term GPA of no less than 3.0 for **this** overload consideration. The Registrar in consultation with the Dean will grant overload permission on the recommendation of the **Program Chair/ Coordinator or Academic Head**. This decision is not subject to appeal.



Post Degree Accounting - Screenshot

<a href="#">ACCT 254</a>	Auditing	3
<a href="#">ACCT 299</a>	Strategy and Performance Management	3
<a href="#">ACCT 255</a>	Advanced Management Accounting	3
<a href="#">TAXN 251</a>	Corporate Taxation	3
<b>Total Credits</b>		<b>60</b>

