

EDUCATION COUNCIL (EdCo) - MEETING Minutes

Date and Time: September 18, 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

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
- Non-voting Advisory member BOG (June 2027)	
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)	Present
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)	Yuriko Riesen
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)	Present
Tracey Woodburn - Educational Administrator Seat (March 2027)	Present

Attendees: Amanjot K. Kang, Darjem Ponce, Andy Klimach, Braiden Wann, Carla Ollenberger, Christane Carr, Jessica Michell, Tysen LeBlond

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

Approval of the Agenda for September 18, 2026 (2 minutes) For Approval: EdCo Agenda Motion: To approve the agenda as presented. First: Melanie Pollard Second: Titilope Kunkel Carried	EC.26.43
Approval of Minutes from June 26, 2026 (2 minutes) For Approval: EdCo Minutes Motion: To approve the June 26, 2026 minutes as presented. First: Emily Suderman Second: Kristi Farrell Carried	EC.26.44

CONSENT AGENDA	EC.26.45
ACTION AGENDA	EC.26.46
EdCo Membership Updates – For Information (5 minutes) Bylaws – Appendix C: Member Rotation Voting Membership - One faculty representative from the Business and First Nations Fine Arts Cluster – Vacant (term ending March 2028) - The appointment of the Indigenous Scholar faculty representative is still in progress, with an appointment expected by October. Advisory Membership - One Board of Governors representative – Appointment to be addressed at the September Board meeting Student Representatives - Four student representative seats are currently vacant. The EdCo student seats are two from Terrace, one from Prince Rupert, and one from another regional campus. - Student elections are currently underway. Faculty were encouraged to speak with students who may be interested in serving as representatives.	EC.26.46.01
EdCo Member Participation in Standing Committees and Task Forces (20 minutes) Bylaw 4.1.2: All EdCo members are expected to participate in at least one subcommittee or task force for the duration of their appointment. Bylaw 6.2.6: Council membership on standing committees shall be determined at the September meeting of each year. Standing Committees: Academic Appeals Committee (AAC) - Tracey Woodburn - Chair - Melanie Pollard - Linnea Waechter - Gordon Weary - Reto Riesen Articulation and Curriculum Committee (ACC) - Adam Nash - Co-Chair - Emily Suderman - Co-Chair - Tracey Woodburn - Myrna MacConnachie Education Policy Committee (EPC) - Emily Suderman - Chair - Tracey Woodburn - Adam Nash - Titilope Kunkel	EC.26.46.02

○ Luchille Ramirez • International Education Committee (IEC) ○ Adam Nash - Chair ○ Kristi Farrell ○ Titilope Kunkel ○ Luchille Ramirez Task Forces: • Bylaw Review Task Force ○ Marja Burrows - Chair ○ Colin Elliott ○ Emily Suderman • Curriculum Guidelines and Expectations Task Force ○ Emily Suderman - Chair ○ Adam Nash ○ Kathy Buell Standing committees and task forces are open to the wider College community, although standing committee Chairs and Co-Chairs must be EdCo members. Yujin confirmed that all EdCo members have joined a committee or task force.	
GEOG 112: Communities, Sustainability, & Planning – Gordon Weary (5 minutes) ➤ Motion: To approve GEOG 112 as presented. • The course has a particular focus on planning and therefore requires an instructor with a planning background or relevant planning experience. • A broader discussion followed about instructor qualifications across University Credit courses, including: ○ whether bachelor's degrees should be stated in addition to master's degrees; ○ the need for consistent wording across course outlines; ○ professional designations as possible equivalents in some disciplines; ○ BCCAT's instructor qualification standards state that instructors teaching degree-level transfer courses normally hold a master's degree or equivalent in the discipline or a closely related area; ○ the importance of leaving enough flexibility for hiring committees to consider equivalent experience and qualifications; ○ differences between disciplines, including planning, engineering, nursing, history, and psychology. • The required instructor qualifications of this course were revised to: A Bachelor's degree and a Master's degree in Planning or Geography with related experience in planning. • The broader question of instructor qualifications will continue through the Instructor Qualifications Policy work led by Tracey Woodburn. Members were invited to participate.	EC.26.46.03

First: ACC Second: Colin Elliott Carried		
GEOG 210: Environments and Society – Gordon Weary (5 minutes) ➤ Motion: To approve GEOG 210 as presented. - The main revisions were updates to language and learning outcomes. - The reference to Northwest BC in the outline was discussed. The course has historically had a strong local and place-based focus, and the revised learning outcomes make this more explicit. - GEOG 112 has different instructor qualifications from 210 because it is a planning-focused course and requires a planning background. Current geography faculty may be qualified to teach GEOG 210 and GEOG 225 but not necessarily GEOG 112. - Instructor qualifications were revised for consistency. First: ACC Second: Kathy Buell Carried		EC.26.46.04
GEOG 225: Regional Geography of British Columbia – Gordon Weary (5 minutes) ➤ Motion: To approve GEOG 225 as presented. - The course was previously offered regularly when it was required for the Bachelor of Education program. Although it is no longer offered as frequently, it remains a common geography course across BC institutions. - Instructor qualification wording was revised for consistency with the other geography courses. First: ACC Second: Adam Nash Carried		EC.26.46.05
GEOL 157: Introduction to Northwest Geology – Gordon Weary (5 minutes) ➤ Motion: To approve GEOL 157 as presented. - The course was presented as part of its regular curriculum update. - The effective date was changed from Fall 2026 to Winter 2027, as the course is already being taught in Fall 2026. Applying the revised outline to the current section would require Student Records and Scheduling to cancel and rebuild the section and re-register the students. It's confirmed that the current students are receiving the appropriate course content and transferability works under the existing course. - Instructor qualifications were also revised to follow the wording used for the geography courses. First: ACC Second: Adam Nash Carried		EC.26.46.06
HIST 106 Creating Canada: Colonies to Country – Christane Carr (5 minutes) ➤ Motion: To approve HIST 106 as presented.		EC.26.46.07

- The department recommended keeping the course title. The title “Colonies to Country” had been questioned at ACC based on a misunderstanding of the course timeline. - The quotation marks around Canada were removed, as previously agreed at ACC. - Instructor qualifications were revised to: A Bachelor's degree and a Master's degree in History or a related discipline. Equivalencies may be considered. First: ACC Second: Adam Nash Carried	
PSYC 203: Sex and Gender – Yuriko Riesen (5 minutes) ➤ Motion: To approve PSYC 203 as presented. - The course had not been regularly offered for some time. The course description, learning outcomes, and evaluation profile were updated. - Instructor qualifications were expanded to include educational and counselling psychology. Yuriko noted that psychology graduate programs may admit students from related undergraduate disciplines, and that the provincial psychology articulation group has become more accepting of these credentials. “PhD preferred” was removed from the required instructor qualifications. - A PhD and stronger research background can be useful for teaching research methods and statistics. - Nursing was raised as an example where accreditation reviews and a university partnership may place more emphasis on PhD-qualified faculty. - Other views were that listing “PhD preferred” could narrow the applicant pool, give too much weight to the credential over teaching or other relevant experience, and create inconsistency with other UC courses. - The CIM field is for required instructor qualifications, so a preferred credential should not be listed there. - Updated required instructor qualifications: A Bachelor's degree in a related discipline and a Master's degree in Psychology, including Educational or Counselling Psychology. First: ACC Second: Kathy Buell Carried	EC.26.46.08
PSYC 205: Drugs and Substance Use – Yuriko Riesen (5 minutes) ➤ Motion: To approve PSYC 205 as presented. - The course had been inactive for a long time and was reviewed when the College was considering programming related to addictions and mental health. Maintaining an updated course could support future programming. - The same instructor qualification wording approved for PSYC 203 was applied. - PSYC 205 was approved with the amendments discussed. First: ACC Second: Adam Nash	EC.26.46.09

Carried	
PSYC 207: Introduction to Counselling Psychology – Yuriko Riesen (5 minutes) ➤ Motion: To approve PSYC 207 as presented. - The course supports future programming related to addictions, mental health, or youth services. - The same instructor qualification wording used for PSYC 203 and PSYC 205 was applied. - PSYC 207 was approved with the amendments discussed. First: ACC Second: Adam Nash Carried	EC.26.46.10
Scheduled Break (10:22–10:35 AM) The meeting resumed at 10:35 AM with quorum confirmed.	
Grading and Progression Policy and Procedures – Emily Suderman (10 minutes) ➤ Notice of Motion: To approve the Grading and Progression Policy and Procedures as presented. - Key changes include: - removal of the academic standing provisions, which are being moved into a separate policy and procedure; - moving the grade scales and letter codes table from the procedure into the policy; - changing the current P grade to D for marginal achievement. - EPC's environmental scan found that a D grade is much more commonly used across BC public post-secondary institutions, while a P can be confused with a Pass grade at institutions using pass/fail grading. - Members confirmed that courses with a pedagogical reason to use a different grading scale can continue to do so if the variation is included in the EdCo-approved course outline. - There was also discussion about withdrawal grades. Emily clarified that, in most cases, a W still reflects a student-initiated withdrawal, including situations where the student has stopped attending and the College follows the applicable withdrawal process. - The procedures state that instructors are not required to provide feedback automatically on completed final examinations. This does not prevent an instructor from providing feedback when a student asks. The policy does not currently address whether students have a general right to view completed final exams. - Faculty and clusters were asked to review the policy and procedures and provide feedback to Emily by October 2, allowing time for revisions before the October 16 EdCo meeting. - If approved in October, the grading changes are planned for Fall 2027, as the Registrar's Office will need time to update grading schemes across academic courses. First: EPC	EC.26.46.11
Academic Standing Policy and Procedures – Emily Suderman (10 minutes) ➤ Notice of Motion: To approve the Academic Standing Policy and Procedures as presented.	EC.26.46.12

- The proposed approach is intended to be supportive and educational rather than punitive. Students would receive clearer information about their academic progress and be connected with additional support where needed. - The proposed process includes: - identifying students whose academic standing requires attention; - Academic Advising communicating with students and helping with course planning where necessary; - Institutional Research and Records providing student lists and GPA information rather than expecting advisors to calculate this student by student; and - allowing program areas to initiate more structured conversations with students who have experienced low academic standing over multiple terms. - The policy is also targeted for implementation around Fall 2027, as Registrar's Office systems and business processes will need to be developed. - Academic Standing may not return for approval until December. Academic Integrity, Academic Standing, and Academic Appeals need to be approved together so that the existing combined Academic Integrity and Appeals policy can be retired. - Members were asked to provide feedback on the new Academic Standing Policy and Procedures by October 16. First: EPC	
DISCUSSION AGENDA	EC.26.47
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. - The Prince Rupert Learning Feast brought together faculty, staff, Elders, chiefs, and CNC students and was highlighted as a meaningful way to begin the academic year and learn from local Indigenous knowledge and experiences. - First-year nursing students will participate in a language and cultural camp. Hereditary chiefs agreed to keep the camp open for the group. Nursing is also working to include reconciliation throughout the curriculum rather than limiting it to the First Nations health course. - With Orange Shirt Day approaching, non-Indigenous members of the College community were encouraged to participate in local events and continue this engagement beyond Orange Shirt Day. - Jessica, new Learning Transformation Specialist – Indigenization role was introduced. Faculty were invited to reach out for support with Indigenization work, including activities such as “situating yourself” to help students share who they are and where they come from without requiring direct self-identification. - The Learning Feast also led to reflections on student belonging and the value of seeing students return to the College through different programs and pathways.	EC.26.47.01
External Exams and Invigilation – Adam Nash (15 minutes) - The discussion followed concerns raised through the Teaching and Learning Support Cluster about remote invigilation, AI, wearable technology, privacy, accessibility, and academic integrity. - The June 18, 2021 EdCo decision was reviewed: CMTN bans remote invigilation tools that involve automated recording and algorithmic analysis of data captured during invigilation, except where required by an external accreditation body.	EC.26.47.02

- Wearable technologies such as smart glasses create privacy considerations. For employees, a Privacy Impact Assessment may be required where privacy issues exist. Students have also been advised to seek permission before using wearable technology around others. Aman has raised questions with the Office of the Information and Privacy Commissioner; specific guidance and legislation have not yet caught up with the technology, particularly in settings such as health care, child care, and other environments with significant privacy concerns. - Wearable devices also create issues in clinical settings, where health-care workers may not have the right to record or use such devices around patients. - Members supported having clearer guidance for faculty on assessment in an AI environment. Current approaches vary between instructors and disciplines. - The 2021 decision did not prohibit every form of remote invigilation. It specifically prohibited automated recording and algorithmic analysis tools, except where required by an external accrediting body. CMTN does not currently have an institution-wide lockdown browser available. - For a student who does not want to use a camera during a remote assessment, alternatives may include writing the exam in person or arranging an invigilator in the student's community. There is not currently one institutional policy covering all of these situations. - Alternative arrangements often create workload and capacity impacts for instructors, learning assistance, accessibility services, and other student support areas. - A possible task force was discussed. Members noted that the issue crosses both EdCo's responsibilities for curriculum and educational quality and administration's responsibilities for resources and operational delivery. The issue will continue to be worked through, and EdCo will be kept informed.	
Student Elections – Emily Suderman (10 minutes) - Nominations are currently open for student representatives to the Board of Governors, First Nations Council, and Education Council. - The nomination period closes September 25, 2026. Faculty were encouraged to mention the opportunity in their classes and encourage interested students to submit nominations. - The election is expected to take place in mid-October.	EC.26.47.03
REPORTS	EC.26.48
Education Council Chair Report – Reto Riesen - Reto will attend the upcoming Board of Governors meeting in Smithers and encouraged members to attend or listen in where possible. First Nations Council (FNC) – Brianna Gibson - No FNC representative attended, and no report was provided. Education Policy Committee (EPC) – Emily Suderman - EPC is developing a work plan to prioritize policies and track the amount of policy work that can reasonably be completed during the year. International Education Committee (IEC) – Adam Nash - IEC currently has no agenda items for the upcoming fall meeting. A call for agenda items will be sent, and if no business comes forward, the meeting may be cancelled. Articulation and Curriculum Committee (ACC) – Adam Nash / Emily Suderman	EC.26.48.01

○ A large number of courses are currently moving through the curriculum process. Recent curriculum submissions were well prepared, including work to incorporate Indigenization. ● Educational Practice – Tracey Woodburn ○ The start of term has gone more smoothly than expected from an educational technology perspective, including student MFA setup and the use of CMTN email accounts for communication and sign-in. ○ Current COLT supports include the Brightspace User Group, AI in Education Community of Practice, H5P Experimentarium, faculty mentorship, and classroom visits. ○ Cluster visits covered scheduling, course/program inactivation and discontinuation, enrolment and graduation data, sick notes and absences, syllabus expectations, and AI use. ○ Expectations for absences and missed assessments should be clearly stated in course syllabi rather than left as “as per instructor.” ○ CMTN does not currently have an institutional AI policy. AI expectations should be clearly communicated in each class and, where appropriate, for individual assignments. ● Task Forces ○ Curriculum Guidelines and Expectations Task Force – Emily Suderman ▪ The task force has been discussing the use of “students” and “learners.” ▪ Although the group has largely reached a conclusion, several key participants were unable to attend the last meeting. One additional meeting is planned within the following week to confirm the group’s conclusions and ensure all perspectives are represented. ▪ The task force will then bring its final report back to EdCo. ● Educational Planning and Program Review – Tracey Woodburn ○ The next formal program review was expected to begin in the fall but will likely start in the winter semester because of capacity. ○ All programs are required to be reviewed. Some programs are significantly overdue, including some that have not had a program review in more than 15 years. ○ More programs were encouraged to volunteer for review. ○ Full program reviews should generally occur every five to seven years. A short annual review was suggested as a way to look at institutional data and provide a brief summary in years when a full program review is not being completed. ○ The annual review idea will go back to clusters for further discussion. Tracey and Adam will show clusters what a short review could look like, including the data that could be provided. ○ Program reviews are conducted at the program level, not at the cluster level.	
Meeting Adjourned: 11.58 am Next Meeting: October 16, 2026	EC.26.49

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

