<p align="center">**Education Council Meeting Minutes**</p>
<p align="center">March 28, 2025</p>
<p align="center">10:00 am – 2:00pm</p>
<p align="center">Teams Meeting (Virtual)</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.

Chair: Marja Burrows

Recording Secretary: Monica Barro

Bernadette McNabb – Support Staff Seat (March 2025)	
Callan Williamson - Health Cluster (March 2026)	
Chris Try – Business & First Nations Fine Arts (March 2025)	Present
CJ Butcher - Non-voting - Advisory Member BOG (June 2025)	
Colin Elliott – Admin Seat (March 2025)	Present
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)	Present
Josiah Bahr – Terrace Student Seat (August 2025)	
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)	
Nakkita Trimble – Business & First Nations Fine Arts (March 2026)	
Priscilla Michell - Non-voting - Advisory Member FNC (November 2025)	
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)	Present/Anuraj Bajwa (12nn)
Tracey Woodburn – Admin Seat (March 2025)	Present
Vandana Devi Kataria – Regional Student Seat (August 2025)	Present
Vacant – Developmental Education (March 2025)	
Vacant – Prince Rupert Student Seat (August 2025)	

Attendees: Sarah Grielens, Aman Kang, Michael Brandt (departed 10:33am), Dawn McConnell, Ruth Santos, Tracey Hoffos, Emma Shack, Adam Nash, Anuraj Bajwa, Darjem Ponce, Carla Ollenberger, Tysen LeBlond (departed 12:08pm), Kezia Sinkewicz, Karen McMurray (10:32am), Michele Cook (10:47am)

Call to order and declaration of Quorum: (1 minute) **10:04am**

Approval of the Agenda from March 28, 2025 (2 minutes) **For Approval:** EdCo Agenda **First: Jon Stone** **Second: Gord Weary** *Carried*	EC.25.15

Approval of Minutes from February 28, 2025 (2 minutes) **For Approval:** EdCo Minutes First: Colin Elliott Second: Emily Suderman *Carried*	EC.25.16
CONSENT AGENDA	EC.25.17
ACTION AGENDA	EC.25.18
CRIM 131: Introduction to the Criminal Justice System – Michael Brandt (10 minutes) ➢ **Motion:** To approve the CRIM 131 as amended. Discussion: • Presented changes to the course including the course description to remove stigmatizing language and modified the learning outcomes. • CRIM 131 is part of the Criminal Justice Field School. • Updated one learning outcome due to small typo in punctuation. • Changed the Journal from 20% to 25% and Professionalism from 20% to 15% under the evaluation profile. • The course title and transcript title were changed to "**The Criminal Justice System**". First: ACC Second: Colin Elliott *Carried*	EC25.18.01
CRIM 230: Criminal Law in Canada– Michael Brandt (10 minutes) ➢ **Motion:** To approve the CRIM 230 as presented. Discussion: • Sara Hopkins helped in rearticulating of this course. • To ensure of transferability, it was clarified articulated and taught by an instructor with a law degree. • Clarification regarding the required materials. Removed the year 2015 on the textbook edition. • Clarification regarding the prerequisites, CRIM 135 is recommended and not required. First: ACC Second: Gord Weary *Carried*	EC25.18.02
B1OPEN: Business Administration – Open Studies – Colin Elliott/Ruth Santos (10 minutes) ➢ **Motion:** To approve the B1OPEN as presented. To have a discussion on whether B1OPEN should be treated as an admissions process or a program. Discussion: • B1OPEN was presented as an admission pathway rather than a program. • It was discussed that the intent is to allow students, particularly community members and those exploring business courses to enroll without having to apply	EC25.18.03

to a business program. The pathway doesn't have a graduation requirement and it is created to access the individual courses without the traditional admissions. • B1OPEN has been in development for several years, discussions were started during COVID times. • There was a comparison to other institutions like Open Learning, which does have a similar process to allow applicants to enroll in individual courses. • Referred to Admission and Registration Policy, section 3.1 which states that the College provides all people equal opportunity for access to programs and courses except where College operations are governed by legislation or accrediting bodies. Discussion about ensuring that the policy is aligned and maintained while removing barriers. • A review process may be done after a few years to assess if the B1OPEN pathway is effective. • Concerns about students entering math heavy course without prerequisites, the risk of tuition and time loss if they struggle. Other institutions like TRU Open Learning and BCIT still require Math 11 and suggested reconsidering including Math course in B1OPEN. • The cluster has noted that some students may require some additional academic supports, and the cluster is confident that the instructors can identify if a student is really needing to have the prerequisite before starting the course(s). • Discussed the importance of supporting students, in courses such as MATH 150 and it was proposed to add a language for admissions requirements to encourage students to connect with the program coordinator before enrolling. • Added "We understand learners may have gaps in their knowledge that could impact their success; hence, we advise that learners meet with the Program Coordinator before enrolling." under admission requirements. **First: ACC** **Second: Chris Try** *Carried*	
Break (5 minutes)	
ACCT 150: Financial Accounting I – Ruth Santos (10 minutes) ➢ **Motion:** To approve the ACCT 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. **Discussion:** • Clarification regarding the proposed changes for the courses associated involves the removal of the prerequisites for ten (10) B1OPEN courses and there are no changes to the description, learning outcomes, or assessments. **Motion:** To discuss all ten (10) courses as a group. **First: Colin Elliott** **Second: Chris Try** **Discussion:** • Concerns about the courses have not go through a proper review, particularly indigenization and articulation. It was noted that the courses were last rearticulated in 2020, and the articulation is valid for up to seven years.	EC25.18.04

- Suggested that the BADM cluster bring a work plan to the next EdCo meeting to ensure a full review **within** two years. It was noted that the cluster is committed to regularly reviewing courses and incorporating necessary updates. - Concerns about citing individual issues with the evaluation profiles of several courses. - Called for a vote whether to discuss the ten (10) courses as a group. - A roll call was conducted, resulting in a tie (6 in favor, 6 opposed, and 1 abstain) - As per the bylaws section 5.6.5 5.6.5 Resolutions or motions receiving a tie vote shall be withdrawn. **Motion withdrawn**. Courses will be reviewed individually. **Motion**: To address the individual courses solely based on prerequisites, corequisites, and assessment. To ensure that the courses will come through curriculum review within two years. **First: Chris Try** **Second: Colin Elliott** *Carried* Discussion: - The removal of prerequisites was discussed. Suggestion to include "recommended" to provide guidance to students. - Question about Math 11 where it should be specified as either Pre-Calculus, Foundations, or Apprenticeship. It was noted that it is foundations. - Updated the prerequisites to "Recommended English Studies 12, English First Peoples 12 or equivalent. Recommended Foundations Math 11 or equivalent." across **all** B1OPEN courses. - Removed the "credit" under evaluation profile as the grading format is letter grades across **all** B1OPEN courses. - The learning outcomes were confirmed that it is previously approved by EdCo year 2020. **First: ACC** **Second: Jon Stone** *Carried*	
Break (30 minutes)	
BCPT 150: Business Computers – Ruth Santos (10 minutes) **Motion:** To approve the BCPT 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. **First: ACC** **Second: Colin Elliott** *Carried*	EC25.18.05
BENG 150: Business Communications – Ruth Santos (10 minutes) **Motion:** To approve the BENG 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion:	EC25.18.06

• Replacing "Other" with "Professionalism" under evaluation profile. **First: ACC** **Second: Colin Elliott** *Carried*	
BLAW 152: Canadian Business Law – Ruth Santos (10 minutes) ➢ **Motion:** To approve the BLAW 152 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. **Discussion:** • Discussion whether essays should be listed separately from assignments. It was noted that essays should be under assignment. Removed essays. • Replacing "Other" with "Assignment" and changed from 15% to 55% under evaluation profile. **First: ACC** **Second: Colin Elliott** *Carried*	EC25.18.07
ECON 150: Microeconomics – Ruth Santos (10 minutes) ➢ **Motion:** To approve the ECON 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. **Discussion:** • Replacing "Other" with "Professionalism" under evaluation profile. **First: ACC** **Second: Colin Elliott** *Carried*	EC25.18.08
ECON 151: Macroeconomics – Ruth Santos (10 minutes) ➢ **Motion:** To approve the ECON 151 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. **Discussion:** • Replacing "Other" with "Professionalism" under evaluation profile. • Question about Exam(s) due to software constraints. Emily to add to the CIM review task force agenda. **First: ACC** **Second: Colin Elliott** *Carried*	EC25.18.09
MARK 150: Introduction to Marketing – Ruth Santos (10 minutes) ➢ **Motion:** To approve the MARK 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion.	EC25.18.10

Discussion: • Replacing "Other" with "Professionalism" under evaluation profile. First: ACC Second: Colin Elliott *Carried*	
MATH 150: Mathematics of Finance – Ruth Santos (10 minutes) ➢ **Motion:** To approve the MATH 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion: • Replacing "Other" with "Assignments" under evaluation profile. First: ACC Second: Colin Elliott *Carried*	EC25.18.11
MGMT 150: Principles of Management – Ruth Santos (10 minutes) ➢ **Motion:** To approve the MGMT 150 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. Discussion: • Replacing "Other" with "Assignments" under evaluation profile. First: ACC Second: Colin Elliott *Carried*	EC25.18.12
MGMT 280: Management Information Systems – Ruth Santos (10 minutes) ➢ **Motion:** To approve the MGMT 280 as presented. To discuss the removal of pre-requisites and discuss that there are no changes to the curriculum. ACC advised to move this item to EdCo without a full discussion. First: ACC Second: Colin Elliott *Carried*	EC25.18.13
Curriculum Renewal: Program Discontinuation – Emily Suderman (10 minutes) ➢ **Motion:** To recommend that Social Service Worker, Associate of Arts – First Nations Specialization, Associate of Arts – Sustainable Communities Specialization, Associate of Arts – Archaeological & Cultural Resource Management Specialization submit timelines for curriculum renewal before June 2025. If the June deadline is not met, that Education Council discuss the recommendation to consider the curriculum for discontinuation. Discussion: • It was noted the importance of curriculum renewal, noting the abovementioned programs that have not go through EdCo approval in over 10 years should be reviewed. Some specializations are challenging for students to complete within	EC25.18.14

two years and some specializations may lack faculty champions, which complicates renewal process. • The motion was supported by SSW, it provides necessary structure and accountability. Suggested incorporating these timelines into policy to have a clear documentation. **Action item:** Monica will reach out to Gord Weary and Reto Riesen and ensure that they are aware of the required timelines. To connect with Sheree Ronaasen as well. **First: Emily Suderman** **Second: Chris Try** *Carried*	
EdCo Definitions – Education Policy Committee (10 minutes) ➢ **Notice of Motion:** To approve the Education Council definitions as presented. **Discussion:** • The current definitions are outdated. Based on the review from QAPA, there are missing terms or definitions. • The revised definitions were sent out to the 30-day community consultation and approved by EPC. • Encouraged the group to read the final version and provide feedback before the next EdCo meeting. The final copy has been sent to EdCo meeting invite as part of the meeting package.	EC25.18.15
DISCUSSION AGENDA	EC.25.19
Land Acknowledgement and Efforts of Reconciliation 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.	EC.25.19.01
Indigenization of Curriculum – Kāshā JMorris (20 minutes)	EC.25.19.02
EdCo Voting Bylaws – Appendix C – Membership Rotation **Odd years:** · one support staff elected by the Support Staff · one faculty from the Business and First Nations Fine Arts Cluster · one faculty from the Trades and Workforce Training Cluster · one faculty from Teaching and Learning Support Cluster · one faculty from the Developmental Cluster · one faculty from University Credit and Applied Coastal Ecology Cluster **Appointed each year:** · four educational administrators appointed by the President · one Indigenous Scholar faculty recommended by faculty in consultation with the Indigenization department then appointed by the President · one non-voting, advisory member appointed by the Board of Governors · one non-voting, advisory member appointed by the First Nations Council	EC.25.19.03

Motion: To defer the remaining agenda items to the next meeting on April 25th. **First: Sandy Kaardal** **Second: Linnea Waechter** *Carried*	

EdCo Voting – Chair & Vice Chair
Bylaws - edco_bylaws.pdf (coastmountaincollege.ca)
    3.2 Election of Officers
        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.
        3.2.2 The Chair and Vice Chair cannot serve more than three consecutive terms.
        3.2.3 The election of the officers will be by secret ballot.
        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.
        3.2.5 In the absence of the Chair, the Vice Chair acts as Chair of the meeting
 	
Motion: To defer the remaining agenda items to the next meeting on April 25th.
 	
 First: Sandy Kaardal
Second: Linnea Waechter
Carried
	EC.25.19.04

REPORTS	EC.25.20

• 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)
       o Health – Callan Williamson
       o Business – Chris Try
 	
Motion: To defer the remaining agenda items to the next meeting on April 25th.
 	
 First: Sandy Kaardal
Second: Linnea Waechter
Carried
	EC.25.20.01

Motion to adjourn: 2:00pm Colin Elliott/Kāshā **Next Meeting:** April 25, 2025	EC.25.21

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