

Participants:  
Sylvia Fraser (Faculty) \*Chair  
Karen Bravo (Administration)  
Salli Carter (Faculty)  
Rod Cork (Administration)  
Josephine L. Cruz (Student)  
Tara Hyland-Russell (Administration)  
Lisa Irvine (Staff)  
Kathleen Lewis (Administration)  
Marcie Lundin (Faculty)  
Brandon Mackinnon (Faculty)  
Colleen Matheson (Faculty)  
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      Coline Casey  
                 Skyler Dayus              Stephen M. Osoro

Guest(s):    Nicole Dahlen

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Territorial Acknowledgement:

Northern Lights College serves the communities of Northern British Columbia that are located on the territories of the Tsa'a Che Ne Dene, Dene-Zaa, Sauleau, 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, January 28, 2026

26.02.01 M/S –IRVINE/SINGH

Motion: *THAT the minutes of January 28, 2026 be adopted as circulated.*

CARRIED

### 3. Action List

Education Council Process Flowchart – reviewed

#### Decision Item(s)

Education Council exclusive authority:

#### 4. Piping Trades Foundation and Steamfitter/Pipefitter Apprenticeship

R. Cork explained that the submission was:

1. There have been recent updates to the Piping Foundation to better align with Skilled Trades BC and the need of communities that NLC serves. Prerequisites (Admission Requirements) updated in line with recent OMNIBUS submission
2. The trades department is moving forward with a plan to provide Skilled Trades BC curriculum, apprenticeship level training for Steamfitter/Pipefitter at NLC. This training is necessary to provide training for industry's demand in the north.

A. Holloway asked about the empty Credential/Certification area on the Steamfitter/ Pipefitter Program Guide. R. Cork agreed that it should read “NLC reports training outcomes to Skilled Trades BC for credentialing purposes”.

K. Bravo asked about the wording of the Application Deadline on the Steamfitter/ Pipefitter Program Guide. R. Cork agreed that it should be “until the first day of classes”.

R. Cork noted that the Length of Program for Level 3 and Level 4 of the Steamfitter/ Pipefitter Program should be 8 weeks (not 7).

B. Mackinnon asked about the Effective date for the Piping Trades Foundation. Decision to make it September 2026.

R. Cork asked that motion (a) be withdrawn, as the submission does not fall under Education Council authority.

Motions:

- a) ~~*THAT the Education Council approves the new Program Information and Completion Guide for Steamfitter/Pipefitter Apprenticeship and the new course outline for STEA 100, effective September 2026.*~~ **Withdrawn**
- b) 26.02.02 M/S –LEWIS/RASHID  
*THAT the Education Council approved the revised Program Information and Completion Guide for Piping Trades Foundation and the revised course outline for PIPF 150, effective September 2026, as amended.*

CARRIED

J. Singh left the meeting

#### 5. Revised E-1.09 Academic Honours Policy and Procedure

K. Bravo explained that the revised policy and procedure had been reviewed by both policy committees and shareholders. She added the policy was based on mathematical calculation that would recognize academic achievements for students, with three types of recognition across the college.

K. Lewis asked about the term wording under ‘Dean’s List’ definition in the policy (and eligibility criteria in the procedure), decision to add ‘Spring’ as a third term.

B. Mackinnon asked about the third bullet of the procedure 3.1 Eligibility Criteria, decision by group to remove the third bullet (have no failing grade).

M. Lundin asked about the possibility of CCP students being recognized under the policy.

K. Bravo withdrew the motion to allow for further review of other college's policies and procedures and a review of both CCP and vocational students.

Motion: ~~THAT the Education Council approves the revised policy and procedure E-1.09 Academic Honours, effective September 2026.~~ **Withdrawn**

J. Viradiya left the meeting

J. Cruz joined the meeting

## Standing Reports

### 6. Vice-President Academics & Research

#### Strategic Goal Description: Student Journey

##### 1.1 Make student's 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.

OBJ 3 Redesign NLC's approach to domestic student recruitment.

##### 1.2 Enhance and coordinate an NLC-wide focus on student success and wellbeing.

OBJ 1 Map the student success learning journey from admission to alumni.

##### 1.3 Work with students to develop a vibrant campus experience

OBJ 1 Improve health and wellness opportunities for students.

OBJ 2 Advance initiatives identified within the NLC Campus Development Plan.

#### Strategic Goal Description: Responsive Programming

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

OBJ 1 Establish the NLC Cares Allied Healthcare Strategy.

OBJ 2 Consult and develop an NLC Aviation program strategy.

*A proposal was scoped in partnership with the City of Dawson Creek and developed by an aviation consultant to conduct a feasibility study on further aviation programming and use of Dawson Creek's infrastructure. The proposal is currently with the city and pending approval.*

OBJ 3 Transition the Centre of Excellence in Training for Oil and Gas (CTEOG) to the Energy Institute.

*A 2-day non-credit Water Management for Oil and Gas course for industry is being offered in March.*

##### 2.2 Offer accessible and flexible programming

OBJ1 Strengthen high school transitions into NLC.

OBJ 2 Relaunch Continuing Education.

##### 2.3 Establish robust program and enrolment planning.

OBJ 1 Develop the tools, knowledge, and shared understanding necessary for student-centred enrolment planning.

##### 2.4 Enhance curriculum review, renewal, and development.

OBJ1 Generate a 5-year Academic Plan.

*The focus areas for the Education Plan have been developed and the plan is in its final stage of drafting before consultation with faculty, staff, and students.*

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

community groups

- The first steering committee meeting for crane operator training was held in January with broad representation from local employers. There is strong support for NLC to develop crane operator training and commitment from partners for support with the curriculum and equipment. The training will be credentialed through SkilledTrades BC and is the most in demand trades program in BC. Currently only BCIT delivers the training. Offering it in the north will significantly support industry and businesses.
- Workforce Training & CE (WTCE), in collaboration with Trades, delivered the first Facility Maintenance cohort as a targeted workforce solution developed in partnership with the Dawson Creek Native Housing Society. This cohort was designed to strengthen operational capacity while creating meaningful employment pathways for community members. All training projects were completed within Dawson Creek Native Housing Society facilities, resulting in tangible facility improvements that directly benefit their members and the broader community. On January 27<sup>th</sup>, a Celebration Ceremony was held for nine successful learners who earned their Certificate of Completion in Facility Maintenance. Notably, four of the learners were women, highlighting the program's contribution to inclusive participation in workforce training. The initiative was made possible through the Community Workforce Response Grant, which provides flexible, timely funding to address local workforce challenges. The grant support responsive training solutions that align with community needs. A link to coverage of the celebration: <https://www.cjcdtv.com/news/article/graduates-of-new-facilities-maintenance-program-gain-tools-to-build-a-better-future/>
- Building on this success, the next opportunity will be delivered through the Project Based Labour Market Training funding, with a second Facility Maintenance cohort hosted at the Dawson Creek Campus from February to August. WTCE will work closely with the Ministry and WorkBC to support learners who are receiving Employment Insurance and seeking opportunities to develop basic skills for entry-level employment. To date over 80 applications have been received for 12 places in the program.
- Northern Lights College Wilderness Guide School will be hosting the first cohort for Guide Foundations in partnership with Guide Outfitters Association of BC (GOABC) in Spring 2026. The industry identified a growing need for trained assistant guides as there have been persistent labour shortages across the guiding sector. It is difficult finding qualified and job ready assistant guides and entry level preparation varies across the province. The agreement with GOABC is a three-year agreement with the aim of developing up to three courses to meet industry needs. NLC launched the Guide Foundation at the Wild Sheep Society event in Dawson Creek and will attend the 46<sup>th</sup> Annual Sportsman Show in March to promote the program to future learners and potential donors.

**OBJ 3 Improve Program Development from Idea to Offering**

- Applied Business Technology (ABT) held their first Program Advisory Committee (PAC) meeting, which was well attended by community partners and employers. ABT brand recognition in the communities we serve is high, and people are glad to have our students in practicums and in employment after program completion. Sylvia updated about the program curricular update and fielded excellent suggestions from APC members. They were glad to hear about the new courses, including Artificial Intelligence and social media, and were intrigued by our potential long-range plans around

Healthcare Administrative Assistant and Medical Office Assistant/Nursing Unit Clerk.

The group is excited to be part of the PAC and elected to meet twice per year.

- ABT program learning outcomes were presented at the PAC and were well received. Instructors are supportive of having Program Learning Outcomes and have mapped most courses in the program, subject to EdCo approval of the new courses, which should be happening within the next month or two.
- ECE PAC letters have been sent out, and we are starting to get letters returned. The plan is to have the first meeting in the spring.

### **Strategic Goal Description: Truth and Reconciliation**

#### **3.1 Build lasting relationships with Indigenous communities through consistent and accountable actions**

- OBJ 1 Launch the NLC Council for Innovation in Indigenous Education (CIIE) as a space for local Indigenous communities to guide our approach to Indigenous education.
- 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 with indigenous communities and organizations to develop and offer access to learning through program cohorts that centre indigenous culture and support the whole student.
- Anita Houle, the DRFN instructor, submitted a Fall 2025 report. Some highlights:
    - Program enrolments: 28
    - Course completions: 5
    - Regular attendance: 16
    - Improvement projects: 3
    - Cultural events and activities attended: 10
    - Other events and activities: 4
    - Regularly occurring in-class activities: 5

#### **3.3 Co-create programming and training with indigenous communities that centers on indigenous world views, methodologies, and processes.**

- OBJ 1 Consult with community to build a shared approach and capacity for this work at NLC.

#### **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.

### **Strategic Goal Description: People and Culture**

#### **4.1 Evolve NLC's culture into one grounded in accountability, continuous improvement, and collaborative problem solving.**

- OBJ 1. Establish an office of institutional Research
- OBJ 2. Develop a Cyber Security Risk Management Framework.
- OBJ 3 Benchmark Academic Integrity and Artificial intelligence to best practices.  
Consultation with students on the revised Academic Integrity Policy and Procedures is complete. The documents are in the final stages of revision before going through the appropriate approval processes.
- 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 employee journey.

**Strategic Goal Description: Community Connections:**

**5.1 Strengthen mutually beneficial relationships with the communities NLC serves.**

- OBJ 1. Host NLC events in collaboration with community partners.  
BC YMCA reached out about offering an ECE-WIL as an exclusive cohort for their ECE practitioners. Funding would be through the Community Workforce Response Grant. We met with them and sent information and are waiting to hear back

**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.

**7. Board of Governors – nothing to report**

B. Mackinnon left the meeting

**8. Education Council Chair**

[CIIE Meeting Presentation—January 29, 2026](#)

Sylvia Fraser and Rob-Roy Douglas attended the CIIE meeting, to present the interest that Education Council has to move forward in Truth and Reconciliation, and how we can establish a designated Indigenous Seat at EDCO in a respectful manner (while still being accountable to The College and Institute Act).

This is part of many steps our Education Council Governance Committee is taking to move forward in this journey. As the committee continues to work on this, we will keep council informed.

[All Staff Meeting—February 12, 2026](#)

The All-Staff Meeting was held via Teams and the following items was discussed:

- NLC is experiencing a positive upswing in stability and growth.
- A balanced budget will be brought forward to the Board in March.
- NLC has received goo allocation for international students [PALS] from the provincial government for upcoming enrollments.
- NLC partnered with BCGEU to submit a joint Post Secondary Review on behalf of NLC (links will be made available on Staff NLC webpage).
- A moment of silence was held in respect for Tumbler Ridge
  - \* NLC campus will remain closed, supports for students and staff will continue
  - \* Board meetings and community events scheduled for the week of Feb 17/2026 in FN; were cancelled and will be rescheduled for another time.

**9. Education Policy Committee**

K. Bravo explained that the group had not met since the last Education Council meeting. She added that the group meets next on February 27, 2026.

**10. Curriculum Committee**

A. Holloway reported that the committee met to review the February documents and that the group meets next on March 6, 2026.

**11. Admissions and Standards Committee**

P. Rodriguez explained that the group had not met since the last Education Council meeting. She added that the group meets next on February 26, 2026.

## Information/Discussion

### 12. Piping Trades Foundation program – suspension removal

T. Hyland-Russell explained that the program had been reviewed and revised and a motion was currently with the Board of Governors to remove the suspension.

### 13. Pharmacy Technician Diploma pilot

N. Dahlen explained that:

Northern Lights College had received funding from the Ministry to provide a pilot of the Pharmacy Technician Diploma program in partnership with Selkirk College. To facilitate communication and awareness, we have provided the Selkirk Program Policy (what we call Program Guide at NLC) to the February meeting as an information item. It is important to note that NLC would only be offering the Term 4 lab courses (PTEC 220, 221, 223, 224) of the program and would be offering them in July-August 2027. NLC Dean, HSHS would bring the Level 4 course outlines (NLC template) for approval to the April 2026 meeting (and would include the other Level course outlines as an information item). It is also important to note that the Pharmacy Technician programs are highly regulated by the Canadian Council for Accreditation of Pharmacy Programs (CCAP) and the regulatory body would allow for little to no deviation from the approved Selkirk course outlines.

N. Dahlen added that the lab courses would be submitted to Education Council at a future meeting.

#### Notes:

- S. Fraser explained that Kathy Doucette had retired from NLC and thanked her for her work on Education Council over the years and wished her well in her next chapter.
- S. Fraser reported that Kathleen Lewis had been appointed to the vacant Executive Administrator seat on Education Council.
- S. Fraser reported that Rod Cork had been appointed to the vacant position on the Governance committee and that Kathleen Lewis had been appointed to the vacant position on the Admissions and Standards committee.
- S. Fraser noted that Lisa Irvine's term would be ending March 31<sup>st</sup> and a byelection would be held to fill the Support Staff seat. She added that the nomination period would start March 19<sup>th</sup>.

Adjournment – 2:48 p.m.

Next Meeting – March 25, 2026

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