

Education Council Meeting Minutes

January 31, 2025

10:00 am – 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: Callan Williamson

Recording Secretary: 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)	Andy Klimach
Emily Suderman – Admin Seat (March 2025)	Present
Gord Weary - University Credit and Applied Coastal Ecology (March 2025)	Present
Gurpreet Singh – Terrace Student Seat (August 2025)	
Jon Stone - Teaching and Learning Support (March 2025)	Adam Nash
Josiah Bahr – Terrace Student Seat (August 2025)	Present
Kāshā JMorris - Indigenous Scholar Faculty (March 2025)	Present
Linnea Waechter - Trades and Workforce Training (March 2025)	Present
Marja Burrows - Human Services (March 2026)	
Melanie Pollard - Developmental Education (March 2026)	Present (departed 11:30AM)
Nakkita Trimble – Business & First Nations Fine Arts (March 2026)	
Priscilla Michell - Non-voting - Advisory Member FNC (March 2025)	Present
Reto Riesen - University Credit and Applied Coastal Ecology (March 2026)	Present
Sandy Kaardal – Support Staff Seat (March 2026)	Present
Titi Kunkel – Admin Seat (March 2025)	Emma Shack
Tracey Woodburn – Admin Seat (March 2025)	Anuraj Bajwa
Vandana Devi Kataria – Regional Student Seat (August 2025)	
Vacant – Developmental Education (March 2025)	
Vacant – Prince Rupert Student Seat (August 2025)	

Attendees: Sarah Kirwin (departed 10:42AM), Darjem Ponce, Sarah Grielens, Tracey Hoffos, Michele Cook, Trudy Dolan (departed 11:17AM), Carla Ollenberger, Lucy Stanford, Janice Cutanda, Adam Nash

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

<p>Approval of the Agenda and all items on Consent Agenda (2 minutes)</p> <p>For Approval: EdCo Agenda</p> <ul style="list-style-type: none"> To move Grade 11 Math Equivalencies on CMTN website to the top of the agenda. <p align="right">First: Sarah Kirwin Second: Kāshā <i>Carried</i></p>	<p>EC.25.01</p>
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<p>Approval of Minutes from December 20, 2024 (2 minutes)</p> <p>For Approval: EdCo Minutes</p> <p style="text-align: right;">First: Reto Riesen Second: Andy Klimach <i>Carried</i></p>	<p>EC.25.02</p>
<p>CONSENT AGENDA</p>	<p>EC.25.03</p>
<p>Protocol for Educational Policy Development Revision and Retraction – Emily Suderman (2 minutes)</p> <ul style="list-style-type: none"> ➤ The CMTN editor found some very minor edits to the Protocol for Educational policy development revision and retraction. 	<p>EC.25.03.01</p>
<p>ACTION AGENDA</p>	<p>EC.25.04</p>
<p>Grade 11 Math Equivalencies on CMTN website – Sarah Kirwin (10 minutes)</p> <ul style="list-style-type: none"> ➤ Notice of Motion and Motion: To remove Mathematics Advanced Level – Business and Technical from the pre-requisites grid under Foundations 11 (Adult Basic Education) ➤ Notice of Motion and Motion: To change the wording on the pre-requisites grid under Foundations 11 (Adult Basic Education) to read: Math 046 Advanced Business/Technical Mathematics *this equivalency is currently only accepted by select CMTN programs and courses, and is subject to change. <p>Discussion:</p> <ul style="list-style-type: none"> • The issue concerns MATH 046 and how it is listed on our website https://www.coastmountaincollege.ca/admissions/requirements/prerequisites under Foundations 11. • The current website stated that Mathematics Advanced Level Business and Technical is equivalent to Foundations 11, which is incorrect. • Suggested to remove the incorrect line as it could mislead students. • Learning outcomes for Business and Technical Math and Foundations Math are completely different. • Suggested updating the wording in CMTN to clarify that MATH 046 equivalency is accepted only by select CMTN programs and is subject to change. • This update would also guide students to seek advice from educational advisors to confirm program eligibility. • Concerns about transparency in admissions and ensuring clarity to students. • Discussion about consultation with admissions teams and subject matter experts to take a look and review. • Suggestions were made to have program areas individually assess whether MATH 046 could be used as a prerequisite. • Emphasized that this has been a standing ACC agenda for a year. <p style="text-align: right;">First: Sarah Kirwin Second: Gord Weary <i>Carried</i></p> <p>Motion: All program coordinators must review MATH 046 learning outcomes and take it to their clusters and decide on whether to accept it as a prerequisite, with a deadline of May 2nd, April EdCo meeting.</p> <p style="text-align: right;">First: Trudy Dolan Second: Gord Weary <i>Carried</i></p>	<p>EC.25.04.01</p>

<p>Foundations 11</p> <p>High school equivalents ▼</p> <p>Adult Basic Education ▲</p> <hr/> <p>Adult Basic Education</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Mathematics Advanced level</td> <td style="width: 50%; padding: 5px;">Business and Technical</td> </tr> <tr> <td style="padding: 5px;">Mathematics Advanced level</td> <td style="padding: 5px;">Foundation</td> </tr> <tr> <td style="padding: 5px;">CMTN</td> <td style="padding: 5px;"> Business and Technical Mathematics Advance: MATH 046 *this equivalency is currently only accepted by select programs and courses and is subject to change for the 2024-2025 Academic Year. </td> </tr> </table> <p style="font-size: small; margin-top: 10px;">For provincial upgrading options, please refer to the Provincial Articulation Handbook [PDF]</p>	Mathematics Advanced level	Business and Technical	Mathematics Advanced level	Foundation	CMTN	Business and Technical Mathematics Advance: MATH 046 *this equivalency is currently only accepted by select programs and courses and is subject to change for the 2024-2025 Academic Year.	
Mathematics Advanced level	Business and Technical						
Mathematics Advanced level	Foundation						
CMTN	Business and Technical Mathematics Advance: MATH 046 *this equivalency is currently only accepted by select programs and courses and is subject to change for the 2024-2025 Academic Year.						
<p>Gord chaired the EdCo meeting at 10:42am.</p>							
<p>HLPR 103: Practical Nursing Anatomy and Physiology – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve HLPR 103 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The prerequisite language was adjusted to no longer require Anatomy and Physiology 12 within the last five years. <p style="text-align: right;">First: ACC Second: Emily Suderman <i>Carried</i></p>	<p>EC.25.04.02</p>						
<p>PNAC 175: Consolidated Practice Experience A – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve PNAC 175 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The prerequisite update clarified that students must have Step 2 documentation before being accepted into the course and allowed to go to clinical. <p style="text-align: right;">First: ACC Second: Adam Nash <i>Carried</i></p>	<p>EC.25.04.03</p>						
<p>PNAC: Access to Practical Nursing Diploma – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve PNAC as presented.</p> <p style="text-align: right;">First: ACC Second: Andy Klimach <i>Carried</i></p>	<p>EC.25.04.04</p>						
<p>Fire Alarm at 10:50am. Meeting resumed at 11:04am.</p>							
<p>PNUR 175: Consolidated Practice Experience 1 – Callan Williamson (10 minutes)</p> <p>➤ Motion: To approve PNUR 175 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The Step 2 documentation requirements was updated for multiple courses to endure that students have completed necessary documentation before being allowed to go to clinical. 	<p>EC.25.04.05</p>						

	<p style="text-align: right;">First: ACC Second: Chris Try <i>Carried</i></p>	
<p>PNUR 177: Consolidated Practice Experience 2 – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 177 as presented.</p>	<p style="text-align: right;">First: ACC Second: Chris Try <i>Carried</i></p>	EC.25.04.06
<p>PNUR 275: Consolidated Practice Experience 3 – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 275 as presented.</p>	<p style="text-align: right;">First: ACC Second: Chris Try <i>Carried</i></p>	EC.25.04.07
<p>PNUR 277: Consolidated Practice Experience 4 – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 277 as presented.</p>	<p style="text-align: right;">First: ACC Second: Chris Try <i>Carried</i></p>	EC.25.04.08
<p>PNUR 297: Preceptorship – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR 297 as presented.</p>	<p style="text-align: right;">First: ACC Second: Adam Nash <i>Carried</i></p>	EC.25.04.09
<p>PNUR: Practical Nursing – Callan Williamson (10 minutes) ➤ Motion: To approve PNUR as presented.</p>	<p style="text-align: right;">First: ACC Second: Chris Try <i>Carried</i></p>	EC.25.04.10
Callan chaired the EdCo meeting at 11:08am.		
<p>MATH 0401: Advanced Level Algebraic Part 1 – Trudy Dolan (10 minutes) ➤ Motion: To approve MATH 0401 as presented.</p> <p>Discussion:</p> <ul style="list-style-type: none"> Clarification on instructional activity. Confirmation that lecture could be used for self-paced classes as well as instructor-led ones. It was confirmed that lecture is an acceptable term for a variety of instructional methods. 	<p style="text-align: right;">First: ACC Second: Melanie Pollard <i>Carried</i></p>	EC.25.04.11
<p>MATH 0402: Advanced Level Algebraic Part 2 – Trudy Dolan (10 minutes) ➤ Motion: To approve MATH 0402 as presented.</p>	<p style="text-align: right;">First: ACC Second: Bernadette McNabb <i>Carried</i></p>	EC.25.04.12
<p>University Credit Specialization: Program Discontinuation – Emily Suderman (10 minutes)</p>		EC.25.04.13

<p>➤ Notice of Motion: To discuss the discontinuation of the First Nations Specialization, Sustainable Communities and the Archaeological & Cultural Resource Management, as they have not been reviewed in seven years. Motion to proceed in February.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • These programs have not been renewed in several years and are now at risk of discontinuation based on our policy requiring curriculum renewal every seven (7) years. • To ensure clusters review the status of these programs and submit work plans for renewal if applicable. • Clarified that a work plan would be requested if there are intentions to renew the programs. The motion will come up in the next meeting, requesting an extension for programs needing renewal. 	
<p>DISCUSSION AGENDA</p>	<p>EC.25.05</p>
<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"> • Callan shared their personal reconciliation efforts, such as reading children's books on Indigenous history. • Andy shared the Call to Action #81, "upon the federal government, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools National Monument in the City of Ottawa to honour Survivors and all the children who were lost to their families and communities." The federal government will create a national monument for residential school survivors and setting aside \$20 million. https://www.canada.ca/en/canadian-heritage/services/art-monuments/upcoming-projects/residential-school.html • Kāshā shared a resource which we can locate the Indigenous territories we are on. https://native-land.ca/ 	<p>EC.25.05.01</p>
<p>Indigenization of Curriculum – Kāshā JMorris (20 minutes)</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Kāshā started a book study on Truth Telling by Michelle Good. Recommends to read the first chapter. • Provides insights on the ongoing efforts to Indigenize curriculum, particularly in relation to English placement assessments. They are reaching out to the communities to find some representation on the Indigenous Advisory Committee, looking at getting funding for this project. • In our website, we can find out what is the upcoming Indigenous days: https://coastmountaincollege.ca/indigenous-resources/first-peoples-days-of-significance • There is an upcoming Hoobiye happening in New Aiyansh on February 21 and 22, check out the website here: https://www.cfnrfm.ca/category/hobiye/. The all native basketball tournament is coming up on February 8-15 https://visitprincerupert.com/event/all-native-basketball-tournament/, people 	<p>EC.25.05.02</p>

<p>are welcome to purchase a pass. Part of the reconciliation is supporting vendors whether it is eating food, wearing a jewelry or eating soapberries.</p> <ul style="list-style-type: none"> • Bridie O'Brien, the President & CEO of Contact North is going to be back as Executive Director of Indigenization and Campus Manager in Hazelton. 	
<p>UC Add/Drop Date Revision – Emily Suderman (10 minutes)</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Modified the add/drop date to January 17, 2025. Extended by a week for all University Credit students. • Scheduling received at least 11 timetable changes affecting approximately 14 courses impacting 27% of student population. • Discussion about instructor onboarding and modality changes were noted as a particular issue. • Registrar’s Office considered adjusting course start dates and determine that extending the add/drop date for all UC students was the fairest solution. • This decision was made under the scheduling policy, which allowed for an editorial change without EdCo approval, but consultation with stakeholders and program area was taken. • The extension allowed students to drop courses if necessary and provided an opportunity for late course additions to maintain enrollment status. • Suggestion in developing a standard operating procedure (SOP) for improving communication and clarifying processes. 	EC.25.05.03
<p>REPORTS</p>	EC.25.06
<ul style="list-style-type: none"> • CIM Review Task Force – Emily Suderman <ul style="list-style-type: none"> ○ Held two (2) meetings so far. One meeting focused on marketing and communications and the second meeting involved faculty. ○ Reviewing both policy and process related to CIM and is seeking feedback from faculty. ○ If there are changes that would like to see, comments about CIM, or suggestions in policy changes or procedures, please reach out to Emily. ○ The next CIM review task force meeting is on February 3rd. if anyone is interested in the meeting, please reach out to Emily. • FNC – Priscilla Michell <ul style="list-style-type: none"> ○ Kāshā mentioned about updating the Terms of Reference. ○ Changes have been made with Coast Mountain College and the closure of Contact North were mentioned. ○ The closure of Contact North is a significant loss as it has provided online training programs and supported workers to help people find courses and programs well suited for their interest. ○ Reviewing the Stepping stones document with the Council. ○ Upcoming joint meeting with the Board on the coming fiscal year. • Educational Practice – Tracey Woodburn <ul style="list-style-type: none"> ○ No report • Educational Planning and Program Review – Tracey Woodburn <ul style="list-style-type: none"> ○ No report • EPC – Emily Suderman <ul style="list-style-type: none"> ○ Credentialing Policy is going to be ready for the 30-day community consultation. ○ Last day for community consultation of EdCo Definitions. ○ Academic Integrity Policy and Procedures is out for the 30-day community consultation. ○ The creation of working groups to address other important policies like Students complaints policy and Copyright policy, where EPC is part of the consultation 	EC.25.06.01

<p>process. Even though they are not governed by EdCo, the academic philosophy still aligns.</p> <ul style="list-style-type: none"> • IEC – Colin Elliott <ul style="list-style-type: none"> ○ No report 	
<p>Motion to adjourn: 12:07pm Reto Riesen/Adam Nash Next Meeting: February 28, 2025</p>	EC.25.07

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