EDUCATION COUNCIL (EdCo) – MEETING MINUTES

Date and Time: June 27, 2025 | 10:00 am to 2:00 pm

Location: Microsoft Teams

Coast Mountain College collaborates with six First Nations in northwest British Columbia, the Haida, Ts'msyen, Nisga'a, Haisla, Gitxsan, and Witsuwit'en as well as the Tahltan and acknowledges the traditional territories where its campuses stand.

Chair: Callan Williamson

Recording Secretary: Monica Barro

Adam Nash – Teaching and Learning Support Cluster (March 2027)	
Callan Williamson - Health Cluster (March 2026)	Present
Chris Try - Business and First Nations Fine Arts Cluster (March 2027)	Present
Colin Elliott – Educational Administrator Seat (March 2026)	Present
CJ Butcher - Non-voting Advisory member BOG (June 2025)	
Emma Shack - Educational Administrator Seat (March 2026)	Present
Emily Suderman – Educational Administrator Seat (March 2026)	Present
Gord Weary - University Credit and Applied Coastal Ecology Cluster (March 2027)	Catharine White
Gurpreet Singh - Student Seat - Terrace Campus (August 2025)	
Josiah Bahr - Student Seat - Terrace Campus (August 2025)	
Kāshā / Julie Morris - Indigenous Scholar Faculty (March 2026)	
Linnea Waechter - Trades & Workforce Cluster (March 2027)	Present
Luchille Ramirez - Support Staff Seat (March 2027)	Present
Marja Burrows - Human Services Cluster (March 2026)	Vicki MacKenzie-Denis
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
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: Regan Sibbald, Darjem Ponce, Sarah Grielens, Ozzy Netto, Nina Da Silva, Sonja Perih, Om Parkash, Dawn McConnell, Andy Klimach, Titi Kunkel, Kelly Swain, Sarah Kirwin, Tracey Hoffos, Johannita Mills-Beale (10:24am), Teresa Gonzales (10:35am), Carla Ollenberger (10:45am), Lucy Stanford (12:03pm)

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

Approval of the Agenda from June 27, 2025 (2 minutes) **For Approval:** EdCo Agenda **First: Chris Try** **Second: Emma Shack** *Carried*	EC.25.36

Approval of Minutes from May 30, 2025 (2 minutes) **For Approval:** EdCo Minutes First: Melanie Pollard Second: Luchille Ramirez *Carried*	EC.25.37
CONSENT AGENDA	EC.25.38
ACTION AGENDA	EC.25.39
EdCo Voting (5 minutes) Bylaws – Appendix C – Membership Rotation **Appointed each year:** • Four educational administrators appointed by the President ○ Colin Elliott, Emily Suderman, Emma Shack, Tracey Woodburn	EC.25.39.01
BFIN 250: Business Finance I – Colin Elliott (10 minutes) ➢ **Motion:** To approve the BFIN 250 as presented. Discussion: • Correcting the prerequisites from ACCT 151 to ACCT 150. • ACCT 151 is mostly taken by accounting students. First: ACC Second: Chris Try *Carried*	EC.25.39.02
MATH 046: Advanced Business/Technical Mathematics – Sarah Kirwin (10 minutes) ➢ **Motion:** To approve the MATH 046 as presented. Discussion: • Formatting/wording of learning outcomes. • Instructor qualifications added. • Evaluation profile revised. 7.5% journals (start and end), 22.5% assignments, 70% module tests or projects (6 evenly weighted) First: ACC Second: Melanie Pollard *Carried*	EC.25.39.03
PHYS 121: Advanced Physics I – Regan Sibbald (10 minutes) ➢ **Motion:** To approve the PHYS 121 as presented. Discussion: • Changed prerequisites from Physics 12 to Physics 11 (Pre-Calculus 12 remains). • To align with the provincial articulation. Reduces barriers.	EC.25.39.04

• It shows that student success is more closely tied to math readiness and study habits. **First: ACC** **Second: Catharine White** *Carried*	

CIM Review Task Force Final Report – Emily Suderman (10 minutes)
 ➢ **Motion:** To approve the final report as presented.
 	
 Discussion:
 • To accept the final report of the CIM Review task force.
 • Evaluated the curriculum development process.
 • Highlighted the need for clarity at each step in the curriculum workflow.
 • EPC will have to do the work with a close eye with regards to the policy recommendations.
 • Are these recommendations going to be further discussed as part of EPC or EDCO? Or is the intent to implement these recommendations? Another task force to be created to look at the recommendations.
 	
 First: Emily Suderman
 Second: Sandy Kaardal
 Carried
 	
 Motion: To disband the CIM review taskforce.
 	
 First: Emily Suderman
 Second: Tracey Woodburn
 Carried
 	
 Motion: To create Curriculum Guidelines and Expectations taskforce. Duties are to create additional guidelines and expectations within our curriculum guideline.
 	
 6.3 Task Forces
      6.3.1 An EdCo resolution initiating a task force shall include the following:
          6.3.1.1 A name for the task force
          Curriculum Guidelines and Expectations taskforce
          6.3.1.2 A list of specific duties and objectives
            1. To create additional guidelines and develop clear expectations for each step within our curriculum guideline.
          6.3.1.3 The appointed Chair, who shall be a member of EdCo.
          Emily volunteered as Chair.
 	
 • Volunteer participants: Sarah Grielens, Tracey Woodburn, Callan Williamson, Om Parkash
 • To push this to the clusters as well. Let Emily know if there are interested participants.
 	
 First: Emily Suderman
 Second: Melanie Pollard
 Carried
	EC.25.39.05

EPC Terms of Reference – Education Policy Committee (10 minutes) ➤ **Motion:** To approve the EPC Terms of Reference as presented. **Discussion:** • Question about alignment between EPC chair election timing and EdCo elections. • Current bylaws state that section 6.2.5 At the first meeting of the standing committee a Chair and/or Co-Chairs must be elected and section 6.2.6 Council membership on standing committees shall be determined at the September meeting of each year. • Proposal to amend this to align with EdCo voting elections. **Action item**: Add discussion item of bylaw amendment re: chair election timing to the September EdCo agenda. To connect with the bylaw task force. **First: EPC** **Second: Luchille Ramirez** *Carried*	EC.25.39.06

Academic Schedule 2025-2027 – Emily Suderman (10 minutes)
➤ **Notice of Motion:** To accept the Academic Schedule as presented.
 	
Discussion:
• A revised draft of the academic schedule was presented based on feedback and further review.
• Few corrections were made. Final grade deadline in December 2026 moved to December 22. Correction to Thanksgiving date and Easter date in 2027.
• A newer version will be circulated to EdCo members and discussed in August cluster meetings.
• Two (2) suggestions or proposed changes for cluster discussion:
   ○ Proposed two-week exam period
     ▪ Allows more time for student study and less stress. Earlier exams for heavily graded courses. It provides instructors more time to meet 5-day grade turnaround.
     ▪ Clusters are asked to think about this and discuss the impacts on schedule.
     ▪ Comments about shortening teaching time may cause issues. Early exams already happen in some courses.
     ▪ Comments about the need for careful scheduling around holidays.
     ▪ IT may need special accommodations?
     ▪ UC cluster prefers a Monday start (January 11 – April 30, 2027) over the proposed Wednesday start for 2027.
   ○ Condensed delivery option for Fall 2026 start
     ▪ Due to the September 8, 2026 start, faculty are asked to consider delivering condensed courses (four (4) hours/week instead of 3) to avoid late December finishes.
     ▪ This option is voluntary and aimed at increasing flexibility for instructors and students.
     ▪ Concerns about potential impacts on coverage if instructors are sick.
	EC.25.39.07

▪ Clusters to discuss whether condensed models might work for their programs. • The academic schedule will need to go through cluster and be discussed again and to bring it back to EdCo and then voted on.	
Revision of Learning and Inclusion Statement on Program/Course Outline – Kāshā JMorris (10 minutes) ➢ **Notice of Motion and Motion:** To approve the revised learning and inclusion statement for inclusion on all program and course syllabi, replacing the current version, and that the new statement be implemented beginning Fall 2025. • Deferred to the next EdCo meeting due to Kāshā's absence.	EC.25.39.08
Academic Integrity Policy and Procedures – Education Policy Committee (10 minutes) ➢ **Notice of Motion:** To accept the Academic Integrity Policy and Procedures as presented. **Discussion:** • The goal is to respect instructor autonomy, support students with appropriate guidance, and establish mechanisms for escalating repeated or serious infractions (AI misuse). • Broad consultation included faculty, COLT, academic advisors, and support staff. • This has been well-received by many faculty clusters. Positive feedback so far, but some cluster have not yet reviewed it. • This policy and procedure will be bundled to Academic Standing and Academic Appeals for future implementation. • Final approval anticipated to be by November 2025. • Encouraged clusters to review and provide feedback before the final approval.	EC.25.39.09
Break (30 minutes) 11:27am to 12nn	
DISCUSSION AGENDA	EC.25.40
Land Acknowledgement and Efforts of Reconciliation Coast Mountain College collaborates with six First Nations in northwest British Columbia, the Haida, Ts'msyen, Nisga'a, Haisla, Gitxsan, and Witsuwit'en as well as the Tahltan and acknowledges the traditional territories where its campuses stand. **Discussion:** • Callan shared a personal trip about visiting Haida Gwaii and the respectful land stewardship demonstrated by local Haida caretakers. They are helpful, friendly and even suggest a good crabbing spot.	EC.25.40.01
Indigenization of Curriculum – Kāshā JMorris (20 minutes) • Kāshā is away and no report is given in her absence.	EC.25.40.02

Indigenization of the English Placement Assessment - Letter of Support Update **Discussion:** • Previously discussed for EdCo to support Indigenizing the English placement assessment. But, EdCo cannot write the letter as a body. • Titi took the matter to the President's office. It was confirmed that they would be writing a letter of support. • Members can still provide individual letters of support and send it to Kāshā. A template is provided in the meeting package for reference.	EC.25.40.03
Cluster Reports **Discussion:** • Reminded the cluster to submit their annual cluster report to edco@coastmountaincollege.ca including all cluster minutes. • A template of annual cluster report was provided in the meeting package.	EC.25.40.04
REPORTS	EC.25.41

• **First Nations Council (FNC) – Priscilla Michell**
   o No reports
 	
• **Educational Practice – Tracey Woodburn**
   o Brightspace update. Instructors are invited to provide feedback on changes to Brightspace shell design and navigation.
   o Brightspace and Colleague integration starting in August 1 will automate course shell creation (opt-out model)
   o Starting Summer 2025, course archiving will happen. Starting with 2017 and older courses.
   o Only course content will be archived, not student work, grades or assignments.
   o Only active semester shells are affected, master shells are not being archived.
   o Housekeeping and doing some updates
 	
• **Educational Planning and Program Review – Tracey Woodburn**
   o LEAP program review has been completed and submitted.
   o Special thanks to Michael McFetridge (TDCSS), Beth Beeching (VCC), Melanie Pollard for their contributions and guidance.
 	
• **Education Policy Committee (EPC) – Emily Suderman**
   o Emily has been elected as Chair from the recent EPC meeting.
   o Continued work on the policies and updates from the Work Integrated Learning Policy (not EdCo policy). EPC has been used regularly as a point of consultation that is not in the scope of EdCo, that could have a potential impact on learning, classroom, faculty. EPC provides support, but will not decide on those policies and will not come to EdCo.
   o Few working groups are meeting over the summer.
   o Admissions and Registration Policy is starting, email Emma Shack or Emily Suderman if interested to participate.
   o Standing committee final report submitted and provided in the meeting package.
	EC.25.41.01

• International Education Committee (IEC) – Emma Shack
  o Adam Nash and Emma Shack are acting as Co-chairs until a new Chair is elected in September.
  o Standing committee final report submitted and provided in the meeting package.
  o Updates on ongoing/recent work.
  o Flowchart is being developed to support student/faculty access to field schools.
  o Transferability equivalencies are being updated and reviewed annually.
  o Terms of Reference review.
 	
• Curriculum Renewal Plan (Program Discontinuation) March 2025 motion
  o Associate of Arts – First Nations Specialization
  o Associate of Arts – Sustainable Communities Specialization
  o Associate of Arts – Archaeological & Cultural Resource Management Specialization
    ▪ Programs have submitted their curriculum renewal plans. Included in the meeting package.	

EdCo Meeting Timing Poll • Voting is restricted to EdCo voting members only. • Link remains open. Monica will also send the poll via email for absent members.	EC.25.42
Meeting adjourn: 12:25pm **Next Meeting: September 26, 2025**	EC.25.43

Additional Links and Information:

Education Council Bylaws - 2022
College and Institute Act
Meeting Schedule

Acronyms
- ACC = Articulation and Curriculum Committee
- CIM = Curriculum Inventory Management
- FNC = First Nations Council
- EPC = Education Policy Committee
- TOR = Terms of Reference