

Education Council Meeting Minutes

March 24th, 2023

10:00 am – 2:00 pm Blue Jeans

Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Ts'msyen (Tsimshian), Nisga'a, Haisla, Gitksan 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: Hazel Anjaria

Marja Burrows	Present
David McKeever	Present
Reto Riesen	Present (left at 11.40am)
Mercedes de la Nuez	Present
Gord Weary	Present (left at 11.01am)
Sarah Grielens	Present
Lauren Fraychineaud	Present (Debra Sullivan)
Evan van Dyk	Present
Shauna Stach	Absent
Michele Cook	Present
Emma Shack	Present
Titi Kunkel	Present
Troy Hanschen	Present (left 11:45am)
Tracey Woodburn	Present
Colin Elliott	Present
Alishia McCarthy	Present
Endreyan MacAspac	Present
Kelsyn Bowal	Present

Attendees: Aman Kang, Dave Smith, Dina von Hahn, Kāshā JMorris , Seth Downs, Carla Ollenberger, Kara Loy.
 Regrets: Priscilla Michell, Lauren Fraychineaud, Tracey Woodburn, Shauna Stach.

Call to order and declaration of Quorum: (1 minute) 10.02am

<p>Approval of the Agenda and all items on Consent Agenda (2 minutes)</p> <p>For Approval: EdCo Agenda – March 24th, 2023 Motion to move the consent agenda item to action item 'Correction to Math 046 equivalencies on website (Mercedes de la Nuez) Carried</p> <p style="text-align: right;">First: Troy Hanschen Second: Dave McKeever</p> <p>Motion to Approve agenda as amended.</p> <p style="text-align: right;">First: Troy Hanschen Second: Dave McKeever</p> <p>Carried</p>	EC.23-16
<p>Approval of Minutes from February 24th, 2023 (2 minutes)</p> <p>For Approval: EdCo Minutes – February 24th, 2023 Motion to approve minutes as presented Carried</p>	EC.23-17

	First: Sarah Grielens Second: Mercedes de la Nuez	
CONSENT AGENDA		EC.23-18
<ul style="list-style-type: none"> ➤ Correction to Math 046 equivalencies on website (Mercedes de la Nuez) <p>Moved to Action agenda before the adoption of the agenda.</p>		EC.23-18.01
ACTION AGENDA		EC.23-19
<ul style="list-style-type: none"> ➤ Correction to Math 046 equivalencies on website (Mercedes de la Nuez) <p>Agenda submission: “In review of our math courses during curriculum development, I noticed that under our general admissions requirements our MATH 046 course is listed as an equivalent course to the Ministry of Education’s Foundations of Mathematics 11. This is incorrect, as shown in the document provided from the BC Articulation Guide. MATH 046 does not have a current Ministry of Ed. Equivalency, and CMTN does not offer a Foundations of Math 11 or equivalent.”</p> <p>Recommended to be brought forward to ACC for discussion regarding effects of the changes on current programs.</p> <p>Motion to move MATH 046 equivalencies review for discussion at the next ACC.</p> <p>Carried</p> <p style="text-align: right;">First: Sarah Grielens Second: Mercedes de la Nuez</p>		EC.23-19.01
HIST 201: Imperialism from the Mid-19th Century – Dina VonHahn		EC.23-19.02
<ul style="list-style-type: none"> ➤ Motion: To approve course in CIM. <p style="text-align: right;">First: Dina VonHahn Second: Reto Riesen</p>		
Important Dates – Troy Hanschen		EC.23-19.03
<ul style="list-style-type: none"> ➤ Motion: Change College closure date on important dates to October 2nd, 2023. <p><i>The National Day for Truth and Reconciliation falls on Saturday, September 30, 2023. In recognition, the College will be closed on Monday, October 2, 2023, to observe the statutory holiday. Monday, October 2, 2023, must be added to Coast Mountain College’s Important Dates to reflect the College closure.</i></p> <p>Discussion/Feedback: Concerns and impacts on 2023-2024 Fall instructional hours. April meeting for the BC Registrars will bring some recommendations on managing instructional hours. In some institutions terms maybe extended or an extra day further, instructional flex day. Recommendation for Tuesday to Monday exam week.</p> <p>All feedback to be reviewed by the Registrar and to be discussed in Education Management Committee (EMC) also.</p> <p>Carried</p> <p style="text-align: right;">First: Troy Hanschen Second: Dave McKeever</p>		
DISCUSSION AGENDA		EC.23-20
Land Acknowledgement and Efforts of Reconciliation		EC.23-20.01

<p>Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Ts'msyen (Tsimshian), Nisga'a, Haisla, Gitx̱san and Wet'suwet'en and acknowledges the traditional territories its campuses reside on.</p> <p>We also collaborate with our close neighbors in the Tahltan Nation.</p> <p>Discussion on creating a safe space to help the efforts towards reconciliation in regards to the feedback received.</p> <p>Few key points:</p> <ul style="list-style-type: none"> • This is a healing space to share and or do a brief check in to give brief introduction from everyone which can include land Acknowledgment and what's on your heart. • Reconciliation works both ways and sensitive topics should be discussed and taken in consideration from indigenous and non-indigenous people. • Indigenization is a way of knowing the world, understanding people and connecting with everyone in the world. • Work towards decolonization and realigning thoughts is important • As an Education institution, we need to be progressive and teach others to be comfortable with talking about indigenization. • Practicing Acknowledgement in our meeting guides us towards indigenization within classrooms. 	
<p>BADM Program Review- Tracy Woodburn & Seth Downs</p> <p>1-year status update:</p> <p>Report completed in 2021: included self study, external audit and cluster reports, timeline to accomplish all action items.</p> <p>Please see the attached PowerPoint.</p>	EC.23-20.02
<p>11.15am: 5 min break. Reconvene at 11.20am</p>	
<p>Curriculum Guide</p> <p>For Review: Curriculum Guide</p> <p>Feedback:</p> <ul style="list-style-type: none"> • Update ITA to Skills Trade BC • Anti-requisites: Clarification needed regarding no credit vs not allowed to take the course • Define acronyms i.e. COLT <p>Discussion:</p> <p>Is the current document up to date?</p> <p>Course description point 3: Language around using 3rd person vs 2nd person. As well as the standardizing the process for curriculum guide.</p> <p>Course description point 6. Seems to be a learning outcome requirement instead of the course description.</p> <p>Recommendation: Feedback to be brought back to the committee for rereview.</p>	EC.23-20.03
<p>Renewal of EdCo Process Task Force</p> <p>Recommendations: From last meeting</p> <ul style="list-style-type: none"> • Create a task force regarding CIM and accessibility for faculty. • Complete and close the taskforce <p>➤ Motion: Dissolve the EDCO process task force.</p>	EC.23-20.04

<p style="text-align: right;">First: Titilope Kunkel Second: Alishia McCarthy</p> <p>Carried</p> <ul style="list-style-type: none"> • Motion: Create a task force regarding CIM and accessibility for faculty. <p>Objective: Solicit feedback regarding CIM system and review barriers of using the system.</p> <p>Carried</p> <p style="text-align: right;">First: Titilope Kunkel Second: Alishia McCarthy</p> <p>Volunteers to sit on the committee: Sarah Grielens, Troy Hanschen (TBD), Hazel Anjaria, IT participant (TBD)</p>	
<p>Programs & Courses – Sarah Grielens</p> <p>List of Programs and Courses that have not been offered in 5 years.</p> <ul style="list-style-type: none"> • UC has provided feedback • Human services had no courses on the list. • Business courses to be inactivated: ENTR, ECON, MGMT-SK. • Courses to be sent on email to Records dept (Sarah Grielens) <p>Action: Add this item for Next EDCO in the Action Agenda</p>	EC.23-20.05
<p>Indigenization of Curriculum – Kāshā JMorris</p> <p>Working with new curriculum developers during the beginning of the workflow process.</p> <p>Recommended and organized raffle for the book ‘All Native’ and Mercedes de la Nuez won the raffle.</p>	EC.23-20.06
<p>EdCo Voting</p> <p>Bylaws – Appendix C – Membership Rotation</p> <p>Odd years:</p> <ul style="list-style-type: none"> • 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 <p>Elected each year:</p> <ul style="list-style-type: none"> • two students from the Terrace campus • one student from the Prince Rupert campus • one student from any other campus <p>Appointed each year:</p> <ul style="list-style-type: none"> • 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 <p>Presented by Chair: Proposed to hold a special election to be held Monday, April 25 Election of Support Staff will be a traditional election, held electronically</p> <p style="text-align: center;">i. We will fill one seat with a two-year term (ending March 2025)</p>	EC.23.20.07

<p>ii. We will fill one seat with a one-year term (ending March 2024)</p> <p>Election of Cluster Representatives will be conducted through Clusters</p> <p>i. Based upon the amended bylaws, we currently require 5 representatives for two-year terms (expiring March 2025) - See Attached</p> <p>ii. At the April 2022 meeting of EdCo, the Council approved 5 representatives to hold seats to March 2024 - See Attached</p> <p>Required (5) nominees stands as barrier for EDCO student election was discussed and will be brought forward to EPC for review.</p>	
<p>REPORTS</p>	<p>EC.23-21</p>
<ul style="list-style-type: none"> • FNC- Priscilla Michell Sends regrets 	<p>EC.23-21.01</p>
<ul style="list-style-type: none"> • Educational Practice- Tracey Woodburn Preparing for the new Terrace Spruce campus with Educational Technologies 	<p>EC.23-21.02</p>
<ul style="list-style-type: none"> • EPC met on Thursday, March 16 3 Items were on the Agenda: <ul style="list-style-type: none"> ○ EPC was presented with a standardized "EPC Policy Rationale Form" to be used when bringing policies forward to the committee. The committee determined that it would not be a mandatory form, but would be encouraged in order to provide EPC with context when new policies or proposed amendments to existing policies are brought forward to the committee. ○ EPC reviewed proposed additions to the Program and Course Development Policy and Procedures. After discussion a small working group was formed to do some additional work and bring a "Track Changes" document to the next meeting of EPC ○ EPC reviewed proposed amendments to the Student Awards Policy. After a review of the proposed amendments, a small working group was struck to make amendments and bring the policy back to EPC for discussion. • Additional Item: The Chair of EPC will be bringing Policy Templates forward for discussion at the next meeting of EPC. Policy Templates have been developed and approved at the Board of Governors, and discussion at EPC will be how the templates can be utilized for educational policy to standardize policy format across the College. 	<p>EC.23-21.03</p>
<p>Motion to adjourn: Titilope Kunkel 11:50pm</p> <p>➤ Next Meeting: April 28th, 2023</p>	<p>EC.23-22</p>




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

Documentation for reference

Indigenization is Collaboration poster – Kāshā JMorris	 Indigenization is Collaboration - 4.pdf
Decolonization poster- Kāshā JMorris	 Decolonization-poster-cedarbranch-2.pdf
BADM Program review- Seth Downs	 Program Review One Year Status Update