
Participants:

Sylvia Fraser (Faculty) *Chair
Karen Bravo (Administration)
Salli Carter (Faculty)
Coline Casey (Staff)
Rod Cork (Administration)
Tara Hyland-Russell (Administration)
Marcie Lundin (Faculty)
Brandon Mackinnon (Faculty)
Robyn Mallia (Staff)
Colleen Matheson (Faculty)
Stephen M. Osoro (Student)
Marissa Thola (Faculty)
Jash P. Viradiya (Student)
Audra Holloway (Recording)

Absent: Todd Bondaroff Skyler Dayus Rob-Roy Douglas
 Kathleen Lewis Faisal Rashid Paola Rodriguez
 Jashanpreet Singh Stephanie Goudie

Guest(s): Nicole Dahlen Erika Reimer

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, April 22, 2026.

26.05.01 M/S –CASEY/THOLA

Motion: *THAT the minutes of April 22, 2026, be adopted as presented.*

CARRIED

3. Action List – reviewed

Decision Item(s)[Education Council advice to Board of Governors:](#)**4. Office Administration (previously ABT) Programs**

S. Fraser explained that the submission included major revisions to the Applied Business Technology Program, as the program had undergone a full review and had been updated to be more streamlined and includes important updates to content regarding AI technology. She added that the program would be moving from vocational to academic to create more learner pathways and that the name would change from Applied Business Technology to Office Administration. She explained that the existing ABT program cohort/courses/certificates would be taught out; completed by December 31, 2027. Then all program offerings would be exclusively from the Office Administration program beginning January 2028.

M. Thola asked about OA students taking the Academic courses. S. Fraser explained that the program was transitioning from Vocational to Academic, making it more flexible for student enrollment. Students would have more options over workload and scheduling.

K. Bravo asked about having the wording “or graduation from Office Administration – Office Assistant Certificate” added to paragraph ‘A’ of the Admissions Requirements for both the Bookkeeping Assistant and Office Administration programs. S. Fraser confirmed that it would be a good addition.

T. Hyland-Russell asked that wording be added to the website to clarify what options of multiple credentials would be possible with the OA programs.

26.05.02 M/S –CORK/OSORO

Motion: *THAT the Education Council approves the Program Information and Completion Guides for the new Office Administration Certificate, Office Assistant Certificate and Bookkeeping Assistant Certificate and the new course outlines for OADM 114, OADM 119, OADM 135, OADM 136, OADM 154, OADM 165, OADM 179, OADM 180, OADM 182, OADM 191, OADM 192, OADM 194, OADM 196; additionally, that the Education Council recommends to the Board of Governors that these credentials be established, effective September 2027 as amended.*

CARRIED

5. Pharmacy Technician Diploma program – Term 4 Lab courses

N. Dahlen presented the submission:

Northern Lights College 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, NLC took the Selkirk Program Policy (the Program Guide at NLC) to the February Education Council meeting as an informational item. NLC will offer the Term 4 face-to-face lab courses (PTEC 220, 221, 223, 224) of the program and will offer them starting July-August 2027.

B. Mackinnon asked about the campus to be used for the lab courses. N. Dahlen answered that it would be the Dawson Creek campus and that the labs would have 12 seats.

M. Thola asked if the courses were to be done in progression and if a student failed one course, they would not be able to continue. N. Dahlen answered that the courses were not prerequisites of each other.

26.05.03 M/S –HYLAND-RUSSELL/CASEY

Motion: *THAT the Education Council approves the new course outlines for PTEC 224, PTEC 223, PTEC 221 and PTEC 220 and recommends to the Board of Governors that these new courses, as part of a partnership for the delivery of the Pharmacy Technician program with Selkirk College, effective June 2026 as presented.*

CARRIED

Education Council exclusive authority:

6. Education Council Bylaws and Election Rules

K. Bravo explained that after extensive research and consultation, the Governance committee had come forward with the suggested wording (bolded) to be added to the NLC Education Council rules (pg.10)

10.7 Educational Administrator

For Education Council, the NLC staff that fall under the title of Educational Administrator are:

VP and Associate VP

Deans and Associate Deans

Registrar and Associate Registrar

Any person nominated by the Council for Innovation in Indigenous Education and approved by the President.

K. Bravo added that the change was to ensure that representation was possible for an Indigenous voice on Education Council.

A. Holloway brought forward a question regarding the current time and day of the meeting, noting that it was currently part of the bylaws.

After discussion, decision by committee members to remove the wording in the bylaws and to have an alternate date/time for Sept 2026 to June 2027 (9 meetings) brought to the June 24, 2026 meeting with motions for a vote.

B. Mackinnon noted that the Bylaws and Election rules would need to be updated regarding ABT becoming an academic program. S. Fraser noted that this would be starting September 2027.

26.05.06 M/S –CORK/THOLA

Motion: *THAT the Education Council approves the revised Education Council Election Rules, effective September 1, 2026, as presented.*

CARRIED

7. Mental Health and Substance Use – Final Practicum course

N. Dahlen presented the submission:

Northern Lights College had received funding from the Ministry to provide a pilot of the Mental Health & Substance Use program in partnership with Selkirk College and North Island College. To facilitate communication and awareness, this program went to the March Education Council meeting as an informational item. NLC is to be offering the final practicum course (MHSU) of the program and would be offering it starting in April-May 2027.

C. Casey asked about applications to the program. N. Dahlen answered that applications would be through Selkirk College.

B. Brandon asked about the difference between the new program and the NLC Interprofessional Mental Health and Addictions Advanced Certificate. N. Dahlen explained that the MHSU is an entry certificate and the NLC program is an advanced certificate for people in the health field that already have a diploma or degree.

26.05.04 M/S –BRAVO/CASEY

Motion: THAT the Education Council approves the new Course Outline MHSU 168, effective January 2027, as presented.

CARRIED

8. HCAT – Admission Requirements update (include TOEFL wording)

E. Reimer presented the updated HCAT Program Guide:

The changes to the HCA program guide Admission Requirements included an update to the TOEFL wording. Changes were made on January 21, 2026, TOEFL introduced an updated score scale (from 1-6 in increments of 0.5) to align with the Common European Framework of Reference for Languages (CEFR). The updated score scale will be used for all tests taken on or after January 21, 2026. The BC Care Aid and Community Health Worker Registry regulates the program and sets the requirements for entry.

26.05.05 M/S –BRAVO/THOLA

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Health Care Assistant, effective May 2026, as presented.

CARRIED

Standing Reports

9. 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.
 - [Dean of Health Science Human Services and Vice President Academic and Research presented a final update on the Alleid Health Cares project to the Peace Region Regional District \(PRRD\) on April 30, 2026. NLC has not only met but exceeded the goals set out in the funding application to the PRRD. Response to the presentation as enthusiastic and appreciative of the work NLC has done to increase health training in the region to meet local healthcare needs.](#)
- OBJ 2 Consult and develop an NLC Aviation program strategy.
 - [A survey for Aircraft Maintenance Technician alumni is being prepared for distribution. QualaTech Aero Consulting joined the Aircraft Maintenance Technician Program Advisory Committee meeting April 29, 2026 and will be doing a site visit to Dawson Creek to gather further data for the 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
- The President, two Board members, Vice President Academic and Research and Associate Dean Adult Upgrading and Education attended CIGan in Ottawa. There were a number of insights on national labour market needs and on the effective use of a variety of simulations in course delivery to enhance learning. Canada's Defence needs were stressed throughout the conference.
 - The Associate Dean Upgrading and Education attended the Northeast Community of Practice for the Ecosystem Restoration in Northern BC. NLC had a table promoting our environmental programs
 - The Dean Health Sciences and Human Services attended the BC Simulation project meeting in Vancouver (funded by the Ministry) tasked with creating a provincial strategy for simulation to replace clinical hours as needed and to improve job ready skills upon graduation.

2.2 Offer accessible and flexible programming

- OBJ1 Strengthen high school transitions into NLC.
- Workforce Training and Continuing Education (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
 - Check out the new Gardening Series this Spring
 - Soil Health
 - Design Theory for the Garden
 - Planting Techniques with Companion Planting
 - Violence Prevention training is being offered through WTCE (how to deescalate or prevent violence with dementia patients)

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* has been published. The objectives are being included in the Strategic Plan Projects moving forward. Department workplans will be developed by Deans that include projects from the Strategic and Education Plans and how they cascade down to the department and program levels.
- OBJ 2 Enhance partnerships with other post-secondary institutions, industry and community groups
- AHCOTE held their interviews for admittance into the AHCOTE program with NLC and SD 59 & 60. Numbers look good for Fall 2026.

- Associate Dean Adult Upgrading and Education participated in BC Deans of Arts & Science Programs Spring meeting.
- Dean Health Sciences & Human Services participated in BC Deans of Health Sciences and BC Deans of Human Services spring meetings (virtual)
- Dean Health Sciences & Human Services attended CAAHP (Canadian Association of Allied Health Program) meetings May 21-22.
- Letter Of Agreement signed with NLC and CNC for APN partnerships (Oct 2026 earn and learn intake)
- Letter Of Agreement signed with NLC and Selkirk for Pharmacy Technician partnership (Aug 2026 intake)
- Letter Of Agreement under development with NLC and Selkirk for Mental Health and Substance Use partnership (Jan 2027 intake)

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.

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 have been submitted to the NLC Policy Committee and Education Council for approval.](#)
- 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.
- OBJ 2 Enhance employee engagement at NLC

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.

- Ryan Mayoh and team are building pharmacy dispensary unit June-Aug and installing in HSB 101 to support the new Pharmacy Technician Diploma.

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.

Policy Updates

Standards of Ethical Conduct – Waiver form and Standards of Ethical

Conduct Procedures were approved at the March 13, 2026 meeting of the NLC Policy Committee

IT Acceptable Use Policy (A-3.09) approved at the March 13, 2026 meeting of the NLC Policy Committee

Charitable Donations to NLC Policy (F-3.03) approved at the March 13, 2026 meeting of the NLC Policy Committee

Organizational Structure Policy (A-5.02) repealed at the March 13, 2026 meeting of the NLC Policy Committee

Rationale for and draft of new **Recording and Wearables Policy** presented by Ryan Moran, CIO, and discussed. Rationale: SmartGlasses by Meta and other manufacturers are becoming very common pieces of everyday technology. NLC needs a policy that directly addresses the use of these devices. Committee recommended consultation with Director of Student Services regarding intersection of this policy and the use of recording devices as outlined in the *Accommodation and Accessible Learning for Students with Disabilities Policy E-4.02* and related Recording Device Form.

Draft **Artificial Intelligence Policy** was submitted alongside the *Model Principles and Guidelines for the Use of Artificial Intelligence: An Informational Resource for the BC Post-Secondary System*, developed by the AI Policy Working Group of the Ministry of Post-Secondary Education and Future Skills. The Committee determined that an Artificial Intelligence (AI) Taskforce was needed to evaluate the resources and draft policy and requested the Vice President Academic & Research to ask for expressions of interest and constitute the working group. Requests for expressions of interest closed May 15th with a number of faculty requesting consideration. The taskforce membership will be announced shortly.

PLAR Taskforce needs to be constituted to launch the work of developing a PLAR policy and framework. The Vice President Academic & Research asked for expressions of interest from teaching faculty. Requests for expressions of interest closed May 15th with a number of faculty requesting consideration. The taskforce membership will be announced shortly.

Upcoming Events

Fort Nelson Small Campus Revitalization Advisory Committee – May 21st in Fort Nelson with Floyd Bertrand, Campus Administrator; Anndra Graaf, VP Finance and Corporate Services; and Tara Hyland-Russell, Vice President Academic & Research; and community representatives

Presentation to Forth Nelson Chamber of Commerce – May 21st with Floyd Bertrand, Campus Administrator; Tara Hyland-Russell, Vice President Academic & Research; Rod Cork, Dean Trades and Apprenticeships; and Dave Jeffers, Director CAEES

10. Board of Governors – no report

11. Education Council Chair

[All Faculty Meeting, May 1, 2026](#)

Faculty met on the DC campus (Online option was also available)—it was a great opportunity for everyone to come together. Dennis presented a variety of updates which are happening to the NLC D2L structure, many items will make overall usage much easier for both instructors and

students who are using it. The Education Plan report was distributed in final copy to everyone, and aligns with our current strategic plan and pathways into the next. There was reflection and discussion on teaching/instruction and how NLC delivers programming to the communities we serve. Overall, it was a great day to begin the end of the academic year. We were able to connect and reflect with colleagues in person, which doesn't happen very often. Next All-Faculty Meeting is scheduled for September.

Trauma-Informed, Culturally Responsive, and Emotionally Intelligent Practices for Educators and Administrators Training, May 13, 2026

Myrna McCallum, a trauma-informed lawyer, trauma-informed keynote speaker, and host of the "Trauma-Informed Lawyer" podcast, facilitated "**Trauma-Informed, Culturally Responsive, and Emotionally Intelligent Practices for Educators and Administrators**" at NLC. The event was held on the DC campus on May 12, and the FSJ campus on May 13. This was a very interesting and informative session. Faculty and staff who attended participated in group work, discussions, and other activities.

Education Council Student Representation Update:

Josephine Curz— has finished their program/classes and therefore will no longer be eligible to be a student representative for Education Council, effective April 30, 2026.

Jashenpreet Singh—has indicated that they will be registering for classes for 2026 Spring/Summer/Intersession or 2026 Fall – so will be eligible to continue as student representative.

Stephen Manyara Osoro—has indicated that they will be registering for classes for 2026 Spring/Summer/Intersession or 2026 Fall – so will be eligible to continue as student representative.

Jash Pardip Viradiya—has indicated that they will be registering for classes for 2026 Spring/Summer/Intersession or 2026 Fall – so will be eligible to continue as student representative

12. Education Policy Committee

K. Bravo reported that the committee met on May 22nd, 2026. The committee reviewed the action list items. K. Bravo noted that the committee discussed the possibility of policy writing training for committee members. K. Bravo added that the group discussed having a rotating acting chair position when the committee chair was unavailable.

13. Curriculum Committee

A. Holloway reported that the committee met on May 8th, 2026 to review the documents for the May meeting. The committee meets next on June 5th, 2026.

14. Admissions and Standards Committee

A. Holloway reported that the committee did not meet in the month of May. The committee meets next on June 25th, 2026.

Notes

Adjournment – 2:37 p.m.

Next Meeting – June 24, 2026 (NOTE: there are no meetings in July or August)

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