

Participants:

Sylvia Fraser (Faculty) *Chair
Rob-Roy Douglas (Faculty) *Vice-Chair
Karen Bravo (Administration)
Coline Casey (Staff)
Rod Cork (Administration)
Skyler Dayus (Faculty)
Kathy Doucette (Administration)
Tara Hyland-Russell (Administration)
Lisa Irvine (Staff)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Colleen Matheson (Faculty)
Faisal Rashid (Faculty)
Paola Rodriguez (Faculty)
Jashanpreet Singh (Student)
Marissa Thola (Faculty)
Audra Holloway (Recording)

Absent: Todd Bondaroff Mike Gilbert Salli Carter
Marc Lester Santos
Guest(s): Kathleen Lewis Brody Dorer

Territorial Acknowledgement:

Northern Lights College acknowledges that our campuses are situated on the ancestral and traditional land of many nations, including the Dane Zaa, Cree, Tsáá? Ché Ne Dane, Saulteau, Tse'Khene, Kaska Dena, Tahltan, and Tlingit. We also recognize Metis Nation members who share a deep history with this land.

We, at Northern Lights College, commit to restoring and honouring the Truth and Reconciliation calls to action; we strongly believe that truth must be acknowledged to move forward to reconciliation. We are grateful for the Traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We acknowledge our hosts and honor their gracious welcome to those seeking knowledge.

1. Adoption of Agenda

Minutes were incorrectly listed as April 30, Minutes were May 28, 2025.
Agenda Item #9 and #10 added to decision items.
Agenda was adopted as amended.

2. Adoption of Minutes, May 28, 2025

25.06.01 M/S –THOLA/LUNDIN

Motion: *THAT the minutes of May 28, 2025 be adopted as circulated.*

CARRIED

3. Action List – reviewed and updated.

J. Singh left the meeting

Decision Item(s)

4. Education Assistant Certificate and Diploma

K. Lewis explained that at the request of the Admissions Department and the Registrar's Office, the submission was simply to move the EA questionnaire from an admission requirement to a post-admission requirement. She added that the change will align with the ECEC post-admission requirements and that it will expedite the admission process for students.

25.06.02 M/S –DOUGLAS/THOLA

Motion: *THAT the Education Council approves the revised Program Information and Completion Guides for Education Assistant Certificate and Education Assistant Diploma, effective September 2025, as presented.*

CARRIED

K. Lewis left the meeting

5. Post-Degree Diploma in Information Technology Management

R. Douglas explained that the submission was to:

- To update the program completion guide for the Post Degree Diploma in Information Technology Management to reflect the fact that ITEC 240, ITEC 250 and ITEC 320 will be replaced by ITEC 241, ITEC 251 and ITEC 243 respectively.
- To update the further requirements section to direct toward the program page listing the requirement that students have a laptop computer with minimum specifications.
- To change the admissions requirements to bring them into conformity with the College minimum academic and linguistic standards.
- To add closed electives to the program for select courses to improve program flexibility.

He further explained the rationale for the request:

- Old courses are being retired and replaced with new ones.
- The laptop requirement will allow the program to be offered in classrooms independent of the existing computer labs. The current program design, with all courses being required creates challenges with course scheduling and student program progression if courses are not offered every semester. including a list of closed electives

K. Bravo asked that due to the Fall 2025 registration had already commenced, could the program guide be effective for September 2026. Decision by council to add a note about discontinued courses and to update the effective date to September 2026.

M. Lundin asked about the possibility of adding MATH 046 to the Admission Requirements. R. Douglas responded that he would need to review the course.

25.06.03 M/S –THOLA/CASEY

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Post-Degree Diploma in Information Technology, effective September 2026, as amended.*

CARRIED

6. Interactive and Digital Technologies Diploma

R. Douglas explained that the submission was to:

- To update the program completion guide for the Interactive and Digital Technologies Diploma to reflect the fact that ITEC 240, ITEC 250 and ITEC 320 will be replaced by ITEC 241, ITEC 251 and ITEC 243 respectively.
- To update the further requirements section to reflect the requirement that students have a laptop computer with minimum specifications
- To update the admissions requirements to the College minimum academic and linguistic standards.

He further explained the rationale for the request:

- Old courses are being retired and replaced with new ones.
- The laptop requirement will allow the program to be offered in classrooms independent of the existing computer labs

K. Bravo asked that due to the Fall 2025 registration had already commenced, could the program guide be effective for September 2026. Decision by council to add a note about discontinued courses and to update the effective date to September 2026.

25.06.04 M/S –RASHID/CASEY

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Interactive and Digital Technologies, effective September 2026, as amended.

CARRIED

7. ITEC Course Outlines

R. Douglas presented the submission:

To update the outlines for ITEC 112, ITEC 210, ITEC 220, ITEC 241, ITEC 243, ITEC 251, ITEC 255 to reflect their transition from lecture/lab courses to lecture courses. As the technology requirements of the Information Technology and Computer and Information Science credentials now require students to bring their own laptop computers to the programs, they are no longer limited to desktop computers in the computer science lab in Fort St John. Their capacity has therefore increased to that of lecture courses. Additional delivery modes have been added for future potential consideration and offering using alternative modes of delivery.

He added that the rationale for the request was:

The technology requirement for ITEC courses has changed, allowing their format to change from lab-based to lecture based. Alternative modes of delivery have been added to increase access options for future consideration.

25.06.05 M/S –DOUCETTE/THOLA

Motion: THAT the Education Council approves the revised Course Outlines ITEC 112, ITEC 210, ITEC 220, ITEC 241, ITEC 243, ITEC 251 and ITEC 255, effective September 2025, as presented.

CARRIED

8. Course Discontinuation (ITEC 240, ITEC 250, ITEC 320 and BIOL 105)

K. Doucette explained that the courses would no longer be offered.

25.06.06 M/S –CASEY/THOLA

Motion:

THAT the Education Council approves the discontinuation of ITEC 240, effective July 1, 2025.

CARRIED

25.06.07 M/S –CASEY/THOLA

Motion:

THAT the Education Council approves the discontinuation of ITEC 250, effective July 1, 2025.

CARRIED

25.06.08 M/S –CASEY/THOLA

Motion:

THAT the Education Council approves the discontinuation of ITEC 320, effective July 1, 2025.

CARRIED

25.06.09 M/S –CASEY/THOLA

Motion:

THAT the Education Council approves the discontinuation of BIOL 105, effective July 1, 2025.

CARRIED

B. Mackinnon left the meeting

9. E-1.02 Academic Standing policy and E-1.02.01 Academic Standing procedure

K. Bravo presented the revised policy and procedure. She explained that after consultations and stakeholder review it was decided that NLC would move forward with having the student be more responsible for the academic standing and how we could help them. She further explained that the decision was to have more of a bite at the start for the students that are in Academic Alert, having them meet with the Learning Support specialists and sign a student success plan at that time.

M. Thola asked about RTW and whether the student could register. K. Bravo confirmed that the student would not be able to register.

M. Thola asked about the length of time off for the RTW students. Discussion about the wording found at the end of the procedure regarding the more than 3-yr absence. Decision that the wording needs to be reviewed, and additional definition(s) added. K. Bravo withdrew the motion.

~~Motion: THAT the Education Council approves the revised policy E-1.02 Academic Standing and the Academic Standing procedure document E-1.02.01, effective September 1st, 2025.~~

10. E-1.03 Admissions policy and E-1.03.01 Admissions procedure

P. Rodriguez presented the revised policy and procedure. She explained that after many years of consultations and stakeholder review the documents have been completed.

R. Cork noted that on page four of the policy it should be 'Former Youth in Care' not 'Youth in Care'. Wording updated.

R. Cork noted that the procedure document was missing a footer. Footer added.

25.06.10 M/S –THOLA/CASEY

Motion: *THAT the Education Council approves the revised policy E-1.03 Admissions and the Admissions procedure document E-1.03.01, effective September 1st, 2025, as amended.*

CARRIED

Standing Reports

11. Vice-President Academics & Research

T. Hyland Russell reported on upcoming dates and ongoing projects:

- Aug. 27th – all day teaching faculty kick-off in Dawson Creek (changes, information, new/revised policies, socialization, QAPA, etc.)
- QAPA program mapping
- Development of new/revised documents (Cover sheet/Program Guide) for Education Council.
- Level 1 program reviews
- Articulations meetings – reports/information will be accumulated.

12. Board of Governors – no report

13. Education Council Chair

S. Fraser presented her report:

[Academic Governance Committee \(AGC\)](#)

On May 30, 2025 the AGC met via Teams.

The meeting was attended by 13 colleges from across the province, which included the following institutions:

- College of New Caledonia
- British Columbia Institute of Technology
- Selkirk College
- Okanagan College
- Camosun College
- Douglas College
- College of the Rockies
- Langara College
- Nicola Valley Institute of Technology
- Vancouver Community College
- North Island College
- Northern Lights College
- Justice Institute British Columbia

[Elections:](#)

Bijan Ahmadi (Camosun College)—acclaimed as Chair

Celia Quigley (Justice Institute British Columbia)—acclaimed as Vice-Chair

[We reviewed and discussed a number of items, including the following:](#)

- Loss of government funding for Language Instruction for Newcomers (LINC) at VCC; English Language Program (CNC)—all EdCo members at each institution were against

this, and tried hard to stop this from happening; however, without the funding there was no choice but to cancel these programs.

- Response to Changing IRCC Rules
 - * Across the province institutions are struggling with IRCC, in some way or another.
 - * Many institutions are anticipating more losses/layoffs to come.
 - * Program/course cancellations and suspensions are happening throughout the province.
 - * Program updates and program name changes are happening to align with CIP codes eligible for post-graduation work permits.
 - * Accelerated approval processes have been embedded in revised Curriculum Development and Approval Policies and some (i.e. VCC) have created a new Program Development and Approval Policy to assist with this.
 - * Anticipation of reduced enrollment for Fall 2025. Some institutions are experiencing enrollment drastically down—i.e. Okanagan College is forecasting an expectation for Fall 2025 international student enrollments “will drop by 90% from Fall 2024 numbers”.
 - * Many institutions are preparing for large institutional restructuring.

Provincial Curriculum Changes of Note:

- A number of institutions are working to develop/expand: Recognition of Prior Learning (RPL), Prior Learning Assessment and Recognition (PLAR) to assist students with continuing their education journey.
- VCC—is looking into new programming for Wind Turbine Maintenance Technician Certificate.
- Okanagan College—New program: Aircraft Maintenance Engineer Category “M” Mechanical (AMEM). Revised program: Aircraft Maintenance Engineer Category Structures “S” (AMES).

Education Council Updates:

- Langara implemented a “pause” on Education Council (beginning in Fall 2024; continuing to present day). They meet when it is required for items of urgency, such as updating program/course items which require changes with industry standards. As things progress, council may be fully reinstated in Fall 2025.
- Some institutions are experiencing issues with filling all seats available for members:
 - * VCC—one vacant student seat.
 - * Selkirk College—held elections and didn’t achieve ‘full’ council.
 - * Some experienced issues with elected students not attending meetings and/or logging into the meeting virtually and not having their camera ‘on’, and not actually ‘attending’ or participating in the discussion.
- College of the Rockies—there is a new Indigenous Advisory Committee—the EdCo Chair is required to be a part of this committee.
- Camosun College—New Education Council Member
“Council and the President approved a new member under 15(2) of the College and Institute Act. The member will have knowledge of policy, curriculum, and Indigenous educational priorities and is appointed by an Indigenous Representative Selection Committee formed from the members of Eye? Sqa’lewen, the Centre for Indigenous Education and Community Connections, with ratification by council at the September (2025) meeting. The new member does not represent any of the constituent groups listed in the Act, but rather represents the Centre and Indigenous communities broadly.”

* NOTE: this is a 'voting' seat

* The Education Council will increase by one seat

Conclusion

Overall, it was a very informative meeting. The committee has been informally holding discussions via email throughout the 2024-25 academic year; thus we decided to incorporate beginning in Fall 2025 informal monthly meetings via Teams for drop-in discussions, Q&A, etc.

As a group, we are hopeful that we will be able to hold an 'in-person' meeting next May at Okanagan College (easiest for travel).

Next Meeting

TBD—it will be in Fall 2025—probably November. It will be virtual (Teams).

Additional Items:

May 29, 2025—I attended the Dawson Creek NLC Convocation Ceremony

June 5, 2025—I attended the Fort St. John NLC Convocation Ceremony

S. Dayus left the meeting

14. Education Policy Committee

K. Bravo reported that the group met on May 23rd. She explained that the next meeting would be June 27th where the committee would be reviewing the TOR and working on the Academic Standing policy/procedure.

15. Curriculum Committee

R. Douglas explained that the committee met twice in June to review the documents for the June meeting.

16. Admissions and Standards Committee

P. Rodriguez reported that at the last meeting the committee finalized the Admissions policy and procedure document presented at the meeting.

Information/Discussion

17. QAPA Assessors Report

T. Hyland Russell reported on the Quality Assurance Process Audit (QAPA) Assessors' report. This report included an overall assessment, including commendations, affirmations and recommendations. She added that NLC would be filing an official response to the report by August 15, 2025.

Adjournment – 3:23 p.m.

Next Meeting – September 24, 2025

These notes are not officially approved until initialed by the Chairperson. They could be subject to amendment.