

Education Council Meeting Minutes

January 27th, 2023

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, Gitxsan 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

Attendees: Emily Suderman (Troy Hanschen), Carla Ollenberger (Emma Shack), Dave McKeever, Sarah Grielens, Titi Kunkel, Endrayen MacAspac, Mercedes de La Nuez, Colin Elliott, Lauren Fraychineaud, Yuriko Riesen (Gord Weary), Evan Van Dyk, Priscilla Michell, Ken Shaw, Michele Cook, Dave Smith, Kāshā JMorris, Shauna Stach, Reto Riesen.

Regrets: Troy Hanschen, Emma Shack, Tracey Woodburn, Gord Weary.

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

Approval of the Agenda and all items on Consent Agenda (2 minutes) For Approval: EdCo Agenda - January 27th, 2023 <i>Please see January 27th Agenda on pages 8-10.</i> First: Michele Cook Second: Titi Kunkel	EC.23-01
Approval of Minutes from December 9th, 2022 (2 minutes) For Approval: EdCo Minutes – December 9th, 2022 <i>Please see December 9th Agenda on pages 11-14.</i> First: Michele Cook Second: Endreyan MacAspac	EC.23-02
CONSENT AGENDA	EC.23-03
Bylaw – Editor Review Bylaws were presented to BOG and College President. Grammar and punctuation inconsistencies noted. To be reviewed by College Editor. Once complete, Bylaws to be submitted to the Ministry. ACTION ITEM: Aman to posted revised copy on website.	EC.23-03.01
ACTION AGENDA	EC.23-04
Proposed Amendment to the Admission and Registration Procedures – Gord Weary ➤ Motion: To accept the proposed amendments to the Admission and Registration Procedures. For Amendment: Proposed Amendment to Education Policies Proposed Amendment: <i>Section 8.08:</i>	EC.23-04.01

<p>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.</p> <p>ACTION ITEM: Move to February meeting.</p> <p style="text-align: right;">First: EPC Second:</p>	
<p>➤ ITA name change to Skills Trade BC – Kelly Swain, Trades</p> <p>Motion: The ITA has changed their name to Skilled Trades BC. Program and Course information should be updated. Our website, and course and program information are now out of date.</p> <p style="text-align: right;">First: Trades Second: Emily Suderman</p> <p>Motion: To remove the motion.</p> <ul style="list-style-type: none"> • There is an operational piece missing. • Recommendation to have the changes created and then brought back on the consent agenda. • Should be following the process. Changes must go through CIM to get onto the website. <p>ACTION ITEM: Shauna, Darlene, Marja, Emily and Aman to meet. Come up with a plan of how to operationalize the changes.</p> <p style="text-align: right;">Shauna & Emily withdrew motion</p>	EC.23-04.02
<p>DISCUSSION AGENDA</p>	EC.23-05
<p>Land Acknowledgement and Efforts of Reconciliation</p> <p>Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Ts'msyen (Tsimshian), Nisga'a, Haisla, Gitxsan 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> <p>Taking more time to focus on this. Who you are and where you are calling in from.</p> <p>Marja Burrows– Edco Chair – Unceded Territory of the Ts'msyen people – Terrace Campus - Enjoying reading books from Indigenous authors. Is thinking about how we can Indigenize processes like admissions at CMTN.</p> <p>Mercedes De la Nuez - Unceded Territory of the Coastal Ts'msyen people – PR Campus - AUG forms are a barrier to our Indigenous students. Some of our application process need work.</p> <p>Carla Ollenberger - Unceded Territory of the Ts'msyen people – Terrace Campus – Completed a training on Indigenous corporate offerings. Is considering participating in more of these courses. Wants to review our advising processes to see how we can Indigenize this process.</p> <p>Colin Elliott - Unceded Territory of the Ts'msyen people – Terrace Campus -Is part of book club that Kāshā is leading. Participated in lots of Indigenous training. Engaging with Indigenous communities and trying to invite representatives from these communities to Terrace campus. Working with Indigenous communities is the main focus.</p>	EC.23-05.01

Ken Shaw - Unceded Territory of the Coastal Ts'msyen people – PR Campus – Has taken part in Indigenous training, and his passion is around food security for our Indigenous communities.

Evan Van Dyck - Unceded Territory of the Ts'msyen people – Terrace Campus – Worked closely with Kāshā about how to implement Indigenization to our business curriculums. Examples; conducting business in the Northwest and how to process taxes for an Indigenous community member.

Reto Riesen - Unceded Territory of the Coastal Ts'msyen people – PR Campus – There is not many Indigenous students in our science program areas. We should have fair representation in all of our program areas.

Lauren Fraychineaud – Calling in from the traditional territory of the Chawathil First Nation (Hope,BC). – Is focused on intergrading Indigenization to the nursing curriculum.

Titi Kunkel– Unceded Territory of the Wet'suwet'en people – Overseeing the structure on how to incorporate Indigenization into our programs, courses and where is the next piece of implementing Indigenization is .

Michele Cook - Unceded Territory of the Ts'msyen people – Terrace Campus- Seeing the spelling of Ts'msyen on our agenda and recognizing that we are using the traditional spelling. Wants to review program and course headings to reflect traditional Indigenous names and terms.

Dave McKeever - Unceded Territory of the Coastal Ts'msyen people – PR Campus - Thinks about his time at CMTN and how far along we have come. There is a national organization that is dedicated the inclusion of Indigenous people in the workforce and workplace. Indigenizing corporate structures. <https://indigenousworks.ca/en/about>

Dave Smith - Unceded Territory of the Coastal Ts'msyen people – PR Campus – Reflecting on the First Nations Council standing vote on the BOG . We are possibly the only school that has done this. Truth and reconciliation is taken very seriously at our institution and at EdCo. There is still work to be done but we will keep continuing to learn.

Yuriko Riesen - Unceded Territory of the Coastal Ts'msyen people – PR Campus – Indigenization of the education assistant program. Tried to recruit as many indigenous students as we could into the program.

Priscilla Michell- Agrees that we are the only institution that we give FNC a chance to vote at BOG. Guiding document called Stepping Stones is being worked on with BOG. Speaking about the history as College focusing on international students. All of our students should understand what our local history and our Canadian history is. Understanding the differences between the nations and terms. Breaking down more understanding of who we are and how we are represented. Take advantage of Kāshā when it comes to indigenization.

Kāshā JMorris – Unceded Territory of the Coastal Ts'msyen people - PR Campus - Member of the Tahltan Nation. Clan is Crow and Crest is the Frog. Grateful of the Indigenization of this agenda. Definitions of indigenization. Thinking of decolonization as the unlearning and Indigenization the work of learning. The work that is being done at CMTN is appreciated and appreciates the allies and accomplices. <https://www.uvic.ca/news/topics/2021+knowledge-beadwork-as-resistance+news#:~:text=%E2%80%9Clearn%20to%20teach%20my%20students%20how,as%20a%20form%20of%20resistance.%E2%80%9D>

Endrayen MacAspac – Unceded Territory of the Ts'msyen people – Terrace Campus- Is looking forward to understanding the Indigenization process to bridge the gap and create a safe space for learning.

<p>Emily Suderman– Unceded Territory of the Ts'msyen people – Terrace Campus- - Disaggregated data report - This was a great read, data is also connected to reconciliation. https://bchumanrights.ca/wp-content/uploads/BCOHRC_Sept2020_Disaggregated-Data-Report_FINAL.pdf</p>	
<p>Curriculum Guide</p> <p>For Review: Curriculum Guide <i>Please see Curriculum Guide on pages 11-14.</i></p> <ul style="list-style-type: none"> • There was a small group that wanted to create a document for when curriculum comes through the EdCo process. • The intention is to have volunteers test drive this document. • Hoping for Edco to review this document and Clusters use this document. • Clusters can share this document and bring questions or edits back to EdCo in the next month. <p>ACTION ITEMS: Aman to send out Curriculum Guide to EdCo members and Cluster Chairs.</p>	EC.23-05.02
<p>ACC – New Membership</p> <ul style="list-style-type: none"> • EdCo reps to inform their Clusters of the new membership and Terms of Reference for ACC • Membership discussion will happen at the February ACC meeting. February 3rd, 2023. • Clusters to identify/hold election of who will be the ACC member. Needs to be in place for the February 3rd meeting. <p>Required membership:</p> <ul style="list-style-type: none"> • 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. <p>Education Council will request representation from:</p> <ul style="list-style-type: none"> •one Academic Dean; •one Educational Advisor; •two students with one representing First Nations Council. <p>Concern that some Clusters don’t have an election process.</p> <p>ACTION ITEM: Inform Lauren, Marja and Aman about who will be ACC members.</p>	EC.23-05.03
<p>Program Review</p> <p>Programs which have undergone Program Reviews are required to present 1-year following completion of their review.</p> <ul style="list-style-type: none"> • ACE-January – Ken Shaw <p><u>1-year Action Status Report</u></p> <ul style="list-style-type: none"> • Quality Assurance: <ul style="list-style-type: none"> ○ Self-study report, external review team, response to report, action plan. ○ One-year report ○ Started in 2019, was disturbed by Covid-19. 	EC.23-05.04

<ul style="list-style-type: none"> • Key staff: Review team, Titi, Adam, Deidre, Tanya & COLT staff. • Overall Summary: <ul style="list-style-type: none"> ○ 18 recommendations implemented and completed. ○ Highlights – mobile marine classroom, full time pro technician, upgrading in technology, dedicated equipment prep, calibration & maintenance room. • In Progress: <ul style="list-style-type: none"> ○ 15 recommendations – topics of planning, organization and communication. ○ Examples – equipment updates, improved communication and management information resources. • Long-term Goals: <ul style="list-style-type: none"> ○ 6 recommendations. ○ Student housing in Prince Rupert, Indigenization, staff outside of Terrace. • Results: <ul style="list-style-type: none"> ○ ACE is the only Diploma level program in BC and possibly in Canada to offer a unique coastal resource training program. • New experiential based courses at EDCO: <ul style="list-style-type: none"> ○ OCGY 211 Oceanographic Field Methods. ○ GEOG 2XX Introduction to drones – working on getting this into CIM. ○ Additional equipment – Only scientist have access to this (Single Beam Echo Sounder-Used for Surveying work) <p>Questions:</p> <ul style="list-style-type: none"> • Management of information systems? - Example, there is no communication about Informer. This could help to better forecast student success. • Recommendations around regular review of systems. <p>Other Programs up for Review:</p> <ul style="list-style-type: none"> • Geosciences- February • BADM- March 	
<p>Programs & Courses – Emily Suderman & Sarah Grielens</p> <p>List of Programs and Courses that have not been offered in 5 years.</p> <ul style="list-style-type: none"> • Yearly the Registrar’s Office provides a list of courses and programs that have not been offered in 5 years. • The intention is to have Clusters review these two pieces of information. • Clusters should know what courses and programs belong to them. Clusters are to discuss the courses and programs that are up for review and then bring this back to EdCo. • A formal motion will be coming in February to delete or inactivate courses and programs that have not been offered in 5 years. 	EC.23-05.05

<p>ACTION ITEM : Aman to send out the list of courses and programs to Edco reps and Cluster Chairs.</p>	
<p>Renewal Dates for Taskforces</p> <p>Task Forces are given a 1-year term to operate. Once the 1-year term comes up for renewal it shall be discussed if the Task Force shall continue or be dissolved.</p> <p><u>Active Task Forces 2022/2023</u></p> <ul style="list-style-type: none"> • Cluster Review Task Force – Colin Elliott (December 2022) • Policy Audit Task Force – Marja Burrows (November 2022) • Edco Process Task Force – Titi Kunkel (February 2022) – Coming up for renewal • Indigenization of Curriculum Task Force – Titi Kunkel – Came out of EdCo process but will be wrapping up. • Curriculum Guide Task Force – Emily Suderman (June 2022) – Hopes to wrap up this taskforce once we receive feedback from Clusters on the Curriculum Guide. This document will then be sent to Lorena for editing. Estimated wrap up time is 2 months. (March 2023) 	<p>EC.23-05.06</p>
<p>Indigenization of Curriculum – Titi Kunkel (5 minutes)</p> <ul style="list-style-type: none"> • Wrap up meeting took place on January 24th, 2023. • Motion was a part of the EdCo process about 5 years ago. • Goals and Objectives. <ul style="list-style-type: none"> ○ Develop TOR. ○ Review TOR, ACKAC, ACPAC, CPAC. ○ Propose new committee structure for programs and course indigenization. ○ Resources required for the new committee. ○ Impact on EdCo process. • Members. <ul style="list-style-type: none"> ○ Kāshā, Titi, Bridie, Bernadette, Debbie, Gaelle & Aman. • Accomplishments so far. <ul style="list-style-type: none"> ○ ACC ○ EDCO Bylaws ○ Inclusion of the Indigenous Scholar Faculty • Initial proposal (Indigenization process)– Development (Indigenization process)– Approvals – ACPCA (ACC) – Edco • Indigenization process should be happening beyond the EdCo process. Meeting with Kāshā or the Indigenization committee. • We only have a fraction of our faculty bringing courses in through this process. • Where and how can we reach all of our faculty about this. <ul style="list-style-type: none"> ○ Brightspace, ads • Recommendations to EdCo. <ul style="list-style-type: none"> ○ Curriculum Indigenization reporting as a standing item at EdCo. ○ New Indigenization committee as part of the CIM approval process at a future stage. ○ TOR for new comm -TBA • Ongoing Work. 	<p>EC.23-05.07</p>

<ul style="list-style-type: none"> ○ Curriculum Indigenization work by LTS. ○ Outside of scope of this task force. ○ Kāshā will continue work on the braided pathways. <ul style="list-style-type: none"> ● Questions/comments. <ul style="list-style-type: none"> ○ Commending the amount of work that has been done. ○ Kāshā – Nice to be a part of a group that put students first and made it a goal to implement Indigenization. Braiding pathways through self awareness is on Brightspace and not open to faculty yet. ● This is a wrap up for the taskforce. <p>RECCOMENDATION: To wrap-up Taskforce.</p>	
<p>REPORTS</p>	<p>EC.23-06</p>
<ul style="list-style-type: none"> ➤ Chair — Marja Burrows <ul style="list-style-type: none"> ● Bylaws had gone to BOG and president. ➤ FNC — Priscilla Mitchell <ul style="list-style-type: none"> ● Not meeting until Feb 3rd. ● FNC chair now has a vote at BOG. ● Working on stepping stones document. ● College is still in talks with Contact North BC. ➤ EPC — Titi <ul style="list-style-type: none"> ● Met last week. ● Process is started for the work and reporting on that. ➤ Educational Planning and Program Review – Tracey Woodburn – No Reports ➤ Educational Practice – Tracey Woodburn – No Reports ➤ International Education Committee – Colin Elliott <ul style="list-style-type: none"> ● Met Jan 26th ● Survey for feedback on International issues came up. ● Faculty will be invited to our next meeting. ● Looking at agreements and upcoming motion to EdCo. ● English language equivalents. 	<p>EC.23-06.01</p>
<p>Motion to adjourn: 12:15pm – Michele Cook Next Meeting: February 24th, 2023</p>	<p>EC.23-07</p>

Education Council Meeting Agenda

January 27th, 2023

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

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

Approval of the Agenda and all items on Consent Agenda (2 minutes)	EC.23-01
For Approval: EdCo Agenda - January 27th, 2023	
Approval of Minutes from December 9th, 2022 (2 minutes)	EC.23-02
For Approval: EdCo Minutes – December 9th, 2022	
CONSENT AGENDA	EC.23-03
Bylaw – Editor Review	EC.23-03.01
Bylaws were presented to BOG and College President. Grammar and punctuation inconsistencies noted. To be reviewed by College Editor. Once complete, Bylaws to be submitted to the Ministry.	
ACTION ITEM: Aman to posted revised copy on website.	
ACTION AGENDA	EC.23-04
Proposed Amendment to the Admission and Registration Procedures – Gord Weary	EC.23-04.01
➤ Motion to accept the proposed amendments to the Admission and Registration Procedures. For Amendment: Proposed Amendment to Education Policies	
<i>Proposed Amendment:</i>	
<i>Section 8.08:</i>	
<i>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.</i>	
ACTION ITEM: Move to February meeting.	
First: EPC Second:	
➤ ITA name change to Skills Trade BC – Kelly Swain, Trades	EC.23-04.02
Motion	
The ITA has changed their name to Skilled Trades BC. Program and Course information should be updated.	
Our website, and course and program information are now out of date.	

	First: Second:
DISCUSSION AGENDA	EC.23-05
<p>Land Acknowledgement and Efforts of Reconciliation</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.</p> <p>We also collaborate with our close neighbors in the Tahltan Nation.</p>	EC.23-05.01
<p>Curriculum Guide</p> <p>For Review: Curriculum Guide</p>	EC.23-05.02
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<p>Programs & Courses – Sarah Grielens</p> <p>List of Programs and Courses that have not been offered in 5 years.</p>	EC.23-05.05
<p>Renewal Dates for Taskforces</p> <p>Task Forces are given a 1-year term to operate. Once the 1-year term comes up for renewal it shall be discussed if the Task Force shall continue or be dissolved.</p> <p><u>Active Task Forces 2022/2023</u></p> <ul style="list-style-type: none"> • Cluster Review Task Force – Colin Elliott • Policy Audit Task Force – Marja Burrows • Edco Process Task Force – Titi Kunkel • Indigenization of Curriculum Task Force – Titi Kunkel • Curriculum Guide Task Force – 	EC.23-05.06
<p>Indigenization of Curriculum – Titi Kunkel (5 minutes)</p> <p>Wrap up meeting – Jan 24th, 2023</p>	EC.23-05.07
REPORTS	EC.23-06
<ul style="list-style-type: none"> ➤ Chair — Marja Burrows ➤ FNC — Priscilla Mitchell ➤ EPC — Titi Kunkel ➤ Educational Planning and Program Review – Tracey Woodburn ➤ Educational Practice – Tracey Woodburn ➤ International Education Committee – Colin Elliott 	EC.23-06.01

Motion to adjourn:

Next Meeting: February 24th, 2023

EC.23-07

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

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

Acceptance of Agenda for December 9th, 2022 (2 minutes)	EC.22-63
For Approval: EdCo Agenda – December 9th, 2022 <i>Please see December 9th Agenda on pages 5-6.</i>	
First: Dave McKeever Second: Sarah Grielens	<i>Carried</i>
Approval of Minutes from November 25th, 2022 (2 minutes)	EC.22-64
For Approval: EdCo Minutes – November 25th, 2022 <i>Please see November 25th Minutes on pages 7-10.</i>	
First: Troy Hanschen Second: Gord Weary	<i>Carried</i>
ACTION AGENDA	EC.22-65
➤ Transfer Credit Task Force (2 minutes) Motion to dissolve the Transfer Credit Task Force. First: Transfer Credit Task force Second: Lana Reid	EC.22-65.01 <i>Carried</i>
➤ Education Council Bylaws (2 minutes) Motion to dissolve the Bylaw Task Force. First: Bylaw Task force Second: Dave McKeever	EC.22-65.02 <i>Carried</i>
➤ Academic Dates (15 minutes) Motion to approve the academic dates as presented.	EC.22-65.03

<p>For Approval: Important Dates 2022-2023 <i>Please see Important Dates on pages 11-13.</i></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>First: Troy Hanschen Second: Michele Cook</p>	<p><i>Carried</i></p>
<p>➤ Summary of Motions 21-22 (5 minutes) Motion to accept the summary of motions as presented.</p> <p>For Approval: Summary of Motions 2021-2022</p> <ul style="list-style-type: none"> • Only motions to be present in this document. • The Summary of Motions must be easily searchable. <p>First: Troy Hanschen Second: Yuriko Riesen</p>	<p>EC.22-65.04</p> <p><i>Carried</i></p>
<p>➤ ACC Terms of Reference - (Articulation and Curriculum Committee) Motion to accept the proposed Terms of Reference for the Articulation and Curriculum Committee)</p> <p>For Approval: ACC Terms of Reference <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"> I. Name change to, Articulation and Curriculum Committee (ACC). II. Worked extensively on the Purpose, Committee Membership & Frequency of Meetings sections. <p>Aman to update the ACC Terms of Reference - Change Education Council non-headings to Edco.</p> <p>First: ACC Second: Sarah Grielens</p>	<p>EC.22-65.05</p> <p><i>Carried</i></p>
<p>➤ Cluster Annual Report Template Motion to accept the Cluster Annual Report Template. Submit to all cluster Chairs December 19th.</p> <p>For Approval: Cluster Annual Report <i>Please see Cluster Annual Report on page 16.</i></p> <ul style="list-style-type: none"> • Living document to be filled out at each meeting. • Suggested that minute taker fills this out. 	<p>EC.22-65.06</p>

First: Tracey W Second: Lana R	<i>Carried</i>
DISCUSSION AGENDA	EC.22-66
Land Acknowledgement and Efforts of Reconciliation (20 minutes) 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.	EC.22-66.01
Task force on EdCo Process – Titi Kunkel (5 minutes) No updates or reports.	EC.22-66.02
Indigenization of Curriculum – Titi Kunkel (5 minutes) <ul style="list-style-type: none"> • No updates or reports. • No meeting held recently as per Kāshā. • Clusters are encouraged to invite Kāshā to cluster meetings. • 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. 	EC.22-66.03
Cluster Review Task Force – Colin Elliott (5 minutes) <ul style="list-style-type: none"> • No updates or reports. • No meeting scheduled. <i>Destiny left meeting</i>	EC.22-66.04
Amendment to Education Policies (20 minutes) - Gord Weary For Amendment: Proposed Amendment to Education Policies <i>Please see Proposed Amendment to Education Policies on page 17.</i> Notice of Motion: <i>Recommendation to refer policy to EPC and tentatively the procedures piece. Obtain feedback from clusters.</i>	EC.22-66.05
CONSENT AGENDA	EC.22-67
Amendment of Program Outline for Post Degree Accounting Previously there was no total credits listed. It listed individual course credits (the 3s). Now total credits are listed. For Amendment: Post Degree Accounting - Screenshot <i>Please see Post Degree Accounting - Screenshot on page 18.</i>	EC.22-67.01
REPORTS	EC.22-68
Chair - Marja Burrows <ul style="list-style-type: none"> • Last EdCo meeting was held on the 25th • Marja and Aman attended the health cluster and review current Bylaws. 	EC.22-68.01

ACPAC - Lauren Fraychineaud (Marja) <ul style="list-style-type: none"> New Committee name and ACC Terms of Reference. 	EC.22-68.02
FNC - Priscilla Mitchell <ul style="list-style-type: none"> Next meeting to be held in January 2023. 	EC.22-68.03
EPC - Troy Hanschen <ul style="list-style-type: none"> Next meeting November 15th. 	EC.22-68.04
Educational Planning and Program Review - Tracey Woodburn <ul style="list-style-type: none"> Program Review audit is scheduled for 2023. 	EC.22-68.05
Educational Practice - Tracey Woodburn <ul style="list-style-type: none"> No updates to report. 	EC.22-68.06
International Education Committee Report - Colin Elliott <ul style="list-style-type: none"> Meeting scheduled for Jan 25th. 	EC.22-68.07
Cluster Reports <ul style="list-style-type: none"> ➤ ACE & University Credit - No Reports. ➤ Business – No Reports. ➤ CPP & LEAP – No Reports. ➤ Health – <ul style="list-style-type: none"> - Health cluster met on December 1st. - Capital requests have been submitted. - Posting in Smithers for an instructor. - Students are now able to download the Pharmacology textbook. This has been very popular with students. ➤ Human Services – <ul style="list-style-type: none"> - Dual credit programs will be offered in 2023 to Terrace, Prince Rupert, Smithers and Haida Gwaii campuses. ➤ Library & Student Services – No Reports. ➤ Trades & WCTS – No Reports. 	EC.22-68.08
Motion to adjourn: Colin Elliott - 12:02pm Next Meeting: January 27th 2022	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

CMTN Curriculum Standards & Style Guide

PURPOSE

This document is to help establish curriculum standards for faculty when developing curriculum. This document may not pertain to curriculum that is governed by external bodies (e.g., the ITA, Health Registries, other professional associations).

RELEVANT RESOURCES

[Course and Program Development Policy and Procedures](#)

COLT

Indigenous resources: Brightspace shell First Peoples Information and Resources

GENERAL PRINCIPLES

Programs and courses taught for credit at Coast Mountain College go through an extensive and important review process that is initiated before courses are taught as well as on a regular and ongoing basis. This ongoing and in-depth process helps to increase precision and quality in teaching and learning while allowing for content to adapt and stay current with contemporary changes. This process often involves conversations with colleagues, articulation committees, clusters, Deans, Registrar's Office, the Centre of Learning Transformation, Indigenous Scholar, and a formal review through the Education Council.

Use learner primarily, instead of student.

Indigenization principles: Today's world requires an understanding of the many cultures and belief systems of the people around us. There are many distinct and diverse First Nations communities in Canada and British Columbia. In the Northwest of BC, the First Nations groups are many, sharing similarities as well as differences, making each group unique. To ensure that this course is meaningful and relevant to the learner, it is important to focus on the traditional territories of the First Nations living in that area. CMTN is located within the traditional territories of the Ts'msyen, Haida, Haisla, Gitx̱san, Nisga'a and Witsuwit'en peoples. The modules will focus on these groups wherever possible.

TITLE

COURSE TITLE

The title briefly describes the course content and academic level in some cases. Course titles can include terminology such as Introductory, Intermediate, and Advanced and/or include roman numerals (I, II, III, IV).

PROGRAM TITLE

Program areas usually consult COLT and Marketing to reflect the programming and best practices for attracting students. Check industry standards or other post-secondary institutions for inspiration.

LEVEL OF STUDY

010-050 level indicate developmental courses

100-400 level indicate undergraduate courses

VOC indicates Vocational

V1-V4 indicate Apprenticeship level 1 through 4

DISCIPLINE

Look at transferability to decide whether the course is science, humanity, social science, lab science. Calculus and English are separated because the Associate Degree has specific requirements for these subject areas.

Social science: objective; aspects of social life

Humanity: analytical; arts, classics, history

Science: uses scientific method to explore the physical world

Science lab: science course with a lab

CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP)

The [CIP code](#) is from Statistics Canada as the [Classification of Instructional Program](#). This helps with reporting on what we are teaching and can be aligned with, the National Occupation Codes (NOC's).

TOTAL COURSE HOURS

Lecture: Classroom related instruction.

Credits: CMTN sets credits by hours for undergraduate courses – as set by the Registrar's Office.

Lab: Learning that happens in a laboratory setting, using scientific principles and laboratory equipment.

Practicum: Learning that happens in the field of work under supervision.

Other: Shop, field, and any other hours not defined by lecture, lab or practicum.

Total Course Hours: The Sum of all instructional hours

PROGRAM ADMISSION REQUIREMENTS

Admissions team hopes to provide objective assessment to each requirement and strives to apply them equally to each applicant.

e.g., English Studies 10, English First Peoples 10 or equivalent OR

Science 10, Science First Peoples 10 or equivalent, minimum grade of B

*notes:

- Do not list CCP equivalents.
- Double check the Ministry of Education Website for current high school course names.

COURSE INSTRUCTOR QUALIFICATIONS

Usually the Education requirements are for instructors, only.

List here, wherever there are qualifications necessary for instructors to teach the course. (CRIM 135 – Intro to Canadian Law must be taught by a lawyer).

MAX ENROLLMENT PER COLLECTIVE AGREEMENT

This information is captured for information and distribution. It is not under the jurisdiction of Education Council. If this information needs to change, contact the Registrar's Office.

COURSE REQUISITES

Leave blank if none. List the course code abbreviation only, e.g. MGMT 150.

ANTI-REQUISITES

An anti-requisite is a course that has been previously completed with similar content. Learners will not be allowed to take the course if they have completed the anti-requisite.

e.g. Students cannot have earned credit for MATH 131 and MATH 251.

CO-REQUISITES

Courses students must register in at the same time.

PRE-REQUISITES

Usually a list of postsecondary courses the student must successfully complete before registering in a course. Pre-requisites may also include other requirements such as high school subjects, completion of a number of credits in a program, or academic standing in a previous course. Pre-requisites should consist of only those items that by virtue of the content or the level of the course are required for student success or to undertake the learning activities of the course safely. Do not include pre-requisites of pre-requisites (e.g. if a 200-level course is required for a 300-level course do not list the 100-level course that is the pre-requisite for the 200-level course).

COURSE DESCRIPTION

A concise summary of the nature and focus of the course intended to convey basic information to entice prospective and current students to register. Course descriptions,

1. Are meant to be enduring and avoid stating specific content which changes frequently.
2. Can be expressed in sentence fragments omitting phrases like "The student will learn..." or "An examination of...".
3. Are written in the third person, present tense.
4. Normally do not exceed 50 to 60 words. Longer descriptions should be added to the course syllabus.
5. Are consistent with other course descriptions in the subject/discipline area.
6. Normally start with a verb.

Examples:

Apply fundamental principles and concepts of accounting theory through examination of complex financial transactions and financial statements. Interpret financial information using data analytics to communicate results to shareholders.

Examine various costing methods and analytical tools used by management accountants to inform short and long-term decision making. Topics include job costing, activity-based costing, pricing, and budget forecasting.

Explore the wonders of the Universe using the basic principles of motion and light. Develop knowledge of the solar system, stars and galaxies and discover the night sky using modern astronomical methods.

Example:

CRIM 135 - Introduction to Canadian Law and Legal Institutions. Indicates the course belongs to the Criminology program/discipline and is a course offered in year 1 of the program.

Example:

This Provincial level course will examine First Nations peoples' cultures, values, beliefs, traditions, history, languages, and land in terms of a holistic worldview. Through this perspective, the course will examine the past, look at the many issues facing First Nations communities today, and consider possibilities for the future.

Example:

Current Indigenous issues will be considered in class discussions and assignments wherever appropriate.

PROGRAM OUTLINE

List the courses required for graduation. Program areas with external governing bodies are required to ensure that the course requirements meet accreditation standards.

Be general when possible: e.g., 6 credits of 100 level English will be flexible if the English department adds a new English course.

List specific skills or courses that are required: e.g. ENGL 151 Technical Writing.

Be sure to list when there are multiple course options to complete graduation requirements.

CMTN encourages program areas to consider Indigenous course content as required for graduation when possible.

LEARNING OUTCOMES

Add to CIM: "Learners will be able to"

If there are learning outcomes required by an outside governing body, you can add learning outcomes specific to CMTN students. "Upon successful completion of this course, CMTN learners will be able to:"

Each Learning Outcome should have a period, as we are finishing a thought.

Consistency for: First Peoples, First Nations, Indigenous (Indigenization Department decides)

“The term Indigenous Peoples is used to refer to First Nations, Inuit, and Metis people in Canada collectively, and also to refer to Indigenous Peoples worldwide collectively.” Elements of Indigenous Style by Gregory Younging p. 65

- Indigenous People in North America
- Indigenous peoples around the world
- Note: First Nations refers to a segment of Indigenous Peoples in Canada. Used in a context that describes all Indigenous People in Canada, you need to say “First Nations, Inuit, Metis people” (Younging p. 63)
- First Nations: as an adjective is always plural i.e. She is First Nations.
- First Nation: in particular e.g., Gitsxan First Nation or Tahltan Nation.

Friendly reminder – place each learning outcome in its own box! We want to do research on institutional learning outcomes.

EVALUATION PROFILE

Be general: think about different instructors’ ability to teach the course, unless there are very specific requirements for articulation/ accreditation.

Required evaluations: currently listed under “other” field when external bodies require certain types of evaluation be used. (Specific software to be used.)

No single assessment can be more than 40% of the final grade (see grading policy 3.06 and adhere to any changes in policy). Generally, CMTN encourages a variety of assessments worth less than 30%. Make a note if there are multiple evaluations of the same type so that no single assessment is worth more than a single value.

INSTRUCTIONAL ACTIVITY

Ensure that instructional activity matches the lecture, lab, practicum hours, and other. Curriculum developers can provide more detail on “other” hours.

TOPICS

Titles of chapters or modules of learning.

List of topics. Learning outcomes give a sense of the level, topics explain the scope of the course.

REPEATABLE

Can a student take the course more than once a semester? If not 1TERM.

MINIMUM PASSING GRADES

Letter code: minimum passing grade is usually a “P” or Although other standards may apply.

Percentage grade scheme: 50%

ALLOW AUDIT

Auditing students are not taking the course for credit.

Program areas may have specific requirements when auditing is not allowed. For example, health programs may not allow auditing in clinic placements.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessments grant students credit for previous experience. Whether a course can be granted credit by prior learning is determined by the Cluster.

REQUIRED TEXTBOOKS

List Textbook in APA as “current edition” unless required by articulation and transfer credit.