

Education Council Meeting Minutes

September 22, 2023

10:00 am – 12:00 pm Blue Jeans

<https://bluejeans.com/332647687>

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

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

Bernadette McNabb - Support Staff Seat (March 2025)	Present
Christopher Try - Business & First Nations Fine Arts (March 2025)	
Colin Elliott - Admin Seat (March 2024)	Present
Dave Smith - Non-voting - Advisory Member (March 2024)	Present (Leaving at 12pm)
Emily Suderman - Admin Seat (March 2024)	Present
Gord Weary - Vice Chair & University Credit and Applied Coastal Ecology (March 2025)	Present
Kāshā JMorris - Indigenous Scholar Faculty (March 2024)	Present
Jon Stone - Teaching and Learning Support (March 2025)	Present
Lauren Fraychineaud - Health Cluster (March 2024)	Present
Marja Burrows - Human Services (March 2024)	Present
Mercedes de la Nuez (Melanie Pollard) - Developmental Seat (March 2025)	Present
Priscilla Michell - Non-voting - Advisory FNC (March 2024)	Regrets
Rachel Muller - Support Staff Seat (March 2024)	Present
Reto Riesen - University Credit and Applied Coastal Ecology Cluster (March 2024)	Present
Shauna Stach - Trades and Workforce Training Cluster (March 2025)	
Titi Kunkel - Admin Seat (March 2024)	Present
Tracey Woodburn - Admin Seat (March 2024)	Present
VACANT – Developmental Seat (March 2024), Business & First Nations Fine Arts (March 2024), 4 Student Seats (August 2024)	

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

Regrets: Priscilla Michell

Guests: Jessica Scafe, Kara Loy, Tracey Hoffos, Darjem Ponce, Sarah Grielens, Anuraj Bajwa, Andy Klimach, Emma Shack, Allison Conway, Carla, Sandy Kaardal, James Kakulavaram, Maria Duncan, Seth Downs

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

<p>Approval of the Agenda and all items on Consent Agenda (2 minutes)</p> <p>For Approval: EdCo Agenda</p> <p>Motion: to postpone PNUR program review and amend the PNUR course agenda items to read; <i>Motion: to approve the courses as presented upon approval of the Practical Nursing program</i></p> <p align="right">First: Emily Suderman Second: Titi Kunkel</p> <p>Motion: to approve agenda as amended.</p> <p align="right">First: Titi Kunkel</p>	EC.23.51
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	Second: Jon Stone
<p>Approval of Minutes from June 23rd (2 minutes)</p> <p>For Approval: EdCo Minutes June 23, 2023</p> <p style="text-align: right;">First: Emily Suderman Second: Jon Stone</p>	EC.23.52
CONSENT AGENDA	EC.23.53
ACTION AGENDA	EC.23.54
<p>Council Membership – Standing Committees (20 minutes)</p> <ul style="list-style-type: none"> - Academic Appeals Committee <ul style="list-style-type: none"> o Christopher Try o Kāshā JMorris o Tracey Woodburn (Chair) o Reto Riesen o Gord Weary o Mercedes de la Nuez - Articulation and Curriculum Committee <ul style="list-style-type: none"> o Kāshā JMorris o Tracey Woodburn o Bernadette McNabb o Jon Stone (Nominated Chair) o Emily Suderman - Education Policy Committee <ul style="list-style-type: none"> o Kāshā JMorris o Tracey Woodburn o Bernadette McNabb o Emily Suderman (Volunteered as Interim Chair) o Titi Kunkel - International Education Committee <ul style="list-style-type: none"> o Kāshā JMorris o Jon Stone o Colin Elliot (Volunteered as Interim Chair) o Andy Klimach (Non-Member) <p>General Committee Requirements:</p> <ul style="list-style-type: none"> o A name for the standing committee. o An interim Chair (who must be an EdCo member). o EdCo Standing Committees will have representatives from EdCo and the College community. o Chair and Co-Chair of a standing committee must be EdCo members. o The first task of a new standing committee is to develop the committee Terms of Reference for EdCo approval. <p>6.2.6 Council membership on standing committees shall be determined at the September meeting of each year.</p>	EC.23.54.01


<p>ACTION ITEM: Aman to review that all EdCo members are on at least one standing committee.</p>	
<p>PNUR 115: Professional Practice 1 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • Max Enrollment per collective agreement <ul style="list-style-type: none"> ○ Not governed by EdCo, this is to the Dean’s discretion. ○ Reviewed through bargaining. <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	EC.23.54.02
<p>PNUR 117: Professional Practice 2 - Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Credit calculation <ul style="list-style-type: none"> ○ Diploma: 48 - 90 credits; the equivalent of two to three years full-time study. ○ Meeting the required number of credits for a Diploma. • Textbooks <ul style="list-style-type: none"> ○ “Current edition,” to be listed. ○ The list provided is directly from the provincial curriculum guide <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	EC.23.54.03
<p>PNUR 125: Professional Communication 1 - Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • CIP Code <ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	EC.23.54.04
<p>Break (5 minutes)</p>	
<p>PNUR 127: Professional Communication 2 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p>	EC.23.54.05

<p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code <ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	
<p>PNUR 135: Variations in Health 1 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code <ul style="list-style-type: none"> ○ Review formatting • Grading Profile <ul style="list-style-type: none"> ○ Theory courses require a min passing grade as B- (70%) <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	EC.23.54.06
<p>PNUR 137: Variations in Health 2 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code <ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey</p>	EC.23.54.07
<p>PNUR 144: Health Promotion 1 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code <ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p>	EC.23.54.08

<p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	
<p>PNUR 146: Health Promotion 2 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code <ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	<p>EC.23.54.09</p>
<p>PNUR 155: Integrated Nursing Practice 1 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Motion withdrawn.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	<p>EC.23.54.10</p>
<p>PNUR 157: Intergraded Nursing Practice 2 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Motion withdrawn.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	<p>EC.23.54.11</p>
<p>PNUR 165: Pharmacology 1 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code <ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	<p>EC.23.54.12</p>
<p>PNUR 167: Pharmacology 2 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code 	<p>EC.23.54.13</p>

<ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	
<p>PNUR 175: Consolidated Practice Experience 1 – Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code <ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	EC.23.54.14
<p>PNUR 177: Consolidated Practice Experience 2 - Lauren Fraychineaud (10 minutes)</p> <p>➤ Motion: To approve course in CIM.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Updates as per provincial curriculum. • Changes to course include, <ul style="list-style-type: none"> ○ Evaluation profile - reviewed with COLT • CIP Code <ul style="list-style-type: none"> ○ Review formatting <p>Recommendation: to add “Current edition” to textbook list.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn</p>	EC.23.54.15
<p>Break (25 Minutes)</p>	
<p>DISCUSSION AGENDA</p>	EC.23.55
<p>Land Acknowledgement and Efforts of Reconciliation (20 minutes)</p> <p>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.</p> <ul style="list-style-type: none"> • Welcome Feast at the Smithers campus. <ul style="list-style-type: none"> ○ Traditional knowledge keepers provided a great and culture filled experience during the feast. • Learning a few words from the different nations that we live amongst holds lots of value. • CCP has worked on finding local articles from the nations that we reside on. <ul style="list-style-type: none"> ○ This provides space for connection. • CCP students will be attending a pole rising. 	EC.23.55.01

<ul style="list-style-type: none"> • Family sessions to work on regalia. (Cape, apron and bag) <ul style="list-style-type: none"> ○ Crow symbol design is being used. 	
<p>Indigenization of Curriculum – Kāshā JMorris (20 minutes)</p> <ul style="list-style-type: none"> • There has been a number of curriculum developers that have come through who are working on learning about Indigenization of curriculum. • Indigenous Curriculum Specialist Network <ul style="list-style-type: none"> ○ Kāshā will be attending a networking event in Ottawa focused around the Indigenization of curriculum. ○ Great space to share strategies. • "Always assume there is an Indigenous student in your classroom but never assume they have all the knowledge. Some of them are learning about their history for the first time." - Troy Maracle • Home - Home on Native Land • Bi-monthly sessions about Indigenization will be available. Please contact Kāshā. 	EC.23.55.02
<p>EdCo Student Elections (10 minutes)</p> <ul style="list-style-type: none"> • 4 vacant EdCo student seats available. <p>2.2.9 two students from the Terrace campus 2.2.10 one student from the Prince Rupert campus 2.2.11 one student from any other campus</p> <p>The election process will begin in on September 8th. The student seats are to be filled by the next EdCo meeting on October 27th, 2023.</p>	EC.23.55.03
<p>Academic Dates Language – Emily Suderman (10 Minutes)</p> <ul style="list-style-type: none"> • Scheduling policy was approved approx. 15 months ago. • Specific dates need to be added • Trades & Programs with varying start dates <ul style="list-style-type: none"> ○ Program start date will be used as an anchor <ul style="list-style-type: none"> ▪ Application deadlines ▪ Final days to apply (International/Domestic) ▪ Registration opens ▪ Tuition and fees due ▪ Classes commence ▪ Add/drop dates ▪ Reading breaks ▪ ▪ Last day of classes ▪ Final grades posted <p>ACTION ITEM: Emily to add 2026 & 2027 academic dates for approval. ACTION ITEM: Emily & Aman to work on website layout for academic dates.</p>	EC.23.55.04
<p>REPORTS</p>	EC.23.56
<ul style="list-style-type: none"> • FNC – Priscilla Michell <ul style="list-style-type: none"> ○ No updates • Educational Practice – Tracey Woodburn <ul style="list-style-type: none"> ○ Academic Integrity and Artificial Intelligence 	EC.23.56.01

<ul style="list-style-type: none"> ▪ Faculty have been asked to have conversation with students about this. ▪ Designing assessments that will assess learning. ▪ Resources will be available soon. ▪ COLT will talk to you about these resources. ▪ New tech hardware has been installed. VC rooms are being updated. ▪ VC training is available <ul style="list-style-type: none"> • Educational Planning and Program Review – Tracey Woodburn <ul style="list-style-type: none"> ○ QAPA Update – Titi Kunkel <ul style="list-style-type: none"> ▪ This is an external audit to review our policies and processes. ▪ Ministry will conduct this audit. ▪ https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization/degree-quality-assessment-board/quality-assurance-process-audit/quality-assurance-process-audit-reports ▪ Tracey, Emily, Troy, Anuraj, & Titi have been working on this report. ▪ Campus visit is scheduled for January 2024. ▪ ACE, Business & Geo Science. • EPC – Emily Suderman <ul style="list-style-type: none"> ○ Program & Course Development Policy & Procedures ○ Academic Integrity Policy ○ Offsite Programs & Field Trip Policy • IEC – Colin Elliot <ul style="list-style-type: none"> ○ September meeting rescheduled to October • Cluster Review Taskforce – Colin Elliot <ul style="list-style-type: none"> ○ Awaiting feedback from faculty • Cluster Reports <ul style="list-style-type: none"> ○ Trades & Workforce Training Cluster – Shauna Stach/ Kelly Swain <ul style="list-style-type: none"> ▪ Cluster meeting scheduled for October ▪ Trades programs/courses will be submitted into CIM ▪ Program advisory committee is meeting actively ▪ Annual report for WTCS courses ▪ EdCo is responsible to report to the Board of Governors about programs offered under service contracts. <div style="text-align: center;">  <p>WTCS Courses 2022S-2023S.pdf</p> </div>	
<p>Motion to adjourn: 1:25pm (Lauren Fraychineaud) Next Meeting: October 27, 2023</p>	<p>EC.23.57</p>

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