

Education Council Meeting Minutes

April 25, 2025

10:00 am – 2:00pm

Teams Meeting (Virtual)

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: Monica Barro

Adam Nash – Teaching and Learning Support Cluster (March 2027)	Present
Anuraj Bajwa - Educational Administrator Seat (March 2026)	Emily Suderman
Callan Williamson - Health Cluster (March 2026)	Present
Chris Try - Business and First Nations Fine Arts Cluster (March 2027)	Present
CJ Butcher - Non-voting Advisory member BOG (June 2025)	
Emma Shack - Educational Administrator Seat (March 2026)	Present
Gord Weary - University Credit and Applied Coastal Ecology Cluster (March 2027)	Present
Gurpreet Singh - Student Seat - Terrace Campus (August 2025)	
Josiah Bahr - Student Seat - Terrace Campus (August 2025)	
Kara Loy - Educational Administrator Seat (March 2026)	
Kāshā / Julie Morris - Indigenous Scholar Faculty (March 2026)	Present
Linnea Waechter - Trades & Workforce Cluster (March 2027)	Present
Luchille Ramirez - Support Staff Seat (March 2027)	Present
Marja Burrows - Human Services Cluster (March 2026)	Present
Melanie Pollard - Developmental Cluster (March 2027)	Present
Nakkita Trimble - Business and First Nations Fine Arts Cluster (March 2026)	
Priscilla Michell - Non-voting - Advisory Member FNC (November 2025)	
Reto Riesen - University Credit and Applied Coastal Ecology Cluster (March 2026)	Present
Sandy Kaardal - Support Staff Seat (March 2026)	Present (departed 1pm)
Tracey Woodburn - Educational Administrator Seat (March 2026)	Present
Vandana Devi Kataria - Student Seat – Regional Campus (August 2025)	
Vacant – Prince Rupert Student Seat (August 2025)	

Attendees: Carla Ollenberger, Maria Duncan, Kim McIntyre, Darjem Ponce, Sarah Grielens, Bernadette McNabb, Colin Elliott, Yuriko Riesen, Regan Sibbald, Glenn Groulx, Aman Kang, Matt Beadle, Ruth Santos, Dawn McConnell, Johannita Mills-Beale, Lucy Stanford, Kezia Sinkewicz, Michele Cook, Tysen LeBlond (10:34am), Jieni Lim (11:45am)

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

<p>Approval of the Agenda from April 25, 2025 (2 minutes)</p> <p>For Approval: EdCo Agenda</p> <ul style="list-style-type: none"> To move EDUA, EDUA 130, and EDUA 135 before Adult Upgrading. <p align="right">First: Tracey Woodburn Second: Gord Weary <i>Carried</i></p>	EC.25.22
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<p>Approval of Minutes from March 28, 2025 (2 minutes)</p> <p>For Approval: EdCo Minutes</p> <p style="text-align: right;">First: Chris Try Second: Kāshā <i>Carried</i></p>	EC.25.23
<p>CONSENT AGENDA</p>	EC.25.24
<p>ACTION AGENDA</p>	EC.25.25
<p>EdCo Voting (10 minutes) Bylaws – Appendix C – Membership Rotation Odd years:</p> <ul style="list-style-type: none"> • one support staff elected by the Support Staff – Luchille Ramirez • one faculty from the Business and First Nations Fine Arts Cluster – Chris Try • one faculty from the Trades and Workforce Training Cluster – Linnea Waechter • one faculty from Teaching and Learning Support Cluster – Adam Nash • one faculty from the Developmental Cluster – Melanie Pollard • one faculty from University Credit and Applied Coastal Ecology Cluster – Gord Weary <p>Appointed each year:</p> <ul style="list-style-type: none"> • four educational administrators appointed by the President <ul style="list-style-type: none"> ○ Anuraj Bajwa, Emma Shack, Kara Loy, Tracey Woodburn • one Indigenous Scholar faculty recommended by faculty in consultation with the Indigenization department then appointed by the President <ul style="list-style-type: none"> ○ Kāshā/JMorris • one non-voting, advisory member appointed by the Board of Governors <ul style="list-style-type: none"> ○ CJ Butcher until June 2025 • one non-voting, advisory member appointed by the First Nations Council <ul style="list-style-type: none"> ○ Priscilla Michell until November 2025 	EC25.25.01
<p>EdCo Voting – Chair & Vice Chair – Emily Suderman (10 minutes) Bylaws - edco bylaws.pdf (coastmountaincollege.ca) 3.2 Election of Officers</p> <p style="padding-left: 20px;">3.2.1 The Chair and the Vice Chair of EdCo will be elected each year from the voting members of EdCo at their first annual meeting to be held in April of each year.</p> <p style="padding-left: 20px;">3.2.2 The Chair and Vice Chair cannot serve more than three consecutive terms.</p> <p style="padding-left: 20px;">3.2.3 The election of the officers will be by secret ballot.</p> <p style="padding-left: 20px;">3.2.4 Should a vacancy occur in the seat of Chair and/or Vice Chair, a new Chair/Vice Chair will be elected at the next scheduled meeting.</p> <p style="padding-left: 20px;">3.2.5 In the absence of the Chair, the Vice Chair acts as Chair of the meeting.</p> <ul style="list-style-type: none"> • EdCo Chair <ul style="list-style-type: none"> ○ The EdCo chair and EdCo Vice Chair are elected every year. ○ Marja nominated Gord Weary. Gord accepted nomination. ○ Marja nominated Callan Williamson. Callan accepted nomination. ○ Callan nominated Adam Nash. Adam declined nomination. ○ Gord nominated Reto Riesen. Reto declined nomination. ○ Kāshā nominated Bernadette McNabb. Bernadette was not eligible as their term on EdCo had ended. 	EC25.25.02

<p>Motion: To approve the results of the EdCo Chair elections via secret ballot through Microsoft Forms.</p> <p style="text-align: right;">First: Tracey Woodburn Second: Adam Nash <i>Carried</i></p> <ul style="list-style-type: none"> ○ Callan Williamson was elected as Chair of Education Council. <ul style="list-style-type: none"> • EdCo Vice Chair <ul style="list-style-type: none"> ○ Callan nominated Gord Weary. Gord declined nomination. ○ Sandy nominated Adam Nash. Adam accepted nomination. ○ Sandy nominated Emma Shack. Emma accepted nomination. ○ Kāshā nominated Marja Burrows. Marja declined nomination. ○ Kāshā nominated Chris Try. Chris accepted nomination. <p>Motion: To approve the results of the EdCo Vice Chair elections via secret ballot through Microsoft Forms.</p> <p style="text-align: right;">First: Chris Try Second: Kāshā <i>Carried</i></p> <ul style="list-style-type: none"> ○ Emma Shack was elected as Vice Chair of Education Council. 	
<p>Callan chaired the EdCo meeting at 10:30am.</p>	
<p>2025-2026 Meeting Schedule – Marja Burrows/Monica Barro (10 minutes)</p> <ul style="list-style-type: none"> ➤ Notice of Motion: To accept proposed 2025-2026 meeting schedule as presented. <p>Discussion:</p> <ul style="list-style-type: none"> • Final motion is scheduled for May EdCo meeting. • The proposed EdCo meeting schedule contains two tabs, Monday dates and Friday dates. • Concerns about Fridays can be challenging for some members to attend but there are numerous stat holidays on Mondays that need to be considered. • Suggestion to start earlier at 8:30am to 12:30pm, to avoid any lunch interruptions. • Discussion about the faculty’s availability during 12-1:30pm. • Discussion on the flexibility of 4-hour duration meeting and suggestion to shorten it. • Encouraged the group to review the dates to check within their clusters. For feedback or any comments direct it to edco@coastmountaincollege.ca. 	<p>EC25.25.03</p>
<p>Marja chaired the EdCo meeting at 10:40am.</p>	
<p>EDUA: Education Assistant Certificate – Yuriko Riesen (10 minutes)</p> <ul style="list-style-type: none"> ➤ Motion: To approve the EDUA as presented. <p>Discussion:</p> <ul style="list-style-type: none"> • The proposal is to change the English requirement from English 12 to English 10. It was proposed that EDUA 105 and EDUA 125 be removed on the program outline and replaced it with two (2) new courses, EDUA 130 and EDUA 135. • Discussions and concerns about having English 10 level as the admission requirement. It was noted that there are students who do not have a grade 12 but been successful to the program. The program area explained that the certificate allows open access, access for First Nations learners and to remove barriers to students. It was noted that the program’s intent is not to be equivalent to Grade 	<p>EC25.25.04</p>

<p>12, but build confidence, soft skills, and readiness of the students for further study.</p> <ul style="list-style-type: none"> • There is an upcoming Education Diploma where students can enter into a second-year diploma and may complete ENGL 12. Upgrading department will support students in reaching academic requirement. • Question about not just getting the credit but if the students will be successful if the materials are going to be at a grade 10 level? It was noted that the program area created a new course (EDUA 130) that supports language skills. It was also noted that the new course does not equate to grade 12. • Question about what employers require students for them to get hired. It was noted that it requires high school graduation and not specifically English 12. • Suggestion to revise the maximum duration from 10 months to 36 months, to align with the Granting of Credentials policy that allows up to 3 years for a certificate. Updated the maximum duration to 36 months. • A roll call was conducted, resulting in 8 in favor, 2 opposed, and 3 abstain. Motion carried. <p style="text-align: right;"> First: ACC Second: Callan Williamson <i>Carried</i> </p>	
<p>Break (8 minutes)</p>	
<p>EDUA 130: Language Skills for Educators – Glenn Groulx (10 minutes)</p> <p>➤ Motion: To approve the EDUA 130 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • This course is offered in first semester of the certificate program. • This course provides opportunity for students to gain confidence, skills, and communication. To open up access to communities and individuals who have a lot of experience. • Topics include academic writing, face to face presentations, interviewing other community members, and building interpersonal communication. • Question about why the course is not auditable. It was agreed that the EDUA 130 is auditable. <p style="text-align: right;"> First: ACC Second: Chris Try <i>Carried</i> </p>	<p>EC25.25.05</p>
<p>EDUA 135: Exceptionalities and Curriculum – Yuriko Riesen (10 minutes)</p> <p>➤ Motion: To approve the EDUA 135 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • This course is a combination of EDUA 105 and EDUA 125. • It was noted that the course is redesigned based on the learning principles to preserve the learning outcomes to meet the program goals. <p style="text-align: right;"> First: ACC Second: Chris Try <i>Carried</i> </p>	<p>EC25.25.06</p>

<p>AUGD: Adult Upgrading (AU) Certificate or Adult Dogwood Diploma – Kim McIntyre (10 minutes)</p> <p>➤ Motion: To approve the AUGD as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The program area intent to rename the program from CCP to Adult Upgrading (AU) to align with what the general public is using and to avoid any confusion with other acronyms. It was noted the opportunity to market the program using AU that means gold. • It was noted that the program has not gone through curriculum review process and the last recorded update was back in 1997. • The content was updated and created a new program learning outcomes. <p style="text-align: right;">First: ACC Second: Sandy Kaardal <i>Carried</i></p>	EC25.25.07
<p>U1MTAS: Mountain Adventure Science Certificate – Matt Beedle (10 minutes)</p> <p>➤ Motion: To approve the U1MTAS as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Reworking of the program based on the program review and advisory input. • Created new learning outcomes, program overview, and renaming of the credential. • It was noted that ENV5 111 is not a new course, it has not been offered as part of a program yet. • Additional credentials to be offered (e.g. Wilderness first aid, Swiftwater rescue). • BIOL 191 to be added as a prerequisite for BIOL 102. Catharine will be working on it. <p style="text-align: right;">First: ACC Second: Adam Nash <i>Carried</i></p>	EC25.25.08
<p>ACCT 250: Inter. Financial Accounting I – Ruth Santos (10 minutes)</p> <p>➤ Motion: To approve the ACCT 250 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • MATH 150 is not a requirement for CPA. This course is not a continuation of ACCT 150 and/or ACCT 151. • Changed the minimum passing grade to P as letter grade. <p style="text-align: right;">First: ACC Second: Melanie Pollard <i>Carried</i></p>	EC25.25.09
<p>BFIN 250: Business Finance I – Ruth Santos (10 minutes)</p> <p>➤ Motion: To approve the BFIN 250 as presented.</p> <p style="text-align: right;">First: ACC Second: Callan Williamson <i>Carried</i></p>	EC25.25.10
<p>MATH 251: Statistics – Ruth Santos (10 minutes)</p>	EC25.25.11

<p>➤ Motion: To approve the MATH 251 as presented.</p> <p style="text-align: right;">First: ACC Second: Callan Williamson <i>Carried</i></p>	
<p>PDDPA: Post-Degree Diploma in Professional Accounting – Ruth Santos (10 minutes)</p> <p>➤ Motion: To approve the PDDPA as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Minor updates to align the courses to CIP codes and removed ACCT 254 and ACCT 257, and add BCPT 150 and MATH 150. <p style="text-align: right;">First: ACC Second: Adam Nash <i>Carried</i></p>	EC25.25.12
<p>BIOL 201: Invertebrate Zoology – Catharine White (10 minutes)</p> <p>➤ Motion: To approve the BIOL 201 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Course updated after many years. • Prerequisite requirements changed to C or greater for second year science courses. <p style="text-align: right;">First: ACC Second: Emily Suderman <i>Carried</i></p>	EC25.25.13
<p>BIOL 208: The Biology of Plants – Catharine White (10 minutes)</p> <p>➤ Motion: To approve the BIOL 208 as presented.</p> <p style="text-align: right;">First: ACC Second: Emily Suderman <i>Carried</i></p>	EC25.25.14
<p>BIOL 215: Genetics – Catharine White (10 minutes)</p> <p>➤ Motion: To approve the BIOL 215 as presented.</p> <p style="text-align: right;">First: ACC Second: Callan Williamson <i>Carried</i></p>	EC25.25.15
<p>Break (30 minutes) 1:04pm</p>	
<p>ENGR: Engineering Certificate – Regan Sibbald (10 minutes)</p> <p>➤ Motion: To approve the ENGR as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The program had a low enrollment in recent years as engineering-specific courses not being possible to run for just one or two students. This is why it was removed from EPBC. 	EC25.25.16

<ul style="list-style-type: none"> • The revised certificate took out the engineering courses so that it only includes courses that already run regularly. • This pathway is previously been successful for students transferring to engineering degrees at institutions like UBC or UVic. The program area specify that this is a great pathway to start for students. • Changed the admission requirements from Physics 12 to Physics 11. • Concerns about the change in admission requirements and how it affects PHYS 121. It was noted that the foundational content is retaught at a post-secondary level and program still offers a strong basis for transfer. <p style="text-align: right;"> First: ACC Second: Gord Weary <i>Carried</i> </p>	
<p>Environmental Geosciences Diploma – Gord Weary (10 minutes)</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The program did not go through ACC and Registrar’s Office step in CIM. • The program area presented the diploma program as a pivot from the U2GESC Associate of Science – Environmental Geosciences Specialization. In order to accommodate the IRCC requirements and make the program available to international students. • The program can attract either domestic or international students. • Changed the academic level from NWCC to Undergraduate. • Updated the elective language under program outline from “12 credits as electives in Science or Arts: Any 1st or 2nd Year Arts or Science Course approved by an Academic Advisor or the Program Coordinator. Courses offered as Field Schools preferred.” to “12 credits as electives in Science or Arts: Any 1st or 2nd Year Arts or Science Course. Courses offered as Field Schools preferred. Please reach out to an Academic Advisor or Program Coordinator for course planning and guidance.” • Removed the 2700 indicated in the total program hours. • Removed the outdated course language from “Principles of Math 11 or Applications of Math 12 or wording.” to “Foundations of Math 11 or Pre-Calculus 11 or equivalent. • Removed the “submit proof of” to clarify the English admission requirements. • Program approved. <p style="text-align: right;"> First: Adam Nash Second: Callan Williamson <i>Carried</i> </p>	<p>EC25.25.17</p>
<p>Academic Schedule 2025-2027 – Emily Suderman (10 minutes)</p> <p>➤ Notice of Motion: To accept the Academic schedule 2025-2027 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The goal is to have this posted three years in advance. • The proposed 2027 Winter semester will start on Wednesday, January 6, due to a late end in 2026 Winter on December 18. 	<p>EC25.25.18</p>

<ul style="list-style-type: none"> • The timing has implications for convocation, grade submissions (5 days after end of term), grade appeals (due within 10 days of grade), start of next term, and registration timelines and student transitions. • It was noted the importance of cluster discussions, specially for reading break dates, exam periods, and grade submission logistics. • Keep in mind, with the late date, convocation would need to be third week of June or later (2027) • Keep in mind that we had a situation wherein the difficulty of hiring instructors. • Clusters to invite Emily to their cluster meeting invites to discuss any feedback prior to the next EdCo meeting. 	
<p>EdCo Definitions – Education Policy Committee (10 minutes)</p> <p>➤ Motion: To approve the Education Council definitions as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • No feedback received since the previous notice of motion. • Question about why dual enrollment is highlighted. It was noted that it is based on feedback aligning it with contract and school district language. <p style="text-align: right;">First: EPC Second: Kāshā <i>Carried</i></p>	EC25.25.19
<p>EPC Terms of Reference – Education Policy Committee (10 minutes)</p> <p>➤ Notice of Motion: To accept the EPC Terms of Reference as presented.</p> <p>To defer the remaining agenda items to the next meeting on May 30th due to loss of quorum.</p>	EC25.25.20
<p>CIM Review Task Force Final Report – Emily Suderman (10 minutes)</p> <p>➤ Notice of Motion: To accept the final report as presented.</p> <p>To defer the remaining agenda items to the next meeting on May 30th due to loss of quorum.</p>	EC25.25.21
<p>DISCUSSION AGENDA</p>	EC.25.26
<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.25.26.01
<p>Indigenization of Curriculum – Kāshā JMorris (20 minutes)</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Question about if EdCo can create a letter of support for a national initiative on Indigenizing English placement assessments. • Suggested the item to be added as an agenda item for discussion on the next EdCo meeting to provide timeline and further information. <p>Action item: Monica to forward Kāshā the agenda submission form.</p>	EC.25.26.02

<p>Process for Electing new chairs for International Education Committee (IEC) and Education Policy Committee (EPC) subcommittees – Marja Burrows (10 minutes)</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Some of the subcommittees have a terms of reference that includes Chairs elected in September. • Requesting all subcommittees to make changes on their terms of reference. 	EC.25.26.03
<p>REPORTS</p>	EC.25.27
<ul style="list-style-type: none"> • FNC – Priscilla Michell • Educational Practice – Tracey Woodburn • Educational Planning and Program Review – Tracey Woodburn • Education Policy Committee (EPC) – Emily Suderman • International Education Committee (IEC) – Colin Elliott/Jon Stone • Curriculum Renewal and Re-articulation of Courses (Active courses list articulation 2017 and older) <ul style="list-style-type: none"> ○ Health – Callan Williamson <p>To defer the remaining agenda items to the next meeting on May 30th due to loss of quorum.</p>	EC.25.27.01
<p>Meeting to adjourn: 1:56pm loss of quorum Next Meeting: May 30, 2025</p>	EC.25.28

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