

Participants:
Sylvia Fraser (Faculty) *Chair
Rob-Roy Douglas (Faculty) *Vice-Chair
Karen Bravo (Administration)
Salli Carter (Faculty)
Rod Cork (Administration)
Josephine L. Cruz (Student)
Lisa Irvine (Staff)
Kathleen Lewis (Administration)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Colleen Matheson (Faculty)
Marissa Thola (Faculty)
Jash P. Viradiya (Student)
Audra Holloway (Recording)

Absent: Todd Bondaroff Tara Hyland-Russell Skyler Dayus
 Coline Casey Stephanie Goudie Stephen M. Osoro
 Faisal Rashid Paola Rodriguez Jashanpreet Singh

Guest(s): Nicole Dahlen Chris Gallant

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, 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.

A moment of silence for Gurkirat Singh Manocha.

1. Adoption of Agenda

Agenda was adopted as circulated.

2. Adoption of Minutes, February 25, 2026

26.03.01 M/S –LEWIS/LUNDIN

Motion: *THAT the minutes of February 25, 2026 be adopted as circulated.*

CARRIED

3. Action List - reviewed

Decision Item(s)

Education Council exclusive authority:

4. Revised Educational Policy committee Terms of Reference (TOR)

K. Bravo presented the revised Educational Policy committee Terms of Reference. She explained that the revision was to update the committee membership.

26.03.02 M/S –DOUGLAS/THOLA

Motion: *THAT the Education Council approves the revised Educational Policy committee Terms of Reference, effective March 25, 2026.*

CARRIED

Standing Reports

5. Vice-President Academics & Research – report submitted for members to review:

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.

- [Launching Pharmacy Technician program \(Aug 2026 intake\)](#)
- [Applied Practical Nursing partnership with College of New Caledonia to expand October "earn and learn" intake to 35 seats](#)
- [Pilot proposal approved for a distributed learning model of Mental Health and Substance Abuse \(MHSA\) entry level certificate \(NLC, NIC, Selkirk\)](#)
- [Having further discussions on Rehabilitation Therapy Assistant partnership with Capilano University](#)
- [Considering cost effective ways to create a small Medical Laboratory Assistant lab space.](#)

OBJ 2 Consult and develop an NLC Aviation program strategy.

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

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

- [FSJ health lab received accreditation by BCCNM and BC Care Aid Registry](#)
- [PAC created for health sciences](#)
- [Request from for Dean of Health Sciences & Human Services, a faculty member, and a student representative to join the Primary Care Network Community Table.](#)

2.2 Offer accessible and flexible programming

OBJ1 Strengthen high school transitions into NLC.

- Summer nursing camps planned for Dawson Creek, Fort St John, and Chetwynd campuses
- Medical camp in April
- Adventures in Healthcare in April 14-16

OBJ 2 Relaunch Continuing Education.

- Workforce Training & CE Course Offering Guide for 2026.2027 will be ready by the end of March to distribute at Trade Shows. New in the Course Offerings this year will be information about the Centre for Applied Energy and Environmental Sustainability programming.
- WTCE has consulted with Health Sciences and will offer an Ed2GO course called Medical Secretary Suite until such a time that NLC offers a Medical Office Assistant/Nursing Unit Clerk Program
- WTCE is working on Joint Occupational Health and Safety Training, tentatively planned for spring. The course was developed by Workers Compensation Board of BC for Joint Health and Safety Committees.
- Marketing campaigns have been developed for the Spring and Summer Programming as well as the NLC Wilderness Guide School – Guide Foundations.

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.

130 Faculty and staff participated in consultation sessions for the Education Plan. Input will be considered in the final draft before the Education Plan comes to Education Council and the Board of Governors.

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

The Board has approved two partnerships:

- with Selkirk – for the Pharmacy Technician Diploma and with CNC to provide them with some seats in our APN earn and learn because they have not been able to receive funding for their own APN program and there are massive PN vacancies across the North. On March 18th the Board will vote on whether to support a partnership with Selkirk College to offer a Mental Health & Substance Use Certificate.

- Working on partnership with CNC to

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

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.

- Upon request by Meesha Beaulieu, our HS program chairs have co-ordinated 1 HS faculty and her Level 3 PN students to be guest speakers at one of the weekly

education sessions held at Aboriginal Family Services in DC in February (6 Indigenous women regularly participate and have young children)

- Shell will be sponsoring a Summer Carpentry Mobile Trailer Youth Event (ConocoPhillips Trailer and Bannister Truck) in one of the Indigenous Communities. WTCE will be working with the Indigenous Department to determine a process to select one of the communities.

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.

- Submitted business case with budget for HCA expansion to small campuses (Fort Nelson and Chetwynd)

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.

6. Board of Governors – no report

7. Education Council Chair

S. Fraser presented her report:

[All Staff Meeting: March 5, 2026](#)

The following Items were discussed during the meeting:

- *"The Northern Lights College Foundation, with support from its Board, is deeply honoured to create the Northern Resilience Memorial Fund in tribute to those whose lives were lost and in solidarity with the resilient community of Tumbler Ridge."*
~Lindsey Borek
- NLC will find an alternative location for classes until the new school is built.

- Enrollment projects: Fall 2026 indicators are looking strong for domestic enrollment, with some international enrollment growth. Provincial Allocation Letters (PAL)—881 have been given to NLC.
- NLC will be lifting travel restrictions and moving forward with travel in the new fiscal year.
- Post Secondary still moving into challenging times—NLC will be moving forward with a balanced budget for 2026-27.
- There were three staff adjustments (layoffs); and there was 1% budget reduction across the college with voluntary retirements. No further reductions anticipated in the upcoming year (2026-27).

NOTE: The full meeting can be viewed on the Staff Only webpage.

Education Plan Consultations

I attended/facilitated the following consultation events:

- March 11, 2026—FSJ Campus (Trades, CCP, Health Sciences)
- March 13, 2026—DC Campus (faculty 12 to 1); (all staff/faculty 1:30 to 2:30)

The Education Plan Advisory Group shared a draft copy of the upcoming NLC Education Plan (2028) with all staff and faculty. There were consultations held on both campuses (DC & FSJ) and online to: share data, have conversations, and receive feedback prior to the final document being released at a future date.

8. Education Policy Committee

K. Bravo reported that the group reviewed and revised the TOR presented at the meeting. She added that the committee was currently working on finalizing both the draft Withdrawal Policy/Procedure and the draft Academic Honours Policy/Procedure.

9. Curriculum Committee

R. Douglas reported that the committee did not meet in March. The committee meets next April 10, 2026.

10. Admissions and Standards Committee – report submitted by Chair for members to review:

The Admissions Subcommittee met on Thursday, February 26/26. The Committee discussed the Admissions Cohort Waitlist Procedure for Vocational and Trades Foundation programs (Draft Process). There were questions around the process. Megan Sheets, Domestic Admissions Officer at the DC Campus, was invited to the meeting to help answer questions about the process. Some questions were raised about whether the Academic and CCP programs should use this kind of template letter. It was explained that Admissions uses this template solely for program acceptance, not for individual course enrollment

Information/Discussion

11. BC Adult Graduation Diploma (Adult Dogwood) – C. Gallant presented the updates for the BC Adult Graduation Diploma. He explained that NLC does not grant the credential, NLC requests the diplomas from [AEST](#) and then the Registrar's office issues them. He added that the update to the current list for 'Program Requirements' would align it with the BC Adult Graduation Diploma requirements, as listed in the [ABE Upgrading Guide](#).

The BC Adult Graduation Diploma, also called the Adult Dogwood, is the adult version of a Grade 12 diploma. It allows adults to meet BC graduation requirements and move into work or further education.

To earn the Adult Graduation Diploma, students must:

- Be at least 18 years old.
- Complete at least three diploma courses as an adult.
- Complete at least one diploma course at NLC.
- Courses taken in high school may count toward the diploma.
- *Undergraduate-level courses eligible for the diploma may also be used towards other programs.*

He added that the changes would take effect immediately.

12. Mental Health and Substance Use Certificate Program – N. Dahlen presented a briefing note on the program. This included a background of the program, ministry proposals and funding, and program delivery. She added that she would be taking a motion of partnership with Selkirk College to the Board of Governors.

13. Education Plan – S. Fraser presented the Draft 2025-2028 Education Plan to members. She asked that any comments/concerns/questions be emailed to Sylvia Fraser sfraser@nlc.bc.ca or Jane Connelly jconnelly@nlc.bc.ca.

Notes:

- S. Fraser noted that the nomination period in the Election process for a Support Staff seat on Education Council was currently underway.
- S. Fraser noted that the Education Council Chair and Vice-Chair elections (for the Sept 2026 to August 2027 term) would be held during the April meeting.

Adjournment – 1:56 p.m.

Next Meeting – April 22, 2025

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