

Participants:

Sylvia Fraser (Faculty) *Chair
Karen Bravo (Administration)
Salli Carter (Faculty)
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)
Faisal Rashid (Faculty)
Paola Rodriguez (Faculty)
Jashanpreet Singh (Student)
Marissa Thola (Faculty)
Jash P. Viradiya (Student)
Stephanie Goudie (Board Representative)
Audra Holloway (Recording)

Absent: Todd Bondaroff Rob-Roy Douglas Josephine L. Cruz
 Skyler Dayus

Guest(s): Dennis Stavrou Brody Dorer

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, Saualteau, 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, October 29, 2025

25.11.01 M/S –CORK/RASHID

Motion: *THAT the minutes of October 29, 2025, be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – reviewed. T. Hyland-Russell and K. Bravo noted that the policies they were working on were almost at the Draft stage. K. Bravo noted that the status for E-1.14 and E-1.09 needed to be switched.

C. Casey joined the meeting

Decision Item(s)

4. Discontinuation of APS 120, APS 121 and FRAN 100

K. Doucette and K. Bravo explained that the three courses had been part of the previous Éducacentre partnership and were no longer required.

25.11.02 M/S –CARTER/LUNDIN

Motion: *THAT the Education Council approves the discontinuation of APS 120, APS 121 and FRAN 100, effective November 26, 2025.*

CARRIED

5. ENGL Course Outlines

D. Stavrou explained that the submissions had been brought before Education Council to revise the English 12 grade pre-requisite for 100 Level English courses (ENGL 100, 105 110, 111, 112) to align with the English Language Proficiency Guidelines and align with English prerequisites across NLC academic courses and programs. He added that the learning outcomes and course descriptions for all courses have also been updated.

B. Mackinnon asked about the additional learning support listed in the Cover Sheet. K. Doucette explained that there was no indication that that would be a requirement or the outcome. She added that it would be monitored, and if needed it would be addressed.

S. Osoro asked about UVIC transfer credit for ENGL 111 and ENGL 112 being only 1.5 credits. L. Irvine and B. Mackinnon noted that UVIC used a different credit system where most academic courses are 1.5 credits.

25.11.03 M/S –CORK/RASHID

Motion: *THAT the Education Council approves the revised course outlines ENGL 100, ENGL 105, ENGL 110, ENGL 111 and ENGL 112, effective May 2026, as presented.*

CARRIED

6. PSYC 212

D. Stavrou explained that the submission was to update the course name from “Abnormal Psychology” to “Psychopathology”, and for minor updates to the course description and learning outcomes.

25.11.04 M/S –CORK/CASEY

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

CARRIED

D. Stavrou left the meeting

7. POLI 200

K. Doucette explained the changes to the document:

Updated course title (Politics and Energy)

Updated course content

Removal of the prerequisite

Addition of a reference to BCDRIPA

B. Mackinnon asked about the name updates for the affiliated Program Guides. A. Holloway to make a list for both POLI 200 and PSYC 212 and email to K. Doucette.

25.11.05 M/S –CARTER/CASEY

Motion: *THAT the Education Council approves the revised course outline for POLI 200, effective January 2026, as presented.*

CARRIED

8. Repeal of E-1.04 Foreign Students–International Education Referrals policy

T. Hyland-Russell explained that the College Policy committee recently reviewed the policy E-1.04 during a housekeeping process. She added that the policy contained outdated information that could be found in the new Admissions Policy and that the International department supported the repeal.

25.11.06 M/S –HYLAND-RUSSELL/CORK

Motion: *THAT the Education Council repeals the policy E-1.04 Foreign Students – International Education Referrals policy, effective November 26, 2025.*

CARRIED

9. Academic Schedules

K. Bravo presented the Draft Academic Schedules for 2026-27, 2027-28, 2028-29 and 2029-30. M. Lundin asked about the Christmas break in the 2027 to 2030 schedules. Decision by council to approve the 2026-27 schedule and bring the subsequent schedules back at a later date.

25.11.07 M/S –RASHID/CORK

Motion: *THAT the Education Council approves the NLC Academic Schedule for: 2026-27, effective November 26, 2025.*

CARRIED

Standing Reports

10. Vice-President Academics & Research

T. Hyland-Russell presented her report:

Vice President Academic & Research Report to Edco

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

OBJ 2 Develop an NLC Aviation program strategy

The Dean of Trades and AME Person Responsible for Training met with city of Dawson Creek and Airport representatives to tour the airport and explore possibilities for future partnership.

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

CAEES was officially launched on Nov 5, 2025 in Fort St. John to a lively gathering of around 100 community and industry partners. Emceed by Dean of Trades Rod Cork, speakers included President Bondaroff, CAEES Director Dave Jeffers, Lee Wizniuk from Tourmaline, Lindsey Borek, and Youngki Kim, Senior Executive Vice President & COO, HD Hyundai Electric, who flew in from Korea specifically for the event.

The Centre for Excellence in Teaching in Oil and Gas (CETOG), founded in 2007, has been officially closed with the launch of the Centre for Applied Energy and Environmental Sustainability (CAEES). Part of the work of CAEES is to reinvigorate the outdoor oil and gas lab in Fort St. John. This will entail taking down the drilling rig and service rig. Posting the equipment for dispersal is underway in conjunction with CAEES and NLC's finance department.

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

An Applied Business Technology Program Advisory Committee (PAC) letter template and list of approved people were sent in for mail out. It looks promising to have the first meeting during Fall. The ECE PAC list is almost ready to go. We are waiting on a representative from another institution. A call out was sent out for interest.

A team of Deans and the VPAR visited Fort Nelson October 26-28 to meet with Mayor and Council, Chamber of Commerce, Fort Nelson Literacy Society, business owners, and Manager of Fort Nelson First Nation new Logging and lumber project. The goal was to understand better the community's programming needs and to explore future offerings in Fort Nelson. We also attended the Open House and met community partners and prospective students. Follow up is planned for early in the new year in Fort Nelson.

2.2 Offer accessible and flexible programming

OBJ 1 Strengthen high school transition into NLC

OBJ 2 Relaunch Workforce Training and Continuing Education

Community Engagement

- October 21: An overview of Workforce Training and Continuing Education (WTCE) was presented to over 25 Fort St. John & District Chamber of Commerce members. The presentation highlighted WTCE offerings, reasons to choose WTCE for training, and included a 10-question survey via Mentimeter.

Key Findings from FSJ Chamber Survey:

- Locally available, short-term training is considered *important* or *very important* to their organizations.
- Top 5 Training Areas:
 1. Professional Development
 2. Workshops & Seminars (1–3 days)
 3. Customized Training
 4. Soft Skills
 5. Computer & Technology
- Top 5 Workforce Challenges for the Next Year:
 1. Hiring skilled workers
 2. Retaining employees
 3. Upskilling current staff
 4. Aging workforce / succession planning
 5. Adapting to new technology
- Fort Nelson October 27–28: The department attended meetings and the NLC open house in Fort Nelson. One of the key focuses was youth engagement and identifying interest in Summer 2026 camps.
- Top 3 camp interests: Carpentry, Cooking, and Welding. Nursing was an honorable mention.

- Next Steps: Seek sponsorship opportunities for these summer camps and offer two summer camps in 2026
- Chetwynd October 30th: The department attended the open house as well as the presentation of the Chetwynd Economic Assessment review and business workforce survey results. The meeting has great discussion, and more information will be sent out in the next few weeks. One of the key focuses was youth engagement and identifying interest in Summer 2026 Camps.
- Top 3 camp interest: Carpentry, Trade Sampler, and the third was tied Cooking and Aviation.
- Next steps: Seek sponsorship opportunities for these camps and offer two summer camps in 2026

Partnerships and Program Development

- The NLC Foundation, Trades, and Workforce Training and Continuing Education (WTCE) departments have collaborated on the ConocoPhillips Tool Trailer, which will be completed and ready for use in November.
- Bannister GM will lease a truck to NLC to transport the ConocoPhillips trailer to work site for use in the Facility Maintenance Program hosted in partnership with Dawson Creek Native Housing Society (DCNHS) and for a second program through the Project-Based Labour Market Training (PBLMT) initiative.
- The second program is tentatively scheduled for February to August 2026 and will include a two-week work experience component.
- The WTCE department will collaborate with WorkBC to recruit 12 additional students for the program.

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

At the November 3rd, 2025 Program Planning and Development meeting, the following were recommended for further development:

- Applied Business Technology Major Revision
- First Peoples Bridging Program
- Community Development Program

A template and guide for the Feasibility Study portion of new Program Development is being created.

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

- The Info 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 interested people who have completed high school and no post-secondary, I passed along their information to Career Advisors so they can reach out with pathway ideas. For folks 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.
- Workforce Training and CE have been working with the Dawson Creek Native Housing Society (DCNHS) and is the service provider for the Facility Maintenance Program. Students have successfully completed their safety certifications and have begun work on a roof replacement program for one of the DCNHS homes. Despite delays caused by a recent snow snowstorm, the roof project is on track for completion by the beginning of November. Once the roofing project is completed, students will transition to the next phase, focusing on replacing several toilets at another DCNHS owned facility.
- Workforce Training at Prophet River First Nations was competed for the Management Skills for Supervisors course. The Administration Assistant Skills training has been rescheduled to take place later this fall or early winter

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

The first student survey has just finished its fielding. 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.

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 is being organised.

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

- The ECE early childhood expo was well attended by community members. The ECE instructor supporting the event said how appreciated community partners felt in being included. At the Dawson Creek Early Childhood Taskforce, people appreciated the event and the inclusion. Additionally, the marketing of the ECE WIL Alumni was mentioned and appreciated. Students did an excellent job at the Expo, running stations and being on a panel.

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

On November 17th, the Small Campus Revitalization Group met for the whole day to map out the framework for a strategy and the way forward. Community Advisory Groups will be formed for each small campus community. The first scheduled visit is to Fort Nelson January 28th and 29th.

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

Policy Updates

In the October 10, 2025 NLC Policy Committee, the following motions were approved:

- MOVE TO recommend that EdCo repeal policy E-1.04, Foreign Students International Education Referrals
 - MOVE TO approve the Northern Lights College Policy F-1.03 Capital Expenditures, as presented
 - MOVE TO approve the Northern Lights College Policy F-2.03 Disposition of Goods, as presented
 - MOVE TO repeal the Northern Lights College Policy F-3.05 Fixed Assets Inventory
- In the November 14, 2025 NLC Policy Committee, the following motion was approved:

- MOVE to recommend to EdCo the E-1.09 – Academic Honours Policy as presented

11. Board of Governors

S. Goudie reported that the Board of Governors last met on October 22nd and 23rd, 2025 for the annual BOG retreat. She explained that the focus was on planning and implementing for ownership linkage. She added that the BOG recently had new people appointed and have new ideas and prospectives moving forward for the new year. The BOG next meets December 10th 2026.

12. Education Council Chair

S. Fraser presented her report:

[Wednesday, October 27: Board Retreat, Day 1 \(NLC Farm\) Ownership Linkage Workshop.](#)

Joel Ward facilitated the Ownership Linkage workshop with the Board members. The first part of this workshop began at the August 13/25 Board meeting, and we continued the work during this session. The NLC Foundation also participated this session; in addition, presented updates for previous successes and upcoming/ongoing events. [NLC Foundation](#)

Key Outcomes:

- Review of Ownership Linkage
 - * Understanding its purpose and strategic value to the Board
- Creating an Ownership Linkage Plan
 - * Practical steps for building a meaningful and actionable plan

- Executing the Plan
- * Exploring methodologies for data gathering (forums, surveys, community visits)
- Reporting Back to the Community
- * Sharing findings and building support through partnerships, training, donations, and advocacy.

[Thursday, October 23: Board Retreat, Day 2 \(NLC Farm\) Indigenous Teachings & Cultural Activity](#)

Elder Stan Fraser let the group in Indigenous Teachings and raising a small teepee. Stan shared his knowledge of different medicines, his life experiences, and walked us through how to put up a teepee. Alisa assisted with the presentations and shared her knowledge as well.

The morning activities and presentations were followed up with an Indigenous Inspired lunch prepared by the Professional Cook Training Program—it was delicious!

Soup & Bannock, Three Sister's Salad, Sweet Grass Smoked Chicken Breast, Pan Seared Salamon, Whipped Wild Mushroom Mashed Potatoes, Wild Rice Pilaf, Honey and Balsamic Rainbow Carrots, Dessert Grazing Board.

[October 23, 2025: Board Meeting \(Afternoon, DC Campus Boardroom\)](#)

- There was lots of work completed with the Ownership Linkage Workshop. Further discussion on implementation and next steps will continue as we move forward.
 - Fall Open Houses were held on the DC, FN, and CH campuses. There was good attendance and participation at all events. The FSJ campus open house is delayed due to construction. The tentative date for the FSJ Open House: February 25, 2026.
 - NLC has signed our first speed skating student to our new team: [Austing MacGregor](#) As events happen locally, everyone is encouraged to come out and cheer him on. (NLC is the only post-secondary institution with a collegiate speed skating team in Canada)
 - NLC Rodeo Team held the 4th Annual Fall Rodeo in DC [Sept 27 & 28]. This was a big success for the team and well attended over the two days.
 - We have established discussions to run ACOTE program in partnership with the FN First Nations.
 - In-community CCP delivery will begin in Halfway River First Nation this fall.
 - NLC Program Advisory Committee (PAC) Handbooks were revealed. These will be dispersed among existing and newly formed PACs.
- [Program Advisory Committee](#)
[NLC Quality Assurance Policy](#)
- The proposals for the three new Allied Health programs have been submitted to the Ministry of Post Secondary Education and Future Skills.
 - Consult and Develop an NLC Aviation program strategy: a meeting was held on September 26, 2025 with the Canadian Armed Forces to discuss a training partnership to meet the national need for military expansion (as per federal budget/military spending increases)
 - Official launch of Center of Applied Energy and Environmental Sustainability (CAEES) will be held on November 5, 2025.
 - Sustainability plans for small campuses: Winter 2026 delivery of YETS is planned for Chetwynd and skid steer and forklift training are being offered in Fort Nelson this fall.

- Todd, Tara, and Tourmaline Oil Corp's Lee Wizniuk shared how NLC collaborated with Tourmaline to co-develop the Field Operations Specialist Hydrocarbon Resources program—they presented on a panel discussion at the BC Business Summit 2025 on October 14, 2025.

[November 5, 2025](#)

I attended the launch for the Centre for Applied Energy and Environmental Sustainability (CAEES). The evening was a celebration of the hard work that everyone at NLC has done together with industry and community partners to bring this vision into reality. Dave Jeffers, Director of CAEES was introduced and there were many guests from within our community in attendance. In addition, there were guests from outside the NEBC area including the Director, Power Division for Hyundai Electric, Jay (Jaewoo) Park; BC Hydro representatives, and mayors from surrounding areas. The event was a great success. [CAEES Launch](#)

[November 13, 2025—All Staff Meeting](#)

Overview:

- We are 2.5 years into the strategic plan and half done; we will shift our reference from 2024/25 and move forward in reference to the 2025/26 plan.
- There is a link available on the Staff Only site: listing the accomplishments we have to date.
- *Recruitment* has been a priority focus in our planning; now we will shift to allow focus on *retention*, as well.
- * Thinking forward to pathways, what does the student journey look like?
- * Connecting with community, industry, and indigenous partners
- * Co-Creation of programming with our indigenous communities
- * Reinforcing that domestic enrollment is up over 30%+ in the past two years
- * Open houses were successful (DC/FN/CH); the FSJ Open House will be in February
- * Revitalization of small campuses remains a priority for NLC

Student Journey:

- Student success—this priority is now emerging
- * Retention of students
- * Completed a Fall 2025 student satisfaction survey—the results to come in the new year on what we are doing well and where we can improve.
- * Schedule access available a year in advance has had positive feedback to move forward.
- * Completed the classroom at the NLC Farm location
- * FSJ renovations still continue
- * NLC Rodeo Team doing well and largest team to date
- * NLC Speed Skating Team has been established

Responsive Programing:

- Program Planning Matrix has been created
- Establishment of PACs is happening; the PAC Handbook has been created/completed
- Program Planning & Development Committee: receives the cations plans from all program reviews and is the first place of contact for new program proposals/development.
- * ABT program updates have been presented
- * Community Development program has been presented
- * Visits by the committee have happened in smaller communities (FN/CH); working with members, industry, mayors, etc.. to explore what is needed/in demand for

those communities.

* CAEES was launched

* Environmental Site Assessment Technician Certificate, in partnership with Blueberry River First Nations, will begin in February 2026.

* Allied Health—may not have access to funding and approval for all three items at once; will possibly be a staggered proposal or also include partnerships with our local communities.

Truth and Reconciliation:

- Indigenous enrollment is up 40%
- NLC has increased supports for indigenous students
- Indigenous Student Recruiter position has been added to our recruiting team (via soft funding from the Ministry)
- Continued delivery of CCP in community is happening at Doig River First Nations
- New delivery of the CCP in community model is starting at Halfway River First Nations
- AHCOTE—is exploring the possibility of partnership with Chalo School in Fort Nelson
- Co-creation of programming: Indigenous Bridging Program: transition from upgrading happening in community to attending classes on campuses.
- * Perhaps an ENG 099—dedicated class of indigenous students with combination of cultural supports to assist students in their experience with NLC.
- More opportunities and training will be available to NLC staff & faculty to assist in cultural learning/supports—stay tuned.

People and Culture:

- First week of June potential date for 'world cafe' engagement
- May Service Gala—new awards coming
- The NLC Foundation won the title of Non-Profit of the Year at the DC Community Awards.
- NLC Gives Back (Auction, 50/50, Giving Day, etc..)

Next All Staff Meeting will be via Teams on December 2, 2025 @10AM.

Recordings of the All Staff Meetings are available on the Staff Only Website.

ITEM OF NOTE:

November 6 & 7, 2025—I attended the BCCAT JAM 2025 Conference (online). It was very informative and I have added a separate summary for those who are interested.

13. Education Policy Committee

K. Bravo reported the committee met on December 12th, 2025, where they completed the draft versions of the Honour List policy and procedures. She added that the drafts were currently out for stakeholder review.

14. Curriculum Committee

A. Holloway reported that the committee met on November 7th to review the documents.

15. Admissions and Standards Committee

P. Rodriguez reported that the meeting for the committee had been postponed to January to allow for additional review by the Admissions officers.

Notes:

- January 16, 2026 (9am to noon)– Save the Date! S. Fraser explained that there will be a Teams presentation by [Graeme Bowbrick](#) on Education Council governance.
- S. Fraser noted that for Education Council elections, nominations for the Faculty: Pre-College representative have concluded with one nomination received. Congratulations to Colleen Matheson. S. Fraser explained that the elections for the Faculty: Undergraduate representative position were currently on-going.

Adjournment – 2:39 p.m.

Next Meeting – January 28, 2026

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