

Education Council Meeting Minutes

September 27, 2024

10:00am – 2:00pm

Kaltura <https://cap1-smart.newrow.com/#/room/ft44cap>

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.

Chair: Marja Burrows

Recording Secretary: Sarah Grielens/Monica Barro

Bernadette McNabb – Support Staff Seat (March 2025)	Present
Callan Williamson - Health Cluster (March 2026)	Present
Chris Try – Business & First Nations Fine Arts (March 2025)	Present
CJ Butcher - Non-voting - Advisory Member BOG (March 2026)	
Colin Elliot – Admin Seat (March 2025)	Present
Emily Suderman – Admin Seat (March 2025)	Present
Gord Weary - University Credit and Applied Coastal Ecology (March 2025)	
Jon Stone - Teaching and Learning Support (March 2025)	Present (departed 12:35pm)
Kāshā JMorris - Indigenous Scholar Faculty (March 2025)	Present
Linnea Waechter - Trades and Workforce Training (March 2025)	Present
Marja Burrows - Human Services (March 2026)	Present
Melanie Pollard - Developmental Education (March 2026)	Present
Nakkita Trimble – Business & First Nations Fine Arts (March 2025)	Present
Priscilla Michell - Non-voting - Advisory Member FNC (March 2025)	
Reto Riesen - University Credit and Applied Coastal Ecology (March 2026)	Present
Sandy Kaardal – Support Staff Seat (March 2026)	Carla Ollenberger
Titi Kunkel – Admin Seat (March 2025)	Anuraj Bajwa
Tracey Woodburn – Admin Seat (March 2025)	Present
Vacant – Developmental Education (March 2025)	

Attendees: Emma Shack, Darjem Ponce, Andy Klimach, Dawn McConnell., Reefat, Michele Cook, Kara Loy, Adam Nash, Kelly Swain, Johannita Mills-Beale, Ozzy Netto

Call to order and declaration of Quorum (1 minute): **10:02AM**

Approval of the Agenda and all items on Consent Agenda (2 minutes) For Approval: EdCo Agenda Motion: To move FNFA 228 on the top of the Agenda. <p style="text-align: right;">First: Melanie Pollard Second: Kāshā <i>Carried</i></p>	EC.24.50
Approval of Minutes from June 26, 2024 (2 minutes)	EC.24.51

<p>For Approval: EdCo Minutes</p> <p style="text-align: right;">First: Chris Try Second: Carla Ollenberger <i>Carried</i></p>	
<p>CONSENT AGENDA</p>	<p>EC.24.52</p>
<p>ACTION AGENDA</p>	<p>EC.24.53</p>
<p>FNFA 228: Intermediate Wood Carving & Design – Nakkita Trimble (10 minutes)</p> <ul style="list-style-type: none"> ➤ Notice of Motion and Motion: Motion to make FNFA 228 inactive. Discussion: <ul style="list-style-type: none"> • To check the FNFA program since FNFA 228 is part of the graduation requirements. <p style="text-align: right;">First: Nakkita Trimble Second: Callan Williamson</p>	<p>EC.24.53.01</p>
<p>Council Membership – Standing Committees (20 minutes)</p> <ul style="list-style-type: none"> • Academic Appeals Committee <ul style="list-style-type: none"> ○ Chris Try ○ Gord Weary ○ Jon Stone ○ Linnea Waechter ○ Melanie Pollard ○ Reto Riesen ○ Tracey Woodburn (Chair) • Articulation and Curriculum Committee <ul style="list-style-type: none"> ○ Bernadette McNabb ○ Callan Williamson ○ Emily Suderman ○ Jon Stone ○ Kāshā (Volunteered as Chair) ○ Tracey Woodburn • Education Policy Committee <ul style="list-style-type: none"> ○ Bernadette McNabb ○ Emily Suderman ○ Kāshā ○ Titi Kunkel ○ Tracey Woodburn • International Education Committee <ul style="list-style-type: none"> ○ Colin Elliott ○ Reto Riesen ○ Titi Kunkel <p>General Committee Requirements:</p> <ul style="list-style-type: none"> • A name for the standing committee. • An interim Chair (who must be an EdCo member). • EdCo Standing Committees will have representatives from EdCo and the College community. • Chair and Co-Chair of a standing committee must be EdCo members. • The first task of a new standing committee is to develop the committee. Terms of Reference for EdCo approval. 	<p>EC.24.53.02</p>

<p>6.2.6 Council membership on standing committees shall be determined at the September meeting of each year</p> <p>Action Item: Monica to review that all EdCo members are on at least one standing committee.</p>	
<p>HCAS 1011: Concepts for Practice – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1011 as presented.</p> <p style="text-align: right;">First: ACC Second: Colin Elliott <i>Carried</i></p>	EC.24.53.03
<p>HCAS 1021: Introduction to Practice – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1021 as presented.</p> <p style="text-align: right;">First: ACC Second: Melanie Pollard <i>Carried</i></p>	EC.24.53.04
<p>HCAS 1031: Interpersonal Communications – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1031 as presented.</p> <p style="text-align: right;">First: ACC Second: Emily Suderman <i>Carried</i></p>	EC.24.53.05
<p>HCAS 1041: Lifestyle and Choices – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1041 as presented.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn <i>Carried</i></p>	EC.24.53.06
<p>HCAS 1051: Common Health Challenges – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1051 as presented.</p> <p style="text-align: right;">First: ACC Second: Carla Ollenberger <i>Carried</i></p>	EC.24.53.07
<p>HCAS 1061: Cognitive or Mental Health Challenges – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1061 as presented.</p> <p style="text-align: right;">First: ACC Second: Tracey Woodburn <i>Carried</i></p>	EC.24.53.08
<p>HCAS 1071: Personal Care & Assistance – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1071 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Added “Quizzes, Assignments, Journal, Exams. Learners must complete attain a "pass" (B-).” language to other evaluation profile assessment type. <p style="text-align: right;">First: ACC Second: Anuraj Bajwa <i>Carried</i></p>	EC.24.53.09

<p>HCAS 1081: Practice in Multi-Level/Complex Care – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1081 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Changed to 5 credits. <p style="text-align: right;">First: ACC Second: Emily Suderman <i>Carried</i></p>	EC.24.53.10
<p>HCAS 1091: Experience in Home Support/Assisted Liv – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1091 as presented.</p> <p style="text-align: right;">First: ACC Second: Melanie Pollard <i>Carried</i></p>	EC.24.53.11
Break (5 minutes)	
<p>HCAS 1101: Complex Care Preceptorship – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS 1101 as presented.</p> <p style="text-align: right;">First: ACC Second: Carla Ollenberger <i>Carried</i></p>	EC.24.53.12
<p>HCAS: Health Care Assistant (HCA) Certificate – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HCAS Certificate without referencing to particular dates as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Changed the Program Duration Minimum to 750 hours. • Changed the Total Program hours to 750 hours. • Changed the Divisor to 750 hours. • Changed HCAS 1081 credit to 5 in Program Outline. • Changed the Academic Level to Vocational. • Step 1 admission and registration requirement: <ul style="list-style-type: none"> ○ Changed to “mature students” language. ○ Discussion about the English 10, or equivalent requirement. <p>Recommendation: Not to have a retroactive date until EdCo approved it.</p> <p>Recommendation: Remove the “first-qualified, first-admitted” language in Step 1.</p> <p style="text-align: right;">First: ACC Second: Anuraj Bajwa</p> <p>Motion: To change Grade 12 graduation to Grade 10 completion.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Referring to the expertise of others towards the Grade 10 piece, agreed to Kara Loy’s reasoning that people who do not necessarily have the dogwood graduation could apply and will be discourage to apply. <p style="text-align: right;">First: Callan Williamson Second: Kāshā</p>	EC.24.53.13

<p>Recommendation: To put Grade 12 graduation, or mature students to the bottom of the list.</p> <p>Motion: To withdraw the previous motion.</p> <p style="text-align: right;">First: Callan Williamson Second: Kāshā</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Will students see the high school graduation requirement and self-select without considering the mature student definition? Could this make our education appear inaccessible to those without high school graduation? • If students self-select out, it may negatively impact access to education. What effect would removing the high school graduation requirement have, particularly on Indigenous students' funding? <p>Recommendation: Regarding the Grade 12 graduation, or mature students, to refer to the task force to look in further detail.</p> <p>Motion: To create a task force.</p> <p>6.3 Task Forces</p> <p>6.3.1 An EdCo resolution initiating a task force shall include the following:</p> <p>6.3.1.1 A name for the task force Admission Requirements and Equity Task Force</p> <p>6.3.1.2 A list of specific duties and objectives</p> <ol style="list-style-type: none"> 1. To explore issues of inequity for specific student populations in our admission requirements. 2. To ensure that stated graduation requirements are not excluding students unfairly. 3. To come back with recommendations to Education Council about whether or not to continue to include graduation requirements for programs that don't academically need graduation. 4. To connect with First Nations Council if there are any specific issues that they would like to bring to Education Council's attention. <p>6.3.1.3 The appointed Chair, who shall be a member of EdCo. Chair: Emily Suderman Co-Chair: Emma Shack</p> <p style="text-align: right;">First: Reto Riesen Second: Callan Williamson <i>Carried</i></p>	
<p>MATH 115: Precalculus – Reefat (10 minutes)</p> <p>➤ Motion: To approve MATH 115 as presented.</p> <p style="text-align: right;">First: ACC Second: Callan Williamson <i>Carried</i></p>	EC.24.53.14
<p>Break (30 minutes)</p> <p>Callan chaired the EdCo meeting at 1:09pm.</p>	

<p>POWER and AIRMT – Emily Suderman/Kelly Swain (10 minutes)</p> <ul style="list-style-type: none"> ➤ Notice of Motion and Motion: To discontinue the People Obtaining Workplace Employment Requirements (POWER) effective July 8, 2024 ➤ Notice of Motion and Motion: To discontinue Aircraft Maintenance Technician Diploma (AIRMT) effective July 8, 2024 <p style="text-align: right;">First: Emily Suderman Second: Chris Try <i>Carried</i></p>	EC.24.53.15
<p>IEC English Proficiency Language Updates - Emma Shack (15 minutes)</p> <ul style="list-style-type: none"> ➤ Motion: To approve the updates to the English Language Proficiency Requirements as presented. <p style="text-align: right;">First: Emma Shack Second: Anuraj Bajwa <i>Carried</i></p>	EC.24.53.16
<p>Convocation 2025 Dates – Emma Shack (10 minutes)</p> <ul style="list-style-type: none"> ➤ Notice of Motion and Motion: To approve the Convocation 2025 Dates as presented. <p style="text-align: right;">First: Emma Shack Second: Melanie Pollard <i>Carried</i></p>	EC.24.53.17
<p>DISCUSSION AGENDA</p>	EC.24.54
<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> <p>Discussion:</p> <ul style="list-style-type: none"> • Kāshā talks about the Orange shirt day – National Day of Truth and Reconciliation. Acknowledging the passing of Chief Don Roberts in the Kitsumkalum and heart goes out to his Wife, Arlene Roberts, she used to live in Prince Rupert, so Kāshā knows the family. It is really a hard time for Indigenous peoples. Kāshā wanted to ensure that we are uplifting other people around us and do what we can to support reconciliation in the community. Appreciate the people organized the orange shirt day. There will be a challenge for all of us, there is a documentary called Muffins for Granny that can watch. Expressed gratitude to people who are wearing an orange shirt or a pin. • Kara Loy shared that they went to a community event with her daughter and co-worker that she has never socialized with. The co-worker is relative newcomer to Northwest BC, and asking about their practices around orange shirt. Explained to the co-worker about the story of Phyllis Webstad and her orange shirt and some history of the residential school and memory failed her. Her daughter, whose education is in Saskatchewan and Alberta, knew the story and ramifications and was able to relay it and interpret it in much livelier child centered perspective. Proud of her daughter that she received education from the teachers who are willing to speak up about how difficult it is, the history of residential school, the cultural annihilation and related to the practice of wearing orange shirt. 	EC.24.54.01

<ul style="list-style-type: none"> • Andy Klimach wanted to highlight some books and Andy read recently entitled, North of Nowhere written by Marie Wilson, who was one of the commissioners on the original truth and reconciliation commission. It is a powerful read especially about the impacts of residential schools and the work that was done through commission to get to those recommendations. The second book was entitled, The Knowing written by Tanya Talaga, it is the retelling of Canadian history from the First Nations point of view. • Linnea Waechter shared about what they will do on the weekend, grandmother was in a residential school and was forced to live there at the age of 5 to 16. Auntie works at the University of Victoria and recently sent their dissertation that was wrote on elders living with dementia. Linnea will be reading and reviewing it this weekend and will spend time with family. • Dawn McConnell shared that she is Métis and the language that they speak is Michif Language. Dawn received a care package from the Michif Language Revitalization Circle as she is doing her best to start learning the language. Included in the care package was a set of bingo card with Michif numbers so they can take it to the community and share the Michif language with Métis community members. Excited to help and educate their community members on the language and able to participate in that way. • Melanie Pollard shared that they had an amazing field trip to Tea Creek this week with a group of upgrading students. It built on their reading packages looking at Indigenous Food Sovereignty, and there are so many important learnings. Mercedes shared about that trip. She shared about how meaningful it was and sounds like it was inspiring. There will be a showing of the feature documentary 'Tea Creek' at Tillicum Theatre on October 10th. Incredible work on Indigenous Food Sovereignty. • A book recommendation on how to speak to the young – Materials for speaking with Children, "The Secret Pocket" by Peggy Janicki, and illustrated by Carrielynn Victor (Orca Book Publishers). 	
<p>Indigenization of Curriculum – Kāshā JMorris (20 minutes)</p> <ul style="list-style-type: none"> • Kāshā shared that she recently sent out a top harvest every month, where it has to do with reaching what you could read, what you could watch, how you can participate in reconciliation. If you are a faculty member or an instructor, you are already getting those emails and she is sharing for those people who aren't receiving those. https://www.coastmountaincollege.ca/about-cmtn/centre-of-learning-transformation/indigenization. Kāshā has been doing this work since spring of 2020, but she also goes along with Adam Nash of COLT department. They have talked about rethinking the land acknowledgement and territorial acknowledgement, they recorded it and sent out to the faculty and also sent out the PowerPoint she put together. Kāshā wanted to stress on looking at the Indigenous worldview as opposed to the Western worldview as something that she didn't do before but something to do in subsequent meetings. • Kāshā shared the Belly button teachings, together with Adam Nash, they started up a faculty discussion series and tried to get many people to sign up and ended up three (3) instructors, one (1) from CCP, one (1) from Nursing, and one (1) from ACE programs and a great way to pilot it. It is about decolonization is not a metaphor. They have talked about the values of Indigenous teachings and learning practices and went really well. The discussion series is not open anymore. • Kāshā opened up the session where people got to identify themselves, said their names and roles in their department as they are not used to do that anymore. She thinks that EdCo was a big part about creating community. 	EC.24.54.02

<p>Evaluate Curriculum approval process – Marja Burrows (10 minutes)</p> <ul style="list-style-type: none"> ➤ Motion: To create a task force to evaluate and provide recommendations regarding the CIM process, as well as review Program and Course Development policy and procedures for alignment. ➤ Motion: To move the remaining agenda items to the next EdCo meeting on November 1, 2024. <p style="text-align: right;">First: Callan Williamson Second: Melanie Pollard <i>Carried</i></p>	EC.24.54.03
<p>EdCo Student Elections (10 minutes)</p> <ul style="list-style-type: none"> • 4 vacant EdCo student seats available. <ul style="list-style-type: none"> 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>The election process began on September 13, 2024. The student seats are to be filled by the next EdCo meeting on November 1, 2024.</p> <ul style="list-style-type: none"> ➤ Motion: To move the remaining agenda items to the next EdCo meeting on November 1, 2024. <p style="text-align: right;">First: Callan Williamson Second: Melanie Pollard <i>Carried</i></p>	EC.24.54.04
<p>Physical Meetings – Sarah Grielens (10 minutes)</p> <ul style="list-style-type: none"> ➤ Motion: To move the remaining agenda items to the next EdCo meeting on November 1, 2024. <p style="text-align: right;">First: Callan Williamson Second: Melanie Pollard <i>Carried</i></p>	EC.24.54.05
<p>REPORTS</p>	EC.24.55
<ul style="list-style-type: none"> • FNC – Priscilla Michell – No reports • Educational Practice – Tracey Woodburn • Educational Planning and Program Review – Tracey Woodburn • EPC – Emily Suderman – No reports • IEC – Colin Elliott • Trades Cluster Seat <ul style="list-style-type: none"> ○ Shauna Stach Outgoing ○ Linnea Waechter – To represent Trades & Workforce cluster (ends March 2025) <ul style="list-style-type: none"> ➤ Motion: To move the remaining agenda items to the next EdCo meeting on November 1, 2024. <p style="text-align: right;">First: Callan Williamson Second: Melanie Pollard <i>Carried</i></p>	EC.24.55.01
<p>Motion to adjourn: 1:59PM Callan Williamson</p> <ul style="list-style-type: none"> • Next Meeting: November 1, 2024 	EC.24.56

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