

Participants:

Sylvia Fraser (Faculty) *Chair
Rob-Roy Douglas (Faculty) *Vice-Chair
Karen Bravo (Administration)
Coline Casey (Staff)
Rod Cork (Administration)
Kathy Doucette (Administration)
Tara Hyland-Russell (Administration)
Lisa Irvine (Staff)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Colleen Matheson (Faculty)
Stephen M. Osoro (Student)
Marissa Thola (Faculty)
Audra Holloway (Recording)

Absent: Todd Bondaroff Skyler Dayus Stephanie Goudie
 Salli Carter Faisal Rashid Paola Rodriguez
 Jashanpreet Singh Jash P. Viradiya Josephine L. Cruz

Guest(s):

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, Sauteau, 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 circulated.

2. Adoption of Minutes, November 26, 2025

26.01.01 M/S –CASEY/DOUCETTE

Motion: *THAT the minutes of November 26, 2025, be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – reviewed

Decision Item(s)

Education Council exclusive authority:

4. New Course Outline ITEC 100

R. Douglas explained that the submission was a new course focused on understanding and using Artificial Intelligence. He added that NLC had previously lacked any credit curriculum in the area. The course would fill a large gap in the Information Technology offerings and would provide a practical and useful course for all students across UNAS programs.

L. Irvine asked about the elective type. R. Douglas answered that it would be a science elective.

26.01.02 M/S –LUNDIN/MATHESON

Motion: *THAT the Education Council approves the new course outline for ITEC 100 - Introduction to AI, effective September 2026, as presented.*

CARRIED

5. Education Council Bylaws and Election Rules

R. Douglas explained that the Governance committee had continued to work on the bylaws after the April 2025 meeting. He added that there would be additional work on the bylaws in the near future.

R. Douglas reviewed all revisions to the Education Council Bylaws with the committee. Document was approved as presented.

R. Douglas reviewed all revisions to the Election Rules with the committee. The committee members discussed page 12, 10.7 Educational Administrator. Decision by members to update 10.7 Educational Administrator to:

- VP and Associate VP
- Deans and Associate Deans
- Registrar and Associate Registrar

26.01.03 M/S –HYLAND-RUSSELL/BRAVO

Motion: *THAT the Education Council approves revised Education Council Bylaws, as presented and Education Rules, as amended, effective January 28, 2026.*

CARRIED

6. Revised SCIE 030 and MATH 044 Course Outlines

M. Lundin explained that CCP course outcomes are dictated by the BC Articulation Guide. All articulated courses must meet these minimum outcomes to be considered transferable in the BC Transfer System. Working group committees made up of representatives across BC routinely review course outcomes to determine if they are still current and up to date. Periodically, these outcomes change, which means NLC course outlines to be updated. The learning outcomes had been updated by the working groups and as such, the outlines needed to be updated to reflect those changes.

26.01.04 M/S –MATHESON/CASEY

Motion: *THAT the Education Council approves the revised Course Outlines for SCIE 030 and MATH 044, effective September 2026, as presented.*

CARRIED

7. Revised Course Outline PSYC 212

K. Doucette explained that the submission was to correct the previous outline approved at the November 26, 2025, Education Council meeting. She further explained that the two corrections were:

- 1) Undergraduate: Second Year (was incorrectly listed as Undergraduate: First Year)
- 2) Update passing grade to D (50%) from 50%

26.01.05 M/S –DOUGLAS/DOUCETTE

Motion: *THAT the Education Council approves the re vised Course outline for PSYC 212, effective September 2026, as presented.*

CARRIED

Education Council advice to Board of Governors:

8. 2027-28 and 2028-29 Academic Schedules

K. Bravo explained that the Academic Schedules had been further reviewed and dates had been confirmed. She added that the Academic Schedules, once approved by the BOG, would be shared with the school districts.

26.01.06 M/S –DOUGLAS/LUNDIN

Motion: *THAT the Education Council recommends the Academic Schedules for 2027-28 and 2028-29 to the College Board of Governors as proposed.*

CARRIED

9. Suspension and Cancellation of the Aircraft Mechanic Basics Certificate

T. Hyland Russell explained that the request stems from information supplied by the AMT PRT:

This request is based on an internal review and findings from internal QA processes and external QAPA auditing, which have identified significant questions that cannot be reasonably mitigated within our current Approved Training Organization (ATO) framework. These concerns include the following:

- The program does not have clear, documented approval, recognition, or formal backing from Transport Canada.
- The rationale for the program's creation, purpose, and intended outcomes is unclear and insufficiently documented.
- The program lacks recognition to approved AME training standards and regulatory requirements.
- External QAPA auditors identified the program as confusing in structure and intent, raising concerns regarding defensibility and compliance.
- The program has generated a high volume of inquiries and correspondence, resulting in administrative inefficiencies and inconsistent messaging.
- Most critically, the program creates an unclear and potentially misleading pathway for prospective students seeking entry into the Aircraft Maintenance Engineer (AME) program.

As an Approved Training Organization, Northern Lights College and its Person Responsible for Training is obligated to ensure that all programming is transparent, defensible, and clearly aligned with Transport Canada requirements, the Training Policy Manual, and approved AME training pathways. At this time, the program does not meet

those obligations.

Suspension of the program is requested as a risk-mitigation measure while the institution undertakes the appropriate governance process to determine formal program cancellation. During the suspension period:

- All public-facing references to the program will be removed
- Inquiries will be redirected to approved AME program pathways.

This request is submitted in the interest of regulatory compliance, audit defensibility, program integrity, and student clarity.

26.01.07 M/S –CORK/BRAVO

Motion: *THAT the Education Council recommends suspension and cancellation of the Aircraft Mechanic Basics Certificate program to the College Board of Governors.*

CARRIED

In-Camera Session

26.01.08 M/S –CASEY/DOUCETTE

Motion: *THAT the Education Council moves the meeting to an in-camera session.*

CARRIED

10.2026 Honorary Associate of Arts Degree

26.01.09 M/S –DOUCETTE/CORK

Motion: *THAT the Education Council moves to endorse and recommend to the College Board of Governors that the candidate(s) be awarded an Honorary Associate of Arts Degree for 2026.*

CARRIED

26.01.10 M/S –CASEY/BRAVO

Motion: *THAT the Education Council moves to adjourn the in-camera session.*

CARRIED

Standing Reports

11. Vice-President Academics & Research

T. Hyland-Russell presented her report to the council:

Student Journey

At NLC this means... We welcome every student wherever they are on their learning journey and set them on a path to educational, personal and career success.

1.1 Make students' entry into NLC a smooth and positive experience

OBJ 1 Improve the application and admissions experience for new students

OBJ 2 Enhance and increase our communications touchpoints with future and incoming students

1.2 Enhance and coordinate an NLC-wide focus on student success and well-being

OBJ1 Map the student lifecycle

OBJ 2 Strengthen Alumni engagement

1.3 Work with students to develop a vibrant campus experience

OBJ 1 Increase student access to recreation and wellness activities

OBJ 2 Advance initiative identified within the NLC Campus Development Plan

Responsive Programming

At NLC this means... We provide flexible educational opportunities that meet the evolving needs of the students, communities, and industries we serve

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

OBJ 1 Develop an Allied Health Strategy

NLC has received permission from the ministry to offer the Pharmacy Technician Certificate program as a pilot with a September 2026 intake. The program will be credentialled through Selkirk College, with the theory delivered online through Selkirk and the lab delivered in person on the Dawson Creek campus of NLC. The curriculum will be coming through Edco in months to come.

OBJ 2 Develop an NLC Aviation program strategy

The AME Person Responsible for Training and the Vice President Academic & Research met with a nationally recognised aerospace consultant about developing a feasibility study for future aviation programming at NLC and potential partnership with the City of Dawson Creek and the municipal airport. The consultant is developing a proposal based on project scoping outlined by the college and city.

OBJ 3 Transition the Centre of Excellence in Training for Oil and Gas (CTEOG) to the Centre for applied Energy and Environmental Sustainability (CAEES)

The Director of CAEES, the Vice President Academic and Research, the President, and Board members attended the BC Natural Resources Forum in Prince George January 20-23 to meet industry and government representatives and to explore potential program development and delivery in the natural resources and energy sector,

The first course developed through CAEES will be offered in March as a short, 2-day workforce training offering. Water Management for Oil and Gas is expected to draw significant interest from people working in the sector. Workforce Training and Continuing Education will utilise its standard processes to register students and collect payment.

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

Crane operator training has been designated as a critical trade to support major projects and BC's building needs. The province is expanding its compulsory trades to include mobile and crane operators. Training will be delivered using Skilled Trades BC curriculum. Given the enormous need for crane operator training arising from the labour market demand and compulsory certification, NLC is forming a steering committee to explore the feasibility of offering crane operator training from the Chetwynd campus. The committee meets January 26, 2026, and comprises industry experts, representatives from Indigenous communities, and potential employers.

2.2 Offer accessible and flexible programming

OBJ 1 Strengthen high school transition into NLC

The NLC-School District partnership group met in early January and discussed dual credit supports and transitions, upcoming opportunities for middle and high school students to connect with NLC and various related planned events, key programs for dual credit students, and pathways into the college.

OBJ 2 Relaunch Workforce Training and Continuing Education

2.3 Establish robust program and enrolment planning

OBJ 1 Implement enrolment management strategies

- 2.4 Enhance curriculum review, renewal, and development
- OBJ 1 Generate a 3-year Education Plan
- OBJ 2 Enhance partnerships with other post-secondary institutions, industry and community groups
- OBJ 3 Improve Program Development from Idea to Offering

Truth and Reconciliation

At NLC this means... We work in partnership with Indigenous peoples and communities to advance Reconciliation through true, lasting, and substantive participation.

- 3.1 Build lasting relationships with Indigenous communities through consistent and accountable actions**
 - OBJ 1 Continue to strengthen Indigenous community relations through engagement for joint educational planning
 - OBJ 2 Co-create relationship-building events and projects that support local Nations and organizations
- 3.2 Increase access to learning and education opportunities for Indigenous students**
 - OBJ 1 Work in partnership with Indigenous communities and organizations to offer access to learning
- 3.3 Co-create programming and training with Indigenous communities and centres on Indigenous worldviews, methodologies, and processes**
 - OBJ 1 Consult with community to build a shared approach and capacity for this work
 - OBJ 2 Build capacity within NLC to do the work of Truth and Reconciliation
- 3.4 Strengthen Indigenous representation on campuses**
 - OBJ 1 In consultation with Community, increase representation of place-based Indigenous art, language, and culture on our campuses

People and Culture

At NLC this means... Each of us strives to build an inclusive, respectful, safe, and welcoming college community where we trust each other and work together to continuously improve the education and services we provide.

- 4.1 Evolve NLC's culture to one grounded in accountability, continuous improvement, and collaborative problem solving**
 - OBJ 1 Establish an office of Institutional Research
 - OBJ 2 Initiate development of a Cyber Security Risk Management Framework
 - OBJ 3 Benchmark Academic Integrity and Artificial Intelligence best practices

Student consultation of the draft Academic Integrity Policy and Procedures occurred through in person sessions at Dawson Creek and Fort St. John campuses and an online session. IN total approximately 15 students attended and asked pertinent questions. Student feedback is being incorporated into the final version of the policy and procedures, which will come to the NLC Policy Committee and Edco sometime by spring.

 - OBJ 4 Establish a framework for developing business continuity plans
- 4.2 Improve Internal Communications**
 - OBJ 1 Develop and implement an internal communications strategy

4.3 Cultivate an organization where everyone feels they belong

OBJ 1 Improve the employee journey

OBJ 2 Enhance employee engagement at NLC

Community Connections

At NLC this means... We enrich the communities we serve by listening, engaging, and collaborating as a good partner, an active participant, and a vital community hub.

5.1 Strengthen mutually beneficial relationships with the communities NLC serves

OBJ 1 Collaborate with community partners on projects that support our region

OBJ 2 Connect Enhanced Carpentry Foundation to local needs

OBJ 3 Implement strategies that support efficiency and long-term financial sustainability

5.2 Revitalize smaller campuses

OBJ 1 Develop sustainability plans for small campuses

5.3 Showcase NLC’s contribution to vibrant communities in the region

OBJ 1 Develop and share NLC’s year-in-review with our communities

Other Updates

NLC Policy Committee January 9, 2026

1) The committee received for information a copyright brief prepared by Mary MacFarlane was presented as an information item. The committee noted that:

- A voluntary copyright audit will be undertaken.
- Courses will not be reviewed without instructor consent.
- The policy requires revision, including AI-related considerations.
- Copyright legislation continues to evolve nationally.

2) The committee reviewed and approved the revised Policy H-1.13 – Standards of Ethical Conduct. Procedures and the waiver form were also reviewed but identified as not approval-ready due to: outstanding housekeeping items (question marks, clarification notes) and effective date. The procedures and waiver form will be returned to the committee for approval once updated.

3) The committee did a first reading of a Remote / Hybrid Work Arrangements Policy. Helpful feedback was provided for further consideration and inclusion.

4) The committee reviewed the Instructor Qualifications Standards (last revised 2009) and noted:

- Requirements are governed externally by accreditation bodies, professional regulators, and provincial frameworks.
- The document does not reflect current hiring, credentialing, or disciplinary practices.
- The policy does not support recognition of lived experience or Indigenous knowledge holders.
- Trades and Health programs already rely on external regulatory standards.

Following discussion, a motion was approved to repeal this policy.

Program Planning and Development Committee January 5, 2026

1. ABT Proposed Program changes – Sylvia Fraser

- a. Office Assistant**
- b. Administrative Assistant**
- c. Bookkeeping Assistant**

2. **Crane Operator Training Concept – Steve Dowling**
3. **ITEC 100 Introduction to Artificial Intelligence – Kathy Doucette**
 - a. **ITEC 100 Outline**
 - b. **ITEC 100 New Course Development Proposal**
 - c. **ITEC 100 Cover Sheet**
4. **Suspension of Aircraft Maintenance Basics Certificate**

12. Board of Governors - no report

13. Education Council Chair

S. Fraser submitted her report:

All Staff Meeting—December 2, 2025

Giving Day, December 2, 2025: NLC had a goal of \$12,500, this year's donations go to Trades.

Provincial Updates:

- Investment in Trades training from the BC Government. A three-year commitment doubling Trades training funding \$241 million. Will be delivered in three blocks, over three years:

2026/27: \$54 Million

2027/28: \$26 Million

2028/29: \$27 Million

This is over the \$107 Million 'standard' trades funding the province provides via Skilled Trades BC. This will allow for the following:

- * Increase in funding for apprenticeship programs
- * Address the waitlists
- * Priority has been highlighted for crane operators

<https://news.gov.bc.ca/releases/2025PSFS0052-001123>

Items of Note:

- * Foundation programs may not necessarily be under this funding
- * Tools/equipment updates and needs may not be allocated \$\$ funds for upgrading/replacing
- * Look West Industrial Strategy <https://www2.gov.bc.ca/gov/content/employment-business/look-west-strategy>

- The province of BC is launching an independent review to strengthen the public post-secondary education system. <https://news.gov.bc.ca/releases/2025PSFS0056-001159>

- * This is an independent review taking place until March 2026
- * Addressing issues from IRCC, low enrollments, inflation, etc. and financial stress on institutions.

* *NLC welcomes the review:*

Time for NLC to shine

NLC can share our successes

NLC can share our vision for the future

Winter 2026 Trends:

- Continued domestic enrollment growth will assist with countering the decline regarding IRCC and low international enrollments.
- NLC will continue with recruitment efforts to pursue international students for future enrollments.

- Applications are higher this year vs. same time last year.

Foundation and Board Dinner—December 9, 2025

Members from both the NLC Foundation and the NLC Board of Governors met to collaborate and discuss how they can work together to meet the needs of NLC. Establishing a commitment moving forward to compliment the work each group does for the institution.

NOTE: The Northern Lights College Foundation has been named Non-Profit of the Year at the Dawson Creek & District Chamber of Commerce Community Awards. Winning Non-Profit of the Year reflects the generosity of donors, the hard work of staff and volunteers, and the determination of NLC students who inspire it all.

NLC Board of Governors Meeting—December 10, 2025

A summary of accomplishments for NLC during the 2024-25 year was provided, some items of interest included the following:

- Restructured the Registrar's Office, including the addition of Associate Registrar of Admissions and Enrolment Services
- Improved the journey into the college for international students, by:
 - Implementing the Provincial Attestation Letter (PAL) system
 - Building an online Intent to Register form for new students to confirm their arrival to Canada, and
 - Adopt the Pay My Tuition service, a new and improved online payment system for international deposit payments
- Developed timetable for two terms and open registration for both fall and winter terms at the same time for fall 2025-winter 2026.
- Created a new Student Recruitment Team with dedicated leadership and additional capacity:
 - Manager of Student Recruitment – Coline Casey
 - Career Advisors – Tammy Potratz (DC), Jaideep Virk (FSJ)
 - Student Recruiters – Samantha Malate (DC) – Jade Mah (FSJ)
 - Indigenous Student Recruiter (TBD – FSJ) - *temporary one-year position
- Increased the number of Chair positions to support student success
 - Over the past two years, NLC added two new Chair positions to support student success. One Chair added to both FSJ and DC campuses
 - ✓ Added Program Advisor roles to support students with their program planning and progression
 - Over the past two years, NLC added two new Program Advisors to support academic students with their program planning and course selection.
 - One Program Advisor added to both FSJ and DC campuses
 - ✓ Built an alumni program, including an alumni web presence -<https://alumni.nlc.bc.ca/>
- Conducted broad and inclusive community consultations across northeast BC
 - ✓ Completed space utilization and planning study for new healthcare labs on Dawson Creek campus
 - ✓ Submitted 3 program proposals to Ministry for funding securing and building curriculum.

Link to proposal

✓ Determined space for new healthcare lab on Fort St. John Campus

- Transitioned from CETOG (Centre of Excellence in Training for Oil and Gas to CAEES (Centre for Applied Energy and Environmental Sustainability).
- Held the first meeting of the CIIE in September 2024, with participation from eight First Nation and Metis communities.
- Hired an Institutional Researcher (.5)

In addition, regular agenda items were discussed some highlights included:

- Develop an Allied Health Strategy:
 - Following conversation with the Ministry, which is prioritizing proposals that include partnerships, a revised proposal was submitted for a Pharmacy Technician program in partnership with Selkirk college. We have secured a corporate sponsor that is willing to cover the cost of all capital equipment for the pharmacy technician program, which just leaves the instructional related costs and consumables. These could be provided as annual operational funds (one intake per year) or one-time funding for a pilot intake and any future intakes after that.
 - We are in conversation with potential partners to offer the Medical Laboratory Assistant Program. Once a partnership is secured, we will revise that proposal for submission to the Ministry.
- The Information session with Chalo School at Fort Nelson First Nation and SFU went well. There were about 30 people in attendance with additional folks who were unable to attend filling out a survey. SFU is processing the results now. For prospective students, with some post-secondary, SFU will be determining what pre-requisites are still needed and then the three institutions will develop a teacher education pathway to submit for funding.
- Establish and Office of Institutional Research:
 - The first student survey has just finished. The survey went out to all NLC students and was asking questions related to well-being, belonging, satisfaction, and services and supports. There was a section dedicated to questions about the Library to support the current library review. Analysis of the survey results will be complete in the new year.

Sub-Committee Updates:

- Governance Committee—met on November 4, 2025
 - * Colleen Brown agreed to be acting Chair for the Governance Committee for the moment.
 - * Discussed policies to prioritize for review this upcoming year
 - * Next meeting will be on January 21, 2026
- Ownership Linkage Committee—met on November 10, 2025
 - * Misty Waldorf is the new committee chair
 - * Local community priorities were set for the upcoming year: FSJ, TR, FN were elected to hold events in.
 - * Community engagement events—a draft of Q&A is being established

* Community engagement events—will include sector-based approaches and community-based approaches.

Decision Items:

- Budget for the Board 2026/27 fiscal year was chosen.
- The Board reviewed and approved the Quarter 3 financial forecast.
- The Board voted to approve that two members attend the CICAN Conference in April in Ottawa.

Board Schedule:

- The next Board meeting will be February 18, 2026 @ Fort Nelson
- March @ DC
- May @ FSJ
- August @ DC
- October @ TR
- December @ FSJ

Education Council Governance Training—January 16, 2026

Graeme Bowbrick is a Canadian lawyer, educator, and former politician. He serves as the Legal Studies Coordinator at Douglas College and is a faculty member in the Criminology Department at Simon Fraser University. He delivered an online governance presentation to EDCO members via Microsoft Teams.

He provided copies of the presentation and we also have a recording (these are now available on D2L)—please watch this, it was very informative, and if there are any questions, please feel free to reach out.

14. Education Policy Committee

K. Bravo reported that the committee met on January 23rd where they finalized the Draft for the Honor Roll policy and procedures. She added that the documents would come to Education Council for approval at the February meeting. She explained that the group would be finalizing the Withdrawal policy and procedure (and letter templates) at the next meeting.

15. Curriculum Committee

A. Holloway explained that the group met to review the current meeting documents. She added that the group would be meeting next on February 6th, 2026.

16. Admissions and Standards Committee

A. Holloway explained that the group postponed their meeting to allow additional work by the Admissions team. She added that the group would be meeting next on February 26th, 2026.

Information/Discussion

17. Governance Presentation

S. Fraser reported that the PD presentation on Education Council governance occurred on January 16, 2026. The presentation was by Graeme Bowbrick and the information was well received and informative. She added that the PowerPoint

slides could be found on [D2L](#) and the recording of the presentation would be added to the Education Council SharePoint site:

<https://nlc3.sharepoint.com/sites/NLCEducationCouncil>

Suggestion by members to send the slide presentation/video mandatory to all new members (especially students) and to possibly have a professional development presentation with Graeme (or another individual) about every 2 years.

Notes:

- S. Fraser explained that both the Dawson Creek and Fort St John campuses would have the opportunity to partake in a rare opportunity for reconciliation professional development: the Kairos Blanket Exercise. The Blanket Exercise is based on using Indigenous methodologies and the goal is to build understanding about our shared history as Indigenous and non-Indigenous peoples in Canada by walking through pre-contact, treaty-making, colonization and resistance. Everyone is actively involved as they step onto blankets that represent the land, and into the role of First Nations, Inuit and later Métis peoples. By engaging on an emotional and intellectual level, the Blanket Exercise effectively educates and increases empathy. (<https://kairoscanada.org/what-we-do/indigenous-rights/blanket-exercise#:~:text=The%20Blanket%20Exercise%20is%20based,pre%2Dcontact%2C%20treaty%2Dmaking%2C%20colonization%20and%20resistance>).
- The recent Education Council election for a Faculty- Undergraduate member completed in November. Congratulations to Brandon Mackinnon.

Adjournment – 3:15 p.m.

Next Meeting – February 25, 2026

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