coast mountain college

EDUCATION COUNCIL (EdCo) - MEETING MINUTES

Date and Time: September 26, 2025 | 8:30 am to 12:30 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: Marja Burrows

Recording Secretary: Monica Barro

Adam Nash – Teaching and Learning Support Cluster (March 2027)	Present
Callan Williamson - Health Cluster (March 2026)	Helen Hamel
Chris Try - Business and First Nations Fine Arts Cluster (March 2027)	Present (8:47am)
Colin Elliott – Educational Administrator Seat (March 2026)	Present
CJ Butcher - Non-voting Advisory member BOG (October 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)	Present (9:18am)
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)	
Sandy Kaardal - Support Staff Seat (March 2026)	Darjem Ponce
Tracey Woodburn - Educational Administrator Seat (March 2026)	Present

Attendees: Sarah Grielens, Darjem Ponce, Aman Kang, Dawn McConnell, Kelly Swain, Tracey Hoffos, Sonja Perih, Tracey Fell, Bernadette McNabb, Carla Ollenberger, Michele Cook, Johannita Mills-Beale, Jon Stone (9:13am), Nina Da Silva (9:18am), Kezia Sinkewicz (9:30am)

Call to order and declaration of Quorum: (1 minute) **8:36 am**

Approval of the Agenda for September 26, 2025 (2 minutes) **For Approval:** EdCo Agenda • To add a student by-election discussion item. • To move the Admissions and Equity task force final report to the October 2025 meeting. **First: Emily Suderman** **Second: Colin Elliott** ***Carried***	EC.25.46

Approval of Minutes from June 27, 2025 and August 29, 2025 (Extraordinary Meeting) (4 minutes) **For Approval:** EdCo Minutes • August 29, 2025 - Extraordinary meeting minutes ○ The minutes was amended to reflect that Chris Try nominated Emma Shack for the Chair position, which Emma Shack declined. **First: Emily Suderman** **Second: Tracey Woodburn** ***Carried*** • June 27, 2025 - Regular EdCo meeting **First: Colin Elliott** **Second: Emily Suderman** ***Carried***	EC.25.47
CONSENT AGENDA	EC.25.48
ACTION AGENDA	EC.25.49
EdCo Chair update (5 minutes) • Callan Williamson has stepped down as Chair, and Marja Burrows has been elected Chair for the current year.	EC.25.49.01

Council Membership – Standing Committees (20 minutes)
• **Academic Appeals Committee (AAC)**
  ○ Adam Nash
  ○ Chris Try
  ○ Gord Weary
  ○ Linnea Waechter
  ○ Melanie Pollard
  ○ Tracey Woodburn - Chair
• **Articulation and Curriculum Committee (ACC)**
  ○ Adam Nash – Co-Chair
  ○ Chris Try
  ○ Colin Elliott
  ○ Emily Suderman
  ○ Kāshā - Chair
  ○ Sandy Kaardal
• **Education Policy Committee (EPC)**
  ○ Adam Nash
  ○ Emily Suderman - Chair
  ○ Emma Shack
  ○ Kāshā
• **International Education Committee (IEC)**
  ○ Adam Nash – Co-Chair
  ○ Emma Shack – Co-Chair
	EC.25.49.02

○ Luchille Ramirez **General Committee Requirements:** • 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. **6.2.6** Council membership on standing committees shall be determined at the September meeting of each year **Discussion:** • How chairs are elected for standing committees? It was suggested that Chairs be elected at Education Council rather then at subcommittee meeting. • This would require a bylaw amendment. The current bylaw section 6.2.5 stated that the Chairs should be elected at their first meeting, but "first meeting" is not specifically defined. • Bylaw task force to address this when reviewing the bylaws. **Action Item:** Monica to review that all EdCo members are on at least one standing committee.	
Emma Shack chaired the EdCo meeting at 8:52am.	
SSW: Social Service Worker Certificate – Marja Burrows (10 minutes) ➢ **Motion:** To approve the SSW Certificate as presented. **Discussion:** • Removal of the Accuplacer requirement. • Clarified the admission requirements. • Consultation with Marketing and Communications to improve clarity and search optimization. • Consultation with Adam and Kāshā to update the program learning outcomes. **First: ACC** **Second: Emily Suderman** ***Carried***	EC.25.49.03
Marja Burrows chaired the EdCo meeting at 9:01am.	
Academic Schedule – Emily Suderman (10 minutes) ➢ **Motion:** To approve the Academic Schedule (MID-WEEK START) as presented. **Discussion:** • The two-week exam period proposal removed due to strong opposition at prior meeting.	EC.25.49.04

• Addressed 2027 scheduling conflicts, January 4 start date provided no business days post-holiday. Proposal for a midweek start (January 6, 2027 with semester ending on a Tuesday. • The presenter tried to prepare many schedules as possible. • Updated the developmental cluster reading break dates for 2026/2027. March 23-27, 2026 and March 22-26, 2027. This is for Adult upgrading and LEAP. • Correction for December 22, 2026 grade posting. **First: Emily Suderman** **Second: Adam Nash** ***Carried***	
NURS policies – Helen Hamel (20 minutes) ➢ **Notice of Motion:** To accept the NURS policies as presented. **Discussion:** • The purpose is to identify where to house the nursing policies and review the policies. • Auditing Courses policy – clarified that courses with labs/clinical cannot be audited. Removed outdated language which is fee requirements. Students must speak with Academic advisor before requesting an audit. • LPN Access/Bridging policy – updated language to reflect admission requirements post-1994. Eligibility for up to 15 transfer credits. Out of province and pre-1994 graduates not automatically exempt from year 1 or 2 courses. Requirement for meeting with Nursing advisor for transfer credit assessment. • Question about consistency with schools and review timelines. It was noted collaboration with NCBNP, policies last updated 2019. • Question about academic performance policy wording, “to a maximum grade of C- “and effect on transferability and question about Letter of Permission and whether this conflicts with articulation requirements. It was clarified that C- treated as fail, and letter of permission aligns with UNBC requirements. • Question about the process of bringing program policies. It was noted that the nursing policies have already been approved previously. Any future program specific policies will follow a clear process including recommendations to the Board as required by the College and Institutes Act. • Suggested that the following Nursing policies be in the CMTN policy templated before putting it on the website, and should be done before the final motion in EdCo. • It was noted that having another tab for policies in the catalogue, it triggers Records to have program area’s review this content before Registration opening. Records have been sending our current catalogue program pages to program areas for review prior to April opening. This gives a great opportunity to check in with the program area regarding new or changed policies yearly. • Health (LPN, PN) have policies as well, but in the past the NURS policies came straight to EdCo, and Health policies will have to go through EPC. • To make sure that program specific policies is following a proper process, a taskforce should be created. It was recognized that there is no process with regards to program specific documents. • 9:38am Break	EC.25.49.05

Motion: To create a program policy task force. **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 **Program Policy Task Force** **6.3.1.2** A list of specific duties and objectives 1. To recommend a process for program specific policies. 2. To ensure that we are in line with the College and Institute Act, as well as other College related processes and policies. 3. To ensure that we have a clear communication strategy to ensure the program areas can implement program-specific policies successfully. **6.3.1.3** The appointed Chair, who shall be a member of EdCo. **Emily volunteered as Chair.** • Working group: Aman Kang, Sarah Grielens, Marja Burrows, Colin Elliott. To ask Tysen LeBlond and Callan Williamson to join to working group. **First: Emily Suderman** **Second: Tracey Woodburn** ***Carried***	
IEC Terms of Reference – International Education Committee (10 minutes) ➢ **Notice of Motion:** To approve the IEC Terms of Reference as presented. **Discussion:** • Quorum requirements were clarified. Usually, four (4) members are sufficient, though student representation may fluctuate. • Suggested amendments in committee membership, "To seek representation…" rather than strict attendance. • Suggested incorporating Indigenous acknowledgment into the purpose. "We acknowledge that our work in international education takes place on the unceded territories of Haida, Ts'msyen, Nisga'a, Haisla, Gitxsan, and Witsuwit'en as well as the Tahltan. We commit to fostering global relationships that honour Indigenous ways of knowing, being, and relating."	EC.25.49.06
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. **First: Kāshā**	EC.25.49.07

Second: Adam Nash ***Carried*** **Discussion:** • It was noted that the current statement was formal and less reflective of relational learning with Indigenous communities. • It was proposed that the effective date would be Winter 2026 instead of Fall 2025. • To ensure that Communications, style guide, course syllabi and official course/program outlines reflect the revised learning and inclusion statement. Templates will be provided for faculty use. **Motion:** To amend the main motion to implement the revised statement beginning 2026 Winter. **First: Emily Suderman** **Second: Tracey Woodburn** ***Carried***	
DISCUSSION AGENDA	EC.25.50
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. • Dawn offered kudos to the FNAC team who worked in Smithers, to host a Welcome Back Learning Feast. There are two (2) CMTN students, and several school district 54 students, and newcomers to Canada. Highlighted the depth of protocol teachings during the feast including feast structure, importance of the father clan, taking care of everyone, protocols of acknowledgement. It was an amazing experience. It was great witnessing people attending for the first time. This event achieved its purpose. It was a powerful event, hearing from other elders across from different Nations. Encouraged all staff and faculty to attend future event. • Emily shared a personal reflection from attending the rematriation of a carved pole in the Nass Valley. The pole was carved 1860s and purchased in 1947 by UBC Museum of Anthropology. The pole has traveled far from Vancouver to Laxgalts'ap. They described that the return of the pole to its rightful family is very powerful. The ceremony involves cleansing with cedar boughs, elders, community members, and museum representatives. They observed the grace and generosity of the family, who gifted the people from the museum despite having had their own history of loss. Humbled at so many different points, by the culture, by the land, deep respect, the balance system has been created, and those present are expected to carry the story forward. Honored to be there and encourage everyone to take place. • Reciprocity is such a huge value in Indigenous Culture and that really came through in the learning feast and is being demonstrated right here in Emily's story of rematriation and the graciousness of the family receiving their pole back. • Marja participate in a workshop webinar with Cynthia Wesley-Esquimaux discussing Indigenous healing practices, that can be use in Human services, Psychology, Nursing, Social Work. Looking at the history of social work, this workshop really called the need for them in their program, in their teachings, and in their practice to consider what the	EC.25.50.01

speaker called "The Violent History of Benevolence", refers to harm caused when help is imposed without being asked for, rooted in superiority. One of Cynthia's comments is "just get out of the way, you have other jobs.". Comparison made to Lucy and the football analogy from Michelle Good's Truth Telling, promises offered then withdrawn by institutions. The concept of The Violent History of Benevolence is so powerful and something to check ourselves on. How do we teach our students to recognize when helping becomes harm? • Kāshā shared on a word they heard about "white person" on how people say it. It does not simply mean "white person", but imagine you are on shore and both boats are coming in, drift woods, and label the people coming in. Knowing the language is vital in reshaping perception and relationship. • Helen shared the invitation from Kitselas regarding a pole raising on October 16, 2025. https://kitselas.com/event/totem-pole-raising/	
Indigenization of Curriculum – Kāshā JMorris (20 minutes) **Discussion:** • Why Indigenization matters? • Shared the importance of Indigenization in teaching practices. Space for truth and healing. • Working on a faculty guide using the salmon life cycle metaphor that includes respect, relevance, reciprocity, responsibility and relationships. • Working with Adam on the dynamic circle leading in October titled "Education is the new Buffalo", including faculty and staff participation. Currently, there are three (3) faculty and one (1) staff. • Ongoing Orange spirit day awareness initiative at the Prince Rupert campus, now scheduled monthly (last Tuesday). • Upcoming workshop on Indigenous Allyship and Anti-Racism by Lenne Pierre (1:00 – 4:00 pm).	EC.25.50.02
Student By-Election – Emily Suderman (10 minutes) **Discussion:** • Provided an update on student representatives for EdCo. There are no nominations received for students seats this term. • A by-election will be held after completion of other student elections (FNC and BOG). • Student representation will not be present at the October meeting. • Encouraged to promote student participation and the importance of having student voices in EdCo. • Eligibility criteria: A student elected to the **Education Council** must remain in good standing for the period consistent with the appointment. Good standing is defined as maintaining a minimum registration of one credited course with no severe academic sanctions, enrolment restrictions, conduct sanctions, or outstanding fees and/or fines. Must be available to attend EdCo meeting and relevant subcommittees. • $100 stipend per EdCo meeting.	EC.25.50.03

REPORTS	EC.25.51

• **First Nations Council (FNC) – Priscilla Michell**
  ○ No reports
 	
• **Educational Practice – Tracey Woodburn**
  ○ Kaltura is finishing up at the end of the semester, and the license maintained until March. They are moving to Teams, and IT have a connector where they can automatically connect to Teams.
  ○ Course evaluations is now back in Explorance Blue and it will be coming out imminently or on Monday. Processes are improved and taking advantage of what we have.
  ○ Brightspace and Colleague integration, stage 1 is a success, roster updates and course shell creation automated. Let COLT know if it is not working well. Looking forward for grade integration, but will need a full consultation.
  ○ Brightspace shell must be indicated on timetables as opt in. Scheduling is currently working with program areas for updating missing Brightspace information on timetables for 2026W and 2026S. They hope to have all missing sections appropriately tagged and all Brightspace shells live in October program areas have been sent the updated timetable template for 2026-2027.
  ○ Go Bags with Naloxone kits now available in the library in Prince Rupert, Terrace and Smithers for off-campus activities, per the Ministry guidelines. Contact the librarian.
 	
• **Educational Planning and Program Review – Tracey Woodburn**
  ○ LEAP Program has completed action items and expected to present progress at EdCo by the end of academic year, but Kim is hoping to present this in Fall (November)
  ○ Artificial Intelligence and Education Community of Practice first session will be presented. It is open to instructors and support staff. Contact Adam Nash if you have an interest in participating.
 	
• **Education Policy Committee (EPC) – Emily Suderman**
  ○ Upcoming policy work this fall includes Granting of Credentials Policy (Notice of Motion expected October), Academic Standing (upcoming community review), Grading and Progression Policy (minor edits to align with Academic Standing), Academic Integrity Policy (approval this Fall, effective after alignment with other policies), Academic Appeals Policy (under review).
  ○ Encourage to look at the policies when it comes to the meeting package.
 	
• **International Education Committee (IEC) – Adam Nash/Emma Shack**
  ○ Chair election confirmed and Adam and Emma will continue to Co-Chair.
  ○ Updated on International Field School Development for CMTN staff, comprehensive guidelines.
  ○ Survey work stalled and committee seeking ideas to revitalize participation.
  ○ International partnerships impacted by recent IRCC changes, slowing activity.
  ○ ULI slowed down quite a bit, impacted by the updates.
	EC.25.51.01

Meeting adjourn: 11:11 am **Next Meeting: October 24, 2025**	EC.25.52

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