

**EDUCATION COUNCIL (EdCo) - MEETING Minutes**
**Date and Time:** December 19, 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: Sarah Grielen

Adam Nash - Teaching and Learning Support Cluster (March 2027)	present
Chris Try - Business and First Nations Fine Arts Cluster (March 2027)	present
Colin Elliott - Educational Administrator Seat (March 2026)	present
<b>CJ Butcher - Non-voting Advisory member BOG (October 2025)</b>	
Emma Shack - Educational Administrator Seat (March 2026)	present
Emily Suderman - Educational Administrator Seat (March 2026)	Titilope Kunkel
Gord Weary - University Credit and Applied Coastal Ecology Cluster (March 2027)	
Helen Hamel - Health Cluster (March 2026)	present
Kāshā / Julie Morris - Indigenous Scholar Faculty (March 2026)	Declined no proxy
Linnea Waechter - Trades & Workforce Cluster (March 2027)	Darlene Godfrey
Luchille Ramirez - Support Staff Seat (March 2027)	Declined no proxy
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)	
<b>Priscilla Michell - Non-voting - Advisory Member FNC (November 2025)</b>	present
Reto Riesen - University Credit and Applied Coastal Ecology Cluster (March 2026)	Chris Carr
Sandy Kaardal - Support Staff Seat (March 2026)	present
Tracey Woodburn - Educational Administrator Seat (March 2026)	present

**Attendees:** Vasiliki Douglas, Tracey Hoffos, Destiny Stewart, Tysen LeBlond

Call to order and declaration of Quorum: 8:31am

Approval of the Agenda for December 19, 2025 (2 minutes)	EC.25.67
For Approval: EdCo Agenda	First: Chris Try Second: Helen Hamel
Approval of Minutes from November 28, 2025 (2 minutes)	EC.25.68
For Approval: EdCo Minutes	First: Helen Hamel Second: Chris Try
CONSENT AGENDA	EC.25.69
ACTION AGENDA	EC.25.70

<b>ACC Terms of Reference: Notice of Motion:</b> To approve the updated ACC Terms of Reference as presented. <b>First:</b> ACC <b>Second:</b> Titilope Kunkel	EC.25.70.01
<b>➤ DISCUSSION AGENDA</b>	EC.25.71
<b>Land Acknowledgement and Efforts of Reconciliation</b> <p>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.</p> <ul style="list-style-type: none"> <li>➤ Ecole Jack Cook the Francophone school in Terrace was gifted a new name from David Wells. It was the first time that David Wells had ever given a name from his clan to a place before. The students worked all fall with elders and the Kermode Friendship Society on making drums and learning drumming, were gifted songs and dances for each clan to perform at the feast and made all of the gifts. It was a very emotional and moving event and was a tangible and meaningful event of reconciliation. The new name is Ecole Cinq Saumon- School of the Five Salmon and in Tsimshian language it is Xstuunsa Hoon'm Suwilaawksat.</li> <li>➤ Reflecting on the gratitude and thankfulness of living on the traditional territory of the Wet'suwet'en people. Reflecting that the land, plants and animals now have time to rest. Reflecting on how the indigenous people would have ceased to travel for foraging during this time and would have stayed in peat houses close to a lake to ice fish to sustain them through the winter. We should also use this winter break to rest and reflect and turn our thoughts away from work.</li> <li>➤ Kathy Buell persisted and was successful in her EPBL funding request. She was able to invite an elder into several sessions of NURS 205 Intro to First Nations Health. She was able to teach and support our nursing students.</li> <li>➤ Reflecting on the importance of authentic, in earnest and sincere reconciliation work. There is a schism of the population in BC that is questioning if reconciliation is necessary and questioning UNDRIP as part of that as well. We should persistent in our work towards reconciliation with integrity.</li> <li>➤ Recommended reading Who We Are by Murray Sinclair – Biography of the journey through Truth and Reconciliation.</li> <li>➤ Recommended reading Silent Voices: Rule by Policy on Canada's Indian Reserves Mel Bevan</li> </ul>	EC.25.71.01
<b>Curriculum Review Plan (Program Discontinuation)</b> <b>Program and Course Development Policy</b> 4.00 Curriculum Renewal c) Courses and Programs that have not been approved in 10 years will be put on the agenda at EdCo. Education Council may: i. Recommend the Dean and VP Academic consider the curriculum for discontinuation or inactivation.	EC.25.71.02

ii. Recommend that cluster be given an extension to complete course and program curriculum updates. iii. Recommend that cluster review graduation or program completion requirements if students identify a risk of ineligibility for transfer credit at other institutions.	
---	--

- **Associate of Arts – Sustainable Communities Specialization**
- This specialization is being overhauled. Previous focus was on WMST and FNST courses. Workload and Registration numbers are being considered. The least amount of work has been done on this specialization to bring it through as a stand- alone program but the department is committed to re articulating as a Diploma and an Associates
- **Associate of Arts – First Nations Specialization**
- A draft for the Associate Specialization and a Diploma has been created by the Department. Previous categories of the courses in the program outline were an issue. Renaming of courses, and creation of new courses are being balanced with the current climate of registration numbers.
- **Associate of Arts – Archaeological & Cultural Resource Management Specialization**
- Work was done by a previous faculty member. This work is now with the current department. The previous draft was focused on a Terrace Campus centered delivery. The intent is not to marginalize other campuses. This is being actively worked as a Diploma and an Associates.
- Three recommendations can be made for curriculum not approved in the last 10 years.
  1. Dean and VP can recommend discontinuation or inactivation
  2. Cluster can ask for and be granted an extension on their original submitted curriculum development plans
  3. Review of graduation and program completion requirements and ensure transferability in BC.
- A fourth recommendation should be made/explored to update these specializations as Diplomas first and then look at Associates. Diplomas are more marketable right now and not subject to provincial frameworks. Could possibly discontinue the specializations and just create Diplomas. Currently the Graduation Deviation process is very robust and exacting but not ideal for students. Diplomas would be easier and faster to pass in the CIM workflow and approval process.

<b>REPORTS</b>	25.72
<ul style="list-style-type: none"> <li>• <b>First Nations Council (FNC) – Priscilla Michell</b> <ul style="list-style-type: none"> <li>➤ FNC is focusing on a 2026 Strategic Plan. Working with the President on how FNC can contribute to CMTN's goals and objectives to support our initiatives.</li> </ul> </li> <li>• <b>Educational Practice – Tracey Woodburn</b> <ul style="list-style-type: none"> <li>➤ Many training opportunities for faculty on all the learning and delivery platforms. There are drop in sessions with Vera over lunch hours and COLT can be contacted directly for training, troubleshooting and assistance.</li> </ul> </li> </ul>	25.72.01

- **First Nations Council (FNC) – Priscilla Michell**
  - FNC is focusing on a 2026 Strategic Plan. Working with the President on how FNC can contribute to CMTN's goals and objectives to support our initiatives.
- **Educational Practice – Tracey Woodburn**
  - Many training opportunities for faculty on all the learning and delivery platforms. There are drop in sessions with Vera over lunch hours and COLT can be contacted directly for training, troubleshooting and assistance.

- **Education Policy Committee (EPC)** – Emily Suderman (Titilope Kunkel)
  - November meeting focused on the definition of learner and student. No quorum for December Meeting. EPC will be sending out policies for review.
- **International Education Committee (IEC)** – Adam Nash/Emma Shack
  - No update
- **Education Council Taskforces:**
  - **Bylaw Review Taskforce** – Marja Burrows
    - A few new members have expressed interest. A date for the first meeting will be sent in the new year.
  - **Curriculum Guidelines and Expectations Taskforce** – Emily Suderman (Titilope Kunkel)
    - No update
  - **Program Policy Taskforce** – Emily Suderman (Titilope Kunkel)
    - Taskforce has noted a potential bottleneck in the CIM workflow. Quarterly Reports on stalled curriculum still being sent out to program areas by the RO. UC cluster voted on a motion regarding which steps in the CIM workflow should have rollback ability. EdCo secretary to connect with UC cluster about bringing forward a discussion agenda motion.

**Meeting Adjourn: 9:30am**  
**Next Meeting: January 30, 2026**

EC.25.73

#### 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

coast  
mountain  
college



5331 McConnell Ave. Terrace, BC V8G 4X2

[coastmountaincollege.ca](http://coastmountaincollege.ca)