

EDUCATION COUNCIL (EdCo) - MEETING Minutes

Date and Time: June 26, 2026 | 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, Gitksan, and Witsuwit'en as well as the Tahltan and acknowledges the traditional territories where its campuses stand.

Chair: Reto Riesen

Recording Secretary: Yujin Mi / Sarah Grielens

Adam Nash – Teaching and Learning Support Cluster (March 2027)	Present
Kristi Farrell - Business and First Nations Fine Arts Cluster (March 2027)	Present
Colin Elliott – Educational Administrator Seat (March 2027)	Present
CJ Butcher - Non-voting Advisory member BOG (June 2026)	
Titilope Kunkel - Educational Administrator Seat (March 2027)	Present
Emily Suderman – Educational Administrator Seat (March 2027)	Present
Gord Weary - University Credit and Applied Coastal Ecology Cluster (March 2027)	Catharine White
Kathy Buell - Health Cluster (March 2028)	Present
- Indigenous Scholar Faculty (March 2027)	
- Business and First Nations Fine Arts Cluster (March 2028)	
Linnea Waechter - Trades & Workforce Cluster (March 2027)	Present
Luchille Ramirez - Support Staff Seat (March 2027)	Present
Marja Burrows - Human Services Cluster (March 2028)	Present
Melanie Pollard - Developmental Cluster (March 2027)	Present
Brianna Gibson - Non-voting - Advisory Member FNC	
Reto Riesen - University Credit and Applied Coastal Ecology Cluster (March 2028)	Present
Myrna MacConnachie - Support Staff Seat (March 2028)	Carla Ollenberger
Tracey Woodburn - Educational Administrator Seat (March 2027)	Present

Attendees: Amanjot K. Kang, Darjem Ponce, Dawn McConnell, Andy Klimach, Tracey Hoffos, Vasiliki Douglas, Michael Nelligan

Call to order and declaration of Quorum: (1 minute) 8:31am

Approval of the Agenda for June 26, 2026 (2 minutes) For Approval: EdCo Agenda The consent agenda process was reviewed. The ECCE and ECEE program changes were approved with the agenda. First: Emily Suderman Second: Marja Burrows Carried	EC.26.36
Approval of Minutes from May 29, 2026 (2 minutes) For Approval: EdCo Minutes	EC.26.37

- The minutes will be amended to include the full course names in the ACE omnibus motion, rather than listing only the course numbers. Action Item: Update the May 29, 2026 minutes with the full ACE course names. Motion: To approve the May 29, 2026 minutes as amended. First: Adam Nash Second: Melanie Pollard Carried	
CONSENT AGENDA	EC.26.38
ECCE: Early Childhood Care & Education Infant and Toddler Educator Diploma Approved through approval of the agenda.	EC.26.38.01
ECEE: Early Childhood Care & Education Exceptionalities Early Childhood Educator Diploma Approved through approval of the agenda.	EC.26.38.02
ACTION AGENDA	EC.26.39
CHEM 040: Chemistry 040 Advanced Chemistry – Michael Nelligan (5 minutes) - Updated to align with current provincial ABE chemistry requirements ahead of articulation review. - Key updates: minor wording changes to learning outcomes; core topics revised to meet provincial standards; maximum enrolment increased from 18 to 20. - Removed CHEM 0401 and 0402 half-course structure; retained CHEM 040 as full course - The course outline was updated to note that students can expect approximately 12 hours of lab activity. - Most labs can be completed online using kits; in-person titration lab to be piloted at Terrace, Smithers, and Prince Rupert. - Labs included within 120 total hours, with no separate lab section. - Course outline to note that students can expect approximately 12 hours of lab activity - Discussion on whether lab completion should be required to pass; to be raised at the fall articulation meeting. - Next offering planned for Winter 2027. ➤ Motion: To approve the CHEM 040 course as presented. First: ACC Second: Marja Burrows Carried	EC.26.39.01
Post-Degree Diploma in Professional Accounting – Kristi Farrell (5 minutes) ➤ Short Cycle Motion: To approve the PDDPA diploma as inactive. - Developed primarily for international students; reduced enrolment means it cannot run with domestic students alone. - The distinction between inactivation and discontinuation was clarified. - The program will remain in the catalogue, note that applications are not being accepted, not be listed as active on EducationPlannerBC, and return to Education Council for review if inactive for five years.	EC.26.39.02

Action Item: Registrar's Office to coordinate updates to the catalogue, website, EducationPlannerBC, and related systems to reflect the program's inactive status. First: Emily Suderman Second: Carla Ollenberger Carried	
Curriculum Guidelines and Expectations Taskforce – Emily Suderman (5 minutes) ➤ Main Motion: To accept the task force recommendations as presented. First: Emily Suderman Second: Colin Elliott • Discussion focused on EdCo's academic authority and the College's financial and operational responsibilities. • Members raised concerns that the proposed wording could allow curriculum development to be stopped too early. • The roles of Deans and Clusters in reviewing curriculum need further clarification. • Members also discussed whether individual courses and programs should follow the same approval process. • Reto Riesen relinquished the Chair to Marja Burrows at 9:30 a.m. and resumed the Chair at 9:33 a.m. • Action Item: The task force will revise the wording around the Dean's role, clarify how budget and operational concerns fit into the approval process, and clarify how Deans and Clusters review courses and programs before bringing the report back to EdCo. ➤ Motion to Refer: To refer the report back to the task force for further revision. First: Colin Elliott Second: Melanie Pollard Carried The main motion was not voted on.	EC.26.39.03
Curriculum Guidelines and Expectations Taskforce – Emily Suderman (5 minutes) ➤ Motion: To conclude the task force and accept the objectives as completed. • Motion not considered because the report was referred back. • The task force will remain active.	EC.26.39.04
Program Policy Taskforce – Emily Suderman (5 minutes) ➤ Motion: To accept the task force recommendations as presented. • It was clarified that program-specific policies would be developed through the relevant program area and Cluster, then reviewed by EPC before going to EdCo. Policies must follow CMTN's approval process and comply with the College and Institute Act. First: Emily Suderman Second: Kathy Buell Carried	EC.26.39.05
Program Policy Taskforce – Emily Suderman (5 minutes) ➤ Motion: To conclude the task force and accept the objectives as completed. First: Emily Suderman	EC.26.39.06

	Second: Kathy Buell Carried	
Scheduled Break (5 minutes)		
DISCUSSION AGENDA		EC.26.40
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, Gitksan, and Witsuwit'en as well as the Tahltan and acknowledges the traditional territories where its campuses stand. • National Indigenous Peoples Day and ongoing progress in reconciliation and Indigenous education. • The role of Elders and Indigenous community members in College and community events. • The importance of creating space for Indigenous voices and strengthening local, place-based relationships and learning. • Recent enrolment changes were discussed as an opportunity to refocus on local communities and create more space for Indigenous voices.		EC.26.40.01
REPORTS		EC.26.41
• Education Council Chair Report – Reto Riesen ○ The Chair attended the recent Board of Governors meeting. ○ ACE Certificate and Diploma changes approved by EdCo in May were not included in the most recent Board report and will be brought forward at the next Board meeting in September. • First Nations Council (FNC) – Brianna Gibson ○ No FNC representative attended. Brianna Gibson has been elected as the new FNC Chair. FNC advised that Priscilla Michell be removed as its EdCo advisory representative. Meeting invitations have been forwarded to Brianna Gibson, with attendance expected to begin in September. • Education Policy Committee (EPC) – Emily Suderman ○ The Grading and Progression Policy and Procedures and the Academic Standing Policy and Procedures will come to EdCo in September. The proposed grading changes include replacing the P grade for marginal achievement with a D grade. ○ The standing committee final report was included in the meeting package and highlighted the policy review and consultation work completed throughout the year. Committee members and staff who supported the work were thanked. • International Education Committee (IEC) – Adam Nash ○ Standing committee final report ▪ IEC met three times during the academic year. ▪ English upgrading partnership work and the proposed international graduate survey were put on hold due to changing priorities.		EC.26.41.01

▪ Work continued on policy through the Global Engagement Committee, international field school resources, and a decision-making flowchart for learning in conflict zones. • Articulation and Curriculum Committee (ACC) – Adam Nash / Emily Suderman ○ Standing committee final report ▪ Kāshā's work in developing the indigenized ACC process was recognized. ▪ ACC continues to include the First Peoples Principles of Learning in curriculum discussions. ▪ ACC Chairs will explore preparing a written annual list of courses and programs reviewed over the summer. • Educational Practice – Tracey Woodburn ○ Faculty participation in provincial articulation was recognized and appreciated. ○ Provincial articulation meetings 2026 attended by CMTN instructors: ▪ ABE Education and Career Planning ▪ ABE Education and Career Planning/English ▪ ABE Math ▪ Health Care Assistant and Practical Nursing ▪ Health Educator Articulation Group ▪ Biology ▪ Physics and Astronomy & Engineering ▪ Psychology ▪ Geography (hosted by CMTN in Terrace) ▪ English ▪ Criminology ▪ Adult Basic Education (ABE) Steering Committee ▪ Chemistry ▪ Communications and Media ▪ Hairstylist ▪ Mathematics-Statistics ▪ Disability Services ▪ Business Educators ▪ EDUA ▪ Welding ▪ Electrical ▪ Carpentry ▪ Heavy Mechanical Trades ▪ ABE Science Articulation Committee (in October) ▪ Adult Literacy Fundamental Articulation Committee (ALF) (in October) • Educational Planning and Program Review – Tracey Woodburn ○ Beginning in August, College-related communication will be sent to students' CMTN email accounts to support privacy and information security, and EdCo members were asked to help communicate this change.	
Meeting Adjourned: 10.40 am Next Meeting: September 18, 2026	EC.26.42

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

