

Participants:

Sylvia Fraser (Faculty) *Chair
Rob-Roy Douglas (Faculty) *Vice-Chair
Karen Bravo (Administration)
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)
Marissa Thola (Faculty)
Audra Holloway (Recording)

Absent: Todd Bondaroff Rod Cork Skyler Dayus
 Salli Carter Jashanpreet Singh Marc Lester Santos
 Stephanie Goudie Coline Casey

Guest(s): Tracey Vipond Kathleen Lewis Shari-Lynn Harrison

Territorial Acknowledgement:

Northern Lights College serves the communities of Northern British Columbia that are located on the territories of the Tsaa Che Ne Dene, Dene-Zaa, Saulteau, Tse'khene, Tlinget, Tahltan and Kaska Dena. We also acknowledge the Cree and the Metis for their guardianship of the land on which we live, work and play. We acknowledge our hosts and honour their gracious welcome to those seeking knowledge.

1. Adoption of Agenda

Agenda was adopted as amended.

Agenda item #5 removed from the Agenda, Agenda item #12 to be presented by Tracey Vipond and the date for the next meeting was updated to October 29, 2025.

2. Adoption of Minutes, June 25, 2025

25.09.01 M/S –RASHID/THOLA

Motion: *THAT the minutes of June 25, 2025, be adopted as circulated.*

CARRIED

T. Hyland-Russell left the meeting

3. Action List

- reviewed

S. Harrison joined the meeting

Decision Item(s)

4. Revised Early Childhood Education and Care practicum courses

K. Lewis explained that practicum courses in the Early Childhood Program are based on meeting professional competencies and application of those competencies. This structure lends itself to an assessment model that reflects if a student has met the competencies or not (Pass/Fail).

B. Mackinnon asked about the change affecting transferability of the courses. K. Lewis and S. Harrison answered that it would not affect transferability.

25.09.02 M/S –RASHID/LUNDIN

Motion: *THAT the Education Council approves the revised Course Outlines ECED 109A, ECED 110, ECED 111, ECED 208 and ECED 210, effective January 2026*

CARRIED

S. Harrison left the meeting

5. Removed from the Agenda

Standing Reports

6. Vice-President Academics & Research

The VPA report had been prepared by T. Hyland-Russell:

Welcome to a new Teaching Year

Welcome back to a new year of offering education and training to our students. We started the year off with a gathering of teaching faculty on August 27th on the Dawson Creek campus. The intent of the day was to:

- outline the Strategic Framework for year ahead
- provide a toolkit of resources
- socialize with colleagues

I'm delighted that most teaching faculty showed up and engaged in the day, including a staff barbeque hosted by Campus Administrator Linda Mueller. The many departments that support students and faculty were excited by the opportunity to gather, and showed up with tables in CCET to share the resources available and connect through community-building.

President Todd Bondaroff started the gathering off in a good way with a territorial acknowledgement and leading us through the top 4 strategic priorities for 2025-26:

- 1.2 Enhance and coordinate an NLC-wide focus on student success and well-being
- 2.3 Establish robust program and enrolment planning
- 2.4 Enhance Curriculum Review, Renewal, and Development
- 3.3 Co-create programming and training with Indigenous communities

Reports throughout 2025-26 will focus on the initiatives under these strategic priorities.

In the afternoon, Dennis Stavrou, Coordinator of the Centre for Excellence in Teaching and Learning (CETL), outlined the resources available through CETL, including peer mentoring and educational technology support.

Key processes and deadlines were reviewed, including syllabi submission, invigilation, textbook ordering, and standardized course shells. Each of these will be followed up in departmental meetings.

There was a lot of logistical planning that went into this gathering: finding the only room that could fit us all, arranging fleet vehicles so faculty could travel from FSJ to Dawson Creek, preparing information packages, setting up the space, and organising the presentations. Thank you to the many hands that helped prepare the event and for your engagement and feedback. VPAR Report September 2025 2

Some highlights from the short survey sent out after the event:

What people found most valuable:

- Connecting with other faculty and hearing about the supports that are available for instructors
- Getting to know more of the staff and what they do
- Being updated on current and future plans, and feeling included as part of the team
- Interdepartmental learning and sharing. The opportunity to meet other people outside of my own department.
- Learning about CETL!
- Open two way communication
- The opportunity to spend time with the leadership team and the faculty.
- Review of our strategic plan, where we came from and where we are heading

What was your favourite part of the gathering?

- CETL resources
- Reconnecting with colleagues after the summer
- Recognizing and appreciating faculty achievements
- Teaching strategies
- Asking faculty what they want/need and listening. It was also good to see other staff we never get to during the school year.
- I liked that we had a bundle of resources to keep at our desks and Chante's salad!
- Hearing about the successes of the past year
- Todd's land acknowledgement and story

Strategic Updates

2.1 Leverage provincial and regional priorities to inform NLC programming portfolio decisions

OBJ 4 Align program development with local and national labour market needs

- NLC has received funding through the Ministry of Social Development and Poverty Reduction to offer Building Maintenance to underemployed BC residents

2.3 Establish robust program and enrolment planning

OBJ 1 Implement enrolment management strategies

- Program planning matrices and processes are in development and will be available shortly to departments

2.4 Enhance Curriculum Review, Renewal, and Development

OBJ 2 Enhance partnerships with other post-secondary institutions, industry and community groups

- Event planned for November 5th to acknowledge donations to Trades equipment and programs and to consult with industry regarding energy related programming and training needs and opportunities

OBJ 3 Improve Program Development from Idea to Offering

- Program Advisory Committee (PAC) membership lists have been created for Applied Business Technology (ABT), Health Sciences, and Trades programs, with the first meetings being booked for fall 2025.

- A template for PAC meetings has been finalised, incorporating a standing item on quality assurance, in alignment with the recommendations from the QAPA site visit and report

3.3 Co-create programming and training with Indigenous communities

OBJ 1 Consult with community to build a shared approach and capacity for this work

- A new agreement has been made with Halfway River First Nation to deliver CCP programming in community

NLC Policy Committee Updates from Sept 12, 2025 meeting:

The following policies were repealed:

Whistleblower A-5.03

NSF Cheques F-3.09

The following policies were approved:

Video Surveillance A-5.17

Recognition and Memorials A-2.12

Bank Accounts F-3.09

The following were reviewed in draft and recommended for consultation:

Standards of Conduct H-1.13

Disposition of Goods F-2.03

Request for review was received for the following:

Copyright A-5.16

A project charter is being developed for the review of records management, privacy, and disposal, including student records.

Broad consultation with faculty, staff, and students on the revised Academic Integrity Policy and Procedures is underway throughout September and October through in person and online sessions. Comments can also be submitted to NLCpolicies@nlc.bc.ca

7. Board of Governors – no report

8. Education Council Chair

S. Fraser presented the Chair report:

Education Council Chair Report

No events happened during July.

Board of Governors Meeting, August 13, 2025:

Three new members:

- Ray Irwin
- Megan Troyer
- Misty Waldorf

New Board Representative for Education Council:

Stephanie Goudie

Meeting Highlights:

- Program proposals for **Pharmacy Technician Diploma, Medical Laboratory Assistant Certificate, and Rehabilitation Therapy Assistant Diploma** were submitted to the Minister of Post-Secondary Education and Future Skills in June. * NLC is hopeful for a September 2026 launch * NLC will be working with communities, partners, Northern Health, etc... and will be looking at including remote campuses for classes. * The Board voted in favour of writing a letter to the Minister of Post-Secondary and Future Skills to encourage funding for these programs. * Northern Health will be donating some used equipment from the old DC

Hospital. * Approx. \$1.3 million is the budget to start these programs. Equipment and labs are expected to cost \$1.2 million.

- 2025 Summer Camps were a large success, all but one 'sold out'.
- 2026 Summer Camps will happen, with additional options will be added to the FSJ campus.
- Dave Jeffers has been hired as the Director for the Center of Applied Energy and Environmental Sustainability (CAEES).
- NLC is adjusting the Education Plan to a 3-year time frame, so that is in alignment with our current NLC Strategic Plan.
- June 5, 2025 NLC hosted the Indigenous Graduation Ceremony in FSJ. It was very well received by all who attended. There are plans to continue to building on this event and making this a part of our annual graduation celebrations.
- Workforce Training & CE—has partnered with First Nations to deliver programing for the Building Maintenance Program. This will begin on September 18, 2025.
- NLC received \$202,274 in funding for Fall 2025/Winter 2026 Future Skills programming. NLC program offerings for Future Skills: https://www.nlc.bc.ca/wp-content/uploads/2025/07/FSG_NLC_Courses_2025.pdf
- The afternoon was spent in a workshop to review Ownership Linkage. There was groundwork created which will continue during the Board Retreat in October.
- Board Retreat will be held on October 22, 23 (with regular Board meeting happening the afternoon of the 23rd).
- [All Teaching Faculty Meeting, August 27, 2025](#)
- This was the first time NLC held an event like this. It was well-received by faculty and staff in attendance. There were many opportunities to connect and engage with our co-workers. I was still on vacation; therefore, I attended via Teams.
- The following presentations were held:
- Opening and Connection (Welcome, updates on Strategic Plan)
- Celebrations/shout outs for NLC (items of particular note): * NLC RED SEAL 'pass' rate is the highest in the province of BC * NLC has the only ESL program operating north of the Okanagan, all other institutions have canceled their program options.
- Get to know your Colleagues
- Educational Priorities (QAPA, Education Plan, Al2, CETL, Syllabi, Standardized Course Shells)
- CETL
- Convocation dates were announced for this academic year: * DC, May 28, 2026 * FSJ, June 4, 2026 * FN, June 19, 2026

9. Education Policy Committee

K. Bravo explained that the policy E-1.02 would be brought to the October Education Council meeting.

10. Curriculum Committee

R. Douglas reported that the committee met on September 5th to review the documents for the September meeting.

11. Admissions and Standards Committee

P. Rodriguez presented the Admissions and Standards Committee Chair report:

The Admissions Subcommittee met on Thursday, June 26th/25. The Committee discussed the Admissions Waitlist Procedure (Draft Process). There were questions around the process. Megan Sheets, Domestic Admissions Officer, from the DC Campus, was invited to the meeting to help answer questions around the process. Some concerns were raised about the “Open” Offer Letters and the Admissions Waitlist Procedure. There were also questions about sponsorships and deposits, as well as applicants who apply to multiple programs and get waitlisted. The draft document was sent back to the Admissions department to answer questions and tweak the process.

Information/Discussion

12. Health Care Assistant Certificate - T. Vipond explained that Provincial Registry Amendments were made to Minimum HCA Program Entry requirements on July 7, 2025. She further explained that the department needed to update the NLC website to read word for word as per the Minimum HCA Program Registry Entry Requirements Document presented at the meeting. She added that the website would include a footnote and link to the BC Health Care Assistant registry guide and approved list of English-Speaking Countries for further clarification. She added that the department would have the revised Program Guide as a submission to the October 29, 2025, meeting with the updates.

Notes:

- S. Fraser reminded the committee members that the National Day for Truth and Reconciliation would be on September 30th, with the College wearing Orange Shirts on Monday, September 29th in recognition of the day that honors the children who never returned home and survivors of residential schools. She added that this would be the first year where graduating students in the K to 12 system have had Orange Shirt Day as a part of their educational journey every year throughout their schooling.
- S. Fraser noted that this would be the last meeting for any of the Education Council student representatives that were still currently enrolled. She thanked M. Santos and J. Singh for their participation on the Council. She added that the 2025-26 student election process was currently ongoing and the first meeting for the elected students would be October 29th.

Adjournment – 2:00 p.m.

Next Meeting – October 29, 2025

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