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Participants:

Sylvia Fraser (Faculty) \*Chair  
Rob-Roy Douglas (Faculty) \*Vice-Chair  
Karen Bravo (Administration)  
Salli Carter (Faculty)  
Rod Cork (Administration)  
Marcie Lundin (Faculty)  
Brandon Mackinnon (Faculty)  
Robyn Mallia (Staff)  
Colleen Matheson (Faculty)  
Stephen M. Osoro (Student)  
Faisal Rashid (Faculty)  
Paola Rodriguez (Faculty)  
Marissa Thola (Faculty)  
Jash P. Viradiya (Student)  
Audra Holloway (Recording)

Absent:        Todd Bondaroff        Tara Hyland-Russell        Jashanpreet Singh  
                  Coline Casey            Stephanie Goudie        Kathleen Lewis  
                  Skyler Dayus            Josephine L. Cruz

Guest(s):     Dennis Stavrou        Issoufou Soumaila

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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 circulated.

### 2. Adoption of Minutes, March 25, 2026

26.04.01 M/S –RASHID/CARTER

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

CARRIED

### 3. Action List – reviewed.

**Decision Item(s)**

[Education Council exclusive authority:](#)

**4. Revised Course Outline PSYC 201**

D. Stavrou presented the major revisions for PSYC 201. He explained that the previous course outline was outdated and did not address the essential topics that would be covered at other institutions.

A. Holloway asked to confirm the effective date of the course and to confirm the prerequisite wording.

26.04.02 M/S –DOUGLAS/THOLA

Motion: *THAT the Education Council approves the revised Course outline for PSYC 201 as amended, effective April 2026.*

CARRIED

**5. Revised Course Outline PSYC 250**

D. Stavrou presented the major revisions for PSYC 250. He explained that the previous course outline was outdated and did not address the essential topics that would be covered at other institutions. He added that the name of the course had been updated, as the previous name was confusing and had some controversy around it in the field.

A. Holloway asked to confirm the effective date of the course and to confirm the prerequisite wording.

26.04.03 M/S –THOLA/RASHID

Motion: *THAT the Education Council approves the revised Course outline for PSYC 250 as amended, effective April 2026.*

CARRIED

**6. New Course Outline DATA 201 and affiliated Program Guides**

I. Soumaila explained that the submission was to replace the Business Analytics (MGMT 305) with the Data Analytics (DATA 201) course. He further explained that it would broaden access to the course by allowing students from other programs to take it as an elective. He added that the change would enhance interdisciplinary learning opportunities, increase enrollment potential, and ensure that the course content is accessible to students without prior specialization in business analytics.

B. Mackinnon asked about the preclusion of MGMT 305 for DATA 201. I. Soumaila answered that it would not be required, as the MGMT 305 course had never (and would not be) offered at NLC.

K. Bravo asked about the new rubric 'DATA'. I. Soumaila answered that it would be the first of a new group of courses.

A. Holloway asked for a motion for the discontinuation of MGMT 305.

26.04.04 M/S –CARTER/DOUGLAS

Motion:

*THAT the Education Council approves the new Course Outline DATA 201 and the revised Program Completion and Information Guides for Post Degree Diploma in Environmental Management, Post Degree Diploma in Management Science and Post Degree Diploma in Information Resource Management as presented, effective September 2026.*

CARRIED

26.04.05 M/S –RASHID/DOUGLAS

*Motion:*

*THAT the Education Council approves the discontinuation of MGMT 305, effective April 22, 2026.*

CARRIED

**7. Revised Program Guides for Environmental Restoration Diploma and Environmental Site Assessment Technician Certificate**

A. Holloway explained that was a need to remove an extra line of wording from paragraph 'B' of the Admission Requirements:

\*OR must have received a minimum overall band of 6.0 on the IELTS exam, with no band less than 5.5.

She added that the removed wording did not change the Admission Requirements in any way - as the information was already included in Appendix A in more detail.

A. Holloway requested that an additional amendment be made to the Admission Requirements for both Program Guides:

a) Environmental Restoration Diploma – science requirement wording is being added as 'B':

B. Students must have official transcripts demonstrating the following Science Requirement: Any of the following with a 'C' grade or higher: Any Grade 11 or Grade 12 Science course; or any science 040 or higher course in NLC CCP or equivalent; or successful completion of the BEAHR program; or any equivalent or higher course.

b) Environmental Site Assessment Technician – science requirement ('2') is being revised:

2.Science Requirement: Any of the following with a 'C' grade or higher: Any Grade 11 or Grade 12 Science course; or any science 040 or higher course in NLC CCP or equivalent; or successful completion of the BEAHR program; or any equivalent or higher course.

She added that the additional amendments were brought forward by the acting Dean to ensure that both programs had the same requirement.

K. Bravo asked about the effective dates for the program guides. Decision by Education Council to set the date as January 2027.

26.09.06 M/S –DOUGLAS/THOLA

*Motion: THAT the Education Council approves the revised Program Completion and Information Guides for Environmental Restoration Diploma and Environmental Site Assessment Technician Certificate as amended, effective January 2027.*

CARRIED

**Standing Reports**

**9. Vice-President Academics & Research  
VPAR Report to Education Council**

**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.

- Continued work with QualaTech Aero Consulting. They will be guests at the next AME PAC meeting – Tentatively Scheduled for the 29<sup>th</sup> April, they are planning a site visit to coincide with PAC meeting.

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 lab ribbon cutting event** held March 17<sup>th</sup>, with FSJ Mayor and Councillors, as well as representatives from Northern Health and the community
- **HCA Expansion to small campuses** is being planned: project charter is complete and planning is beginning on labs for Fort Nelson and Chetwynd campuses
- **Health Sciences PAC meeting** is scheduled for May

#### 2.2 Offer accessible and flexible programming

OBJ1 Strengthen high school transitions into NLC.

- WTCE is hosting thirteen Summer camps at four NLC Campuses for Grade 8 – 12 students:
  - Beyond Beauty (2)
  - Build It Carpentry (4)
  - Culinary Creators (2)
  - Explore Nursing (2)
  - Trades Exploration (3)

OBJ 2 Relaunch Continuing Education.

- This year’s Workforce Training Continuing Education program guide is now available and is being widely shared at Spring Trades Shows, Dual Credit Events and Campus Community meetings: [https://www.nlc.bc.ca/wp-content/uploads/2026/04/CE-Catalogue-Annual-2026%E2%80%932027\\_digital.pdf](https://www.nlc.bc.ca/wp-content/uploads/2026/04/CE-Catalogue-Annual-2026%E2%80%932027_digital.pdf)
- Check out the new Gardening Series this Spring
  - Soil Health
  - Design Theory for the Garden

○ Planting Techniques with Companion Planting

**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.  
Clearing the Trails: Education Plan 2025-2028 is in the final stages of being prepared for [publication and distribution.

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

- 2 partnerships with Selkirk College
- 1 partnership with College of New Caledonia
- Invitation from Northern Health to attend planning for positions and needs in new University Hospital Northern BC (Prince George hospital) hospital tower
- NLC Deans meeting with Isaac from North Winds Addiction Treatment Centre to encourage NLC training and clinical placements for the new centre being built in Pouce Coupe
- Working with CETA BC to use Soil and Seed Curriculum to promote agriculture
- Working with North Island College to obtain curriculum on Small Livestock course to promote agriculture
- Life Society (Dawson Creek) requested WTCE to partner with them as a service provider to host an Oil & Gas Foundations Program for entry level workers. Life Society is currently looking at government funding to host the program

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

- Program Development Guidebook is in the final stages and will be ready soon for distribution.

**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.

- Health Sciences Faculty Connie Schmakeit will be attending Fort Nelson First Nations Health Fair March 21-22 with Floyd – Recruitment provided her with program handouts and swag, Nicole provided expression of interest sheet to capture contact info for those interested in new Alleid Health programs.

**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.

- WTCE in Partnership with TC Energy will host Ecological Restoration & Reclamation Program to be completed in May 2026 for Indigenous Students. This program was funded by TC Energy to teach indigenous students about restoration and reclamation, native plant cultivation, restoration for wildlife habitat creation, integrating traditional

indigenous knowledge, seed harvesting, use of medicinal plants for Indigenous uses, integration of technical field skills into restoration project planning to prepare them for monitoring and working in restoration projects. Twelve students from the following First nations: Doig River Saultau, Mcleod Lake, Tlingit, Wetsuweten, Tsay Keh Dene, Saikuz, and Nakazdli Whuten were selected by TC Energy.

**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.

- Ministry proposal was approved for mentorship model for health sciences.
- 5 Health Sciences faculty put their names forward to learn more about becoming a peer mentor in the current NLC mentor program

OBJ 2 Enhance employee engagement at NLC

- Know your Numbers Clinic provided by Health Sciences students and instructors (Connie/Lietha) on March 26 and 28

**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.

- South Peace Palliative Care Society – Health Sciences student presentations
- Aboriginal Family Services – student assignment and project to teach mothers with young children about health related topics
- WTCE attended the 60<sup>th</sup> Anniversary Guide Outfitters of BC Annual Meeting in Kelowna to advertise the Wilderness Guide School. The Vice President Academic & Research officially launched the Guide School and the Guide Foundation course at the Gala Dinner.
- WTCE attended the Dawson Creek Gun show the end of March to promote the WTCE Programs and the Wilderness Guide School
- WTCE will be attending the Chetwynd Chamber of Commerce April 23 to promote the WTCE Course Offerings 2026.2027

**5.2 Revitalize smaller campuses.**

OBJ 1 Develop sustainability plans for small campuses.

- Health Care Assistant expansion to small campuses (Chetwynd and Fort Nelson) being planned: project charter underway, followed by planning form2-bed lab and getting accredited in 2026/7: aim is to run programs there for Fall 2027 if all goes well.
- WTCE partnered with Community Futures Peace Laird to offer Chetwynd Rapid Ready to Work Series. There were eight courses ranging from Resume building, Communication Skills, Customer Service, Conflict Resolution, to safety courses such as Intermediate First Aid, H2S Alive, WHMIS, Common Safety Orientation. Students needed to be 16 years plus, underemployed and a resident of Chetwynd. The series hosted over twenty students with over forty students interested in the programs. Most popular was the Intermediate First Aid, Customer Service and Communication Skills and Business Etiquette.

### 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.

## 10. Board of Governors – no report

## 11. Education Council Chair

Education Council Chair Report

### Board of Governors Meeting March 18, 2026

The February Board of Governors Meeting was cancelled out of respect for the events happening at that time with Tumbler Ridge. There were email votes which were carried out as a result:

- Approval of the 2027-2028 & 2028-2029 Academic Schedules
- Removal of the Suspension of the Piping Trades Foundation program and approval of the Steamfitter/Pipefitter Apprenticeship Levels 1 to 4
- Cancellation of the Aircraft Mechanic Basics Certificate program
- Approval of the partnership with Selkirk College to deliver the Pharmacy Technician Diploma
- Approval of the partnership with College of New Caledonia for Access to Practical Nursing Program
- Approval of the \$120 graduation fee for all students who submit a graduation request form, to be implemented in the 2026-2027 academic year and onward.

### Items specific to the March meeting:

- NLC was not in a deficit at December 31, 2025.
- The Natural Resources Conference was very well attended; the college presence was valued and NLC would like to have a booth at future conferences.
- **Investment in Trades Training:**
  - \* Funding in Trades apprenticeship levels is a priority with the government
  - \* Reducing waitlists for Trades is a priority
  - \* Capital investments will also be needed (equipment upgrades, new purchases, etc...)

- **Public Post Secondary Review**
  - \* Will be completed by March 31, 2026
  - \* NLC looks forward to the recommendations once the report is released.
- **Tumbler Ridge Campus**
  - \* A location has been secured with a lease agreement for two years (March 2026 to March 2028)
  - \* Onsite campus delivery will be available
- The 2026/27 Budget was approved
- **Budget Pressures include:**
  - \* Software licensing
  - \* reduction of International Students
- **Funding changes from the Government include increases in the following areas:**
  - \* Skilled Trades BC
  - \* Adult Basic Education (CCP)
- **Budget Reductions included the following:**
  - \* 1% budget cut across NLC
  - \* 3 layoffs (total)
  - \* Early retirement and voluntary separation offers
- **New Program items discussed were:**
  - \* Pharmacy Technician Certificate
  - \* Health Care Assistant (expansion on the Chetwynd and Fort Nelson campuses)
  - \* Fort St. John campus held grand opening of the new Health Sciences lab
  - \* Piping Trades
  - \* Crane Operation (first steering committee meeting for crane operator training was held in January 2026)
  - \* Institutional Research
  - \* Re-organization of the Academic Division
  - \* New Associate Dean Allied Health & Quality Assurance
  - \* Mental Health & Substance Use Certificate (Classes will begin in September 2026 in partnership with Selkirk College)
  - \* Water Management in Energy (The first program developed through CAEES for delivery in March 2026)
  - \* 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.
    - \* Environmental Site Assessment Technician Certificate (Started classes in early March in partnership with Blueberry River First Nation and the Blueberry River Restoration Society)
- **Committee Update:**
  - \* Sarah Canning has stepped in as Chair for the Board Governance Committee

**All Staff Meeting April 2, 2026**

**Items discussed are as follows:**

- NLC will be hiring a consultant to review our Response Program. NLC is looking to strengthen our system, better support the staff, and support our students.
- Post-Secondary System Review:
  - \* Results should be available maybe June/July
  - \* Our focus continues to be on students and serving our region
- Budget reflects growth and investment into the college. We have a balanced budget (2026/27) which was approved by the Board in March.
  - \* 2% Domestic tuition rate increases will happen
  - \* 5% International student tuition rate increase will happen
- Enrollment forecast: domestic enrollment is projecting stable numbers with continued growth. International enrollment: we had a decrease in Fall 2025, with stabilization happening.
- **New Program items discussed were:**
  - \* Pharmacy Technician Certificate
  - \* Health Care Assistant (expansion on the Chetwynd and Fort Nelson campuses)
  - \* Fort St. John campus held grand opening of the new Health Sciences lab
  - \* Piping Trades
  - \* Crane Operation (first steering committee meeting for crane operator training was held in January 2026)
  - \* Institutional Research
  - \* Re-organization of the Academic Division
  - \* New Associate Dean Allied Health & Quality Assurance
  - \* Mental Health & Substance Use Certificate (Classes will begin in September 2026 in partnership with Selkirk College)
  - \* Water Management in Energy (The first program developed through CAEES for delivery in March 2026)
  - \* 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.
    - \* Environmental Site Assessment Technician Certificate (Started classes in early March in partnership with Blueberry River First Nation and the Blueberry River Restoration Society)
- Education Plan: completed and the final copy has been sent in for printing

**12. Education Policy Committee** – K. Bravo explained that the committee did not meet in March. The committee meets next on April 24, 2026.

**13. Curriculum Committee** – R. Douglas reported that the committee met on April 10<sup>th</sup> to review the documents for the meeting. He added that the group meets next on May 6<sup>th</sup>.

**14. Admissions and Standards Committee** – P. Rodriguez explained that the committee did not meet in March or April. The committee meets next on May 28, 2026.

**15. Governance Committee** - R. Douglas reported that the committee met on April 17, 2026. He added that the bylaws would be presented at the Education Council May 27<sup>th</sup> meeting.

## Information/Discussion

### **16. Election of Chair and Vice-Chair of Education Council**

K. Bravo delegated the authority to carry out the election to A. Holloway.

A. Holloway called for nominations for the position of Chair of Education Council three times. S. Fraser was nominated by R. Cork. S. Fraser agreed to let their name stand. B. Mackinnon was nominated by M. Thola. B. Mackinnon agreed to let their name stand.

A vote was held using MSTeams Forms. B. Mackinnon was elected.

A. Holloway called for nominations for the position of Vice-Chair of Education Council three times. S. Fraser was nominated by R. Cork. S. Fraser agreed to let their name stand. R. Douglas was nominated by P. Rodriguez. R. Douglas did not agree to let their name stand.

S. Fraser was elected by acclamation.

Congratulations B. Mackinnon and S. Fraser.

#### Notes:

- S. Fraser reported that the election for the Support Staff Education Council seat had concluded and welcomed new member Robyn Mallia to the meeting.
- S. Fraser gave a farewell and thank you to Michael Calvert, Director of Indigenous Education.

Adjournment – 2:15 p.m.

Next Meeting – May 27, 2026

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