

## Education Council Meeting Agenda

October 27, 2023

10:00 am – 2:00 pm Blue Jeans

<https://bluejeans.com/332647687>

Waap Sa'mn Room 232

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.

<b>Bernadette McNabb</b> - Support Staff Seat (March 2025)	Present
<b>Christopher Try</b> - Business & First Nations Fine Arts (March 2025)	
<b>Colin Elliott</b> - Admin Seat (March 2024)	Present
<b>Dave Smith</b> - Non-voting - Advisory Member (March 2024)	
<b>Emily Suderman</b> - Admin Seat (March 2024)	
<b>Gord Weary</b> - Vice Chair & University Credit and Applied Coastal Ecology (March 2025)	Present
<b>Harpinder Singh</b> – Student Representative (August 2024)	Present
<b>Kāshā JMorris</b> - Indigenous Scholar Faculty (March 2024)	
<b>Jon Stone</b> - Teaching and Learning Support (March 2025)	Present
<b>Lauren Fraychineaud</b> - Health Cluster (March 2024)	Present
<b>Maria de la Rosa</b> – Student Representative (August 2024)	Present
<b>Marja Burrows</b> - Human Services (March 2024)	Present
<b>Mercedes de la Nuez</b> - Developmental Seat (March 2025)	
<b>Priscilla Michell</b> - Non-voting - Advisory FNC (March 2024)	Present
<b>Rachel Muller (Madison Greening)</b> - Support Staff Seat (March 2024)	Present
<b>Reto Riesen</b> - University Credit and Applied Coastal Ecology Cluster (March 2024)	Present
<b>Shauna Stach</b> - Trades and Workforce Training Cluster (March 2025)	
<b>Titi Kunkel (Kara Loy)</b> - Admin Seat (March 2024)	Present
<b>Tracey Woodburn</b> - Admin Seat (March 2024)	Present
<b>VACANT</b> – Developmental Seat (March 2024), Business & First Nations Fine Arts (March 2024), 2 Student Seats (August 2024)	

Regrets: Anuraj Bajwa, Rachel Muller, Titi Kunkel, Emily Suderman

Guests: Sarah Grielens, Darjem Ponce, Sandy Kaardal, Adam Nash, Andy Kilmach, Tracey Hoffos, Carla Ollenberger, Michele Cook

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

<b>Approval of the Agenda and all items on Consent Agenda (2 minutes)</b>  For Approval: EdCo Agenda for October 27 <sup>th</sup> , 2023  <div style="text-align: right;"> <b>First: Lauren Fraychineaud</b>  <b>Second: Jon Stone</b> </div>	EC.23.58
<b>Approval of Minutes (2 minutes)</b>  For Approval: EdCo Minutes from September 22 <sup>nd</sup> , 2023  <div style="text-align: right;"> <b>First: Jon Stone</b>  <b>Second: Gord Weary</b> </div>	EC.23.59

<b>CONSENT AGENDA</b>	EC.23.60
<b>PNUR 215: Professional Practice 3 (2 minutes)</b> ➤ Credit calculation adjustment.	EC.23.60.01
<b>PNUR 217: Professional Practice 4 (2 minutes)</b> ➤ Credit calculation adjustment.	EC.23.60.02
<b>PNUR 225: Professional Communication 3 (2 minutes)</b> ➤ Credit calculation adjustment.	EC.23.60.03
<b>PNUR 225: Professional Communication 4 (2 minutes)</b> ➤ Credit calculation adjustment.	EC.23.60.04
<b>PNUR 235: Variations in Health 3 (2 minutes)</b> ➤ Credit calculation adjustment.	EC.23.60.05
<b>Annual Summary of Motions (10 minutes)</b> ➤ Annual Summary of Motion 2022/2023	EC.23.60.06
<b>ACTION AGENDA</b>	EC.23.61
<b>ENGL 217: Indigenous Literatures – Simon Thompson (10 minutes) Presenting at 11am</b> ➤ <b>Motion:</b> to approve the course as presented in CIM.  <p style="text-align: right;"><b>First: ACC</b> <b>Second: Lauren Fraychineaud</b></p>	EC.23.61.02
<b>PNUR 155: Integrated Nursing Practice 1 - Lauren Fraychineaud (10 minutes)</b> ➤ <b>Motion:</b> to approve the courses as presented upon approval of the Practical Nursing program.  <p style="text-align: right;"><b>First: ACC</b> <b>Second: Lauren Fraychineaud</b></p>	EC.23.61.03
<b>PNUR 157: Integrated Nursing Practice 2 - Lauren Fraychineaud (10 minutes)</b> ➤ <b>Motion:</b> to approve the courses as presented upon approval of the Practical Nursing program.  <p style="text-align: right;"><b>First: ACC</b> <b>Second: Lauren Fraychineaud</b></p>	EC.23.61.04
<b>Break (5 Minutes)</b>	
<b>DISCUSSION AGENDA</b>	EC.23.62
<b>Land Acknowledgement and Efforts of Reconciliation (20 minutes)</b> 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.  <ul style="list-style-type: none"> <li>• Appreciation for the EdCo Land Acknowledgement. This is inclusive and appreciated.</li> <li>• New totem pole outside of Prince Rupert is beautiful.</li> </ul>	EC.23.62.01

<b>Indigenization of Curriculum – Kāshā JMorris (20 minutes)</b>	EC.23.62.02
<p><b>Important Dates 2023-2026 – Sarah Grielens (10 minutes)</b></p> <ul style="list-style-type: none"> <li>• The Important Dates 2023-2026 are being presented as a Notice of Motion. <ul style="list-style-type: none"> <li>○ A formal Motion will come forward in November.</li> </ul> </li> <li>• It is important that these dates are circulated to clusters.</li> <li>• There are 4 statutory holidays that fall on Mondays. <ul style="list-style-type: none"> <li>○ 45-hour classes would only have 33 hours of instructional hours. Clusters will need to review instructional hours.</li> <li>○ Timetabling will need to be adjusted.</li> <li>○ Adding 20 minutes to class schedules helped in the past.</li> </ul> </li> <li>• Need to consider the bus schedule <ul style="list-style-type: none"> <li>○ Bus only runs once an hour</li> </ul> </li> <li>• Please send your comments to Emily Suderman by November 15<sup>th</sup>.</li> </ul>	EC.23.62.03
<p><b>Varying Start Dates - Trades and Programs Important Dates – Sarah Grielens (10 Minutes)</b></p> <ul style="list-style-type: none"> <li>• The Important Dates 2023-2026 are being presented as a Notice of Motion. <ul style="list-style-type: none"> <li>○ A formal Motion will come forward in November.</li> </ul> </li> <li>• It is important that these dates are circulated to clusters.</li> <li>• Please send your comments to Emily Suderman by November 15<sup>th</sup>.</li> </ul>	EC.23.62.04
<p><b>CIM Administrative Changes – Sarah Grielens</b></p> <ul style="list-style-type: none"> <li>• We have identified Administrative changes to include: <ul style="list-style-type: none"> <li>○ Broken links to both internal and external website/pages</li> <li>○ Language that refers to outside governing bodies/provincial registries.</li> </ul> </li> <li>• We are proposing a new way for these administrative changes to be made outside of the curriculum review process. <ul style="list-style-type: none"> <li>○ Program areas would be responsible for confirming and providing Records/EdCo Secretary with the correct language/links.</li> <li>○ We would expect a document that out outline both the error and the correction.</li> <li>○ Broken link/ error in language is either identified by an IT service desk ticket or directly by the program area</li> <li>○ This information is sent to the Coordinator of Systems and Records who will work with the EdCo Secretary to correct.</li> <li>○ The EdCo secretary will confirm corrections with the program area and then will edit the program through our CIM system.</li> <li>○ The workflow would be adjusted to an administrative workflow instead of the usual program workflow. <ul style="list-style-type: none"> <li>▪ Administrative Workflow <ol style="list-style-type: none"> <li>1. Initiator EdCo secretary (makes the changes)</li> <li>2. Registrar Office (one of our department would review the changes)</li> <li>3. Back to program area who identified the error.</li> <li>4. EdCo (Consent Agenda)</li> <li>5. Colleague (this will prompt our department to republish the program pages in our Catalogue)</li> </ol> </li> </ul> </li> </ul> </li> </ul>	EC.23.62.05

<p><b>Discussion/Feedback</b></p> <ul style="list-style-type: none"> <li>This is great, it helps with minor changes.</li> </ul> <p><b>ACTION ITEM: Sarah will send out documentation to circulate this information to clusters.</b></p>	
<p><b>Micro Credentials – Marja Burrows (10 minutes)</b></p> <p>Postpone to November meeting.</p>	EC.23.62.06
<p><b>REPORTS</b></p>	EC.23.63
<ul style="list-style-type: none"> <li>FNC – Priscilla Michell <ul style="list-style-type: none"> <li>Next FNC meeting will be held in early November.</li> </ul> </li> <li>Educational Practice – Tracey Woodburn <ul style="list-style-type: none"> <li>AI is a theme. There will not be a policy developed any time soon.</li> <li>FAQ Guide will be in place. Aiming for January. <ul style="list-style-type: none"> <li>Jon Stone is working very carefully on this.</li> </ul> </li> <li>Call out for volunteers to help with this FAQ sheet <ul style="list-style-type: none"> <li>This will come through EdCo</li> <li>Please contact Aman Kang if you would like to be a part of the working group.</li> </ul> </li> </ul> </li> <li>Educational Planning and Program Review – Tracey Woodburn <ul style="list-style-type: none"> <li>QAPA invites are coming from Aman</li> <li>QAPA will be help on Jan 23<sup>rd</sup>-24<sup>th</sup></li> <li>Presenters will have meeting with COLT <ul style="list-style-type: none"> <li>This gives us a chance to prepare.</li> </ul> </li> <li>If you have questions about QAPA please reach out to COLT</li> </ul> </li> <li>EPC – Emily Suderman <ul style="list-style-type: none"> <li>Number of policies and procedures that EPC is currently working on</li> <li>Working groups have been established</li> <li>Transfer Credit policy will be on the EdCo agenda for November.</li> </ul> </li> </ul>	EC.23.63.01
<p><b>Motion to adjourn: Lauren Fraychineaud - 11:05am</b></p> <p><b>Next Meeting: November 24<sup>th</sup>, 2023</b></p>	EC.23.64

**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
- IEC = International Education Committee
- TOR = Terms of Reference