NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL
Meeting of October 27, 2026
Dawson Creek Regional Boardroom
Fort St John Room 1810
Microsoft Teams

Participants:
Brandon Mackinnon (Faculty) *Chair
Sylvia Fraser (Faculty) *Vice-Chair
Kunal Attri (Student)
Karen Bravo (Administration)
Salli Carter (Faculty)
Coline Casey (Staff)
Rod Cork (Administration)
Cary Di Pietro (Administration)
Tara Hyland-Russell (Administration)
Marcie Lundin (Faculty)
Robyn Mallia (Staff)
Colleen Matheson (Faculty)
Nicolas Mendoza (Student)
Faisal Rashid (Faculty)
Marissa Thola (Faculty)
Misty Waldorf (Board Representative)
Warren Vezina (Student)
Audra Holloway (Recording)

Absent:	Todd Bondaroff	Aylssa Bond	Rob-Roy Douglas
	Paola Rodriguez	Skyler Dayus	
Guest(s):	Joshua Klassen	Kathleen Lewis	

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 amended. Agenda item #6, Membership Refresh for Curriculum and Educational Policies committees, added by A. Holloway.

2. Adoption of Minutes, September 22, 2026.

26.10.01 M/S –CORK/THOLA
Motion: *THAT the minutes of September 22, 2026, be adopted as circulated.*

CARRIED

3. **Action List** – no updates reported.

Decision Item(s)

Education Council exclusive authority:

4. Electrician Foundation Trades Training

J. Klassen presented the submission. Rationale for the request:

> Electrician Foundation had successfully operated at 20 weeks for many years, however, with anticipated changes to the curriculum coming in early 2027, it would become necessary to increase delivery by 6 weeks to align with other provincial institutions and STBC (funded at 24 weeks). Making this shift to the length now, will allow for curriculum re-development in time for classes starting Sept 2027.
>
> To replace ELFT 101 and ELFT 102 with ELFT 103, a new course encompassing both and extending the length by 6 weeks (approximately 180 hours).

J. Klassen added that the Admission Requirements for Math were updated to include all types of 'Math 11'.

C. Casey asked if sponsorship would be a problem. K. Bravo answered that the increase in weeks simply brought the NLC program to the industry standard across the province. M. Waldorf answered that for Indigenous/Metis nation students there would be no problem with full sponsorship.

R. Cork added that the changes had been discussed with the School Districts and the only issue was logistics regarding the new September start date for the program.

26.10.02 M/S –CORK/THOLA

Motions:

1) THAT *Education Council approves the revised Program Information and Completion Guide for Electrician Foundation Trades and the new Course Outline ELFT 103, effective September 2027, as presented.*

2) THAT *Education Council approves the deactivation of the ELFT 102 and ELFT 101 courses, effective September 2027.*

CARRIED

5. DRAFT Policy Student Representative Remuneration, DRAFT Procedures Student Representative Remuneration and DRAFT Student Representative TOR

K. Bravo presented the final DRAFT Policy Student Representative Remuneration, DRAFT Procedures Student Representative Remuneration and DRAFT Student Representative TOR to Education Council members. She explained that the documents had been reviewed/worked on by the Governance committee, the Educational Policies committee and the College Policy committee.

26.10.03 M/S –CORK/THOLA

Motion: THAT *the Education Council approves the revised Policy E-2.07 Education Council – Student Representative Remuneration, the new Student Representative Remunerations Procedures and the A-5.02.25 Education Council Student Representative TOR, effective October 27, 2026, as presented.*

CARRIED

6. Membership Refresh for Curriculum and Educational Policies committees

A. Holloway explained that:

There is a need to do a 'membership refresh' for two of the Education Council committees (Curriculum and Educational Policies)

Following the bylaws/past precedence we ask during the Education Council meeting if there are any (Staff, Faculty or Student) members that would like to be on the committees (as the committees need to have EdCo members) and there will then be a follow up email to ensure that no one is missed.

The **Curriculum Committee** was created by Education Council to ensure curriculum development and review are consistent with approved processes and undertaken in full compliance with educational policies. The Committee receives and reviews approval ready Course Outline and Program Information and Completion Guide submissions for all new credit courses and for major revisions to existing credit courses.

The committee meets once per month for one hour. (Currently they meet on the 1st Friday of each month from 10am to 11am (NO meetings in July, August, or December))

The committee is needing to fill the following positions:

- A minimum of **Three** faculty representatives (this can be from any area: Pre-College, Vocational, Undergraduate, Non-Instructional)
- A minimum of **Two** Support Staff member (Following the Education Council Bylaws and Election Rules: Employees of the institution who are not the President, Educational Administrator (VP and Associate VP, Deans and Associate Deans, Registrar and Associate Registrar) or Faculty members.)
- Up to **Two** Students

The **Educational Policies Committee** was created by Education Council to review current educational policies and recommend revisions, and/or develop new policies as requested in consultation with appropriate members from the breadth of the College. The Committee will look for criteria which define excellence in educational policy including but not limited to: clarity; consistency with other policies and with the College Statement of Mission, Values and Goals; currency; comprehensiveness; integrity; educational merit; and relevance to the college and the communities it serves

The committee meets once per month for two hours. (Currently they meet on the 4th Friday of each month from 9am to 11am (NO meetings in July, August, or December))

The committee is needing to fill the following positions:

- **Two** to **Four** Faculty representatives (this can be from any area: Pre-College, Vocational, Undergraduate)
- **One** Non-Instructional Faculty representative
- **One** Support Staff member (Following the Education Council Bylaws and Election Rules: Employees of the institution who are not the President, Educational Administrator (VP and Associate VP, Deans and Associate Deans, Registrar and Associate Registrar) or Faculty members.)
- **One to Two** Students

B. Mackinnon asked if anyone is interested in the committees, to please email A. Holloway.

Standing Reports

9. Vice-President Academics & Research

T. Hyland-Russell reported highlights:

-Email out to all Faculty to detail new protocol of delivery of current student evals (this is Phase 1 (delivery mechanism))

-PRRD presentations by Tara and Nicole (requests for Grants/Funding)

-Deans – developing ideas and cases to respond to BC/Canadian priorities

-Timetabling email out to Deans for next year – to allow for future planning for all

-Applied Research – developing a project charter and plan (including processes and policies)

10. Board of Governors

M. Waldorf explained that the BOG had their retreat in October.

11. Education Council Chair

B. Mackinnon submitted his report:

NLC Board of Governors Meeting – Oct.16th/2026

The Board started the morning with a presentation and discussion by Graeme Bowbrick, who is a lawyer and former MLA, and works at both Douglas College and Simon Fraser University.

His presentation focused on the College and Institutes Act, and specifically the role and responsibilities of both Education Council and the Board.

In the afternoon, the Board then had its regularly scheduled meeting, which was in Tumbler Ridge. Below are some of the highlights:

- Enrolment:
    - o NLC has a headcount of 1,670 students, which is a 2% overall decrease compared to this time last year, mainly because of a decrease in International students.
    - o 7% decrease in international student headcount compared to a year ago (the year prior to this was a 27% decrease).
    - o NLC has see significant growth in its Environmental programs, Social Services programs, IT programs and Health programs.
    - o 4% increase in Indigenous students compared to the year prior.
    - o Increase in overall applications compared to a year ago.
    - o Planning for a 10% to 15% growth in international students for the year ahead.
    - o Diversification is a priority for international students, and Kenya and Nigeria are now the 3rd and 4th most common country where NLC's international students come from (after India and Philippines).
- Campus/Programs:
    - o Final touches to the irrigation, landscaping and gates are being done on the NLC Arbor, thought the electrical work is delayed
    - o FSJ campus renovation continues to progress with work on the main entrance recently started.
    - o NLC successfully launched the Pharmacy Technician Diploma and Mental Health & Substance Use Certificate.
    - o The Pharmacy Technician program reached full enrollment.
    - o Work continues on accreditation, facility development and infrastructure investments for the expansion of the Health Care Assistant program to both the Fort Nelson and Chetwynd campuses

- o Other recent programming work has included the following:
  - Completion and delivery of the Advanced Drone Program.
  - Advancement of the Community Development Worker Diploma through governance approvals.
  - Modernization of Applied Business Technology programming.
  - Progress toward the implementation of degree audit systems.
  - Development of experiential learning, work-integrated learning, and PLAR processes.

• Decision Items:

o Cary Dipietro, Dean of Academic and Vocational programs, presented to the Board, the proposed Community Development Worker Diploma program, which EDCO recommended the Board for approval.

o After Cary's presentation along with some questions and discussion the Board approved this program, along with the new courses noted in this program proposal.

The next board meeting will take place on Dec.9th/2026 in Fort St. John

12. Education Policy Committee

K. Bravo explained that there was no report as the group had not met in October.

13. Curriculum Committee

A. Holloway reported that the committee met on October 2nd to review the meeting documents. She added that the group would meet next on November 6th.

14. Admissions and Standards Committee

A. Holloway reported that there was no report as the committee had not met in October.

Notes:
-B. Mackinnon welcomed the new student members to Education Council.
-S. Fraser asked about the recently updated Board of Governors bylaws. B. Mackinnon explained that the BOG bylaws had been updated and that a motion was read that they were to be posted on the NLC campuses. If members have any feedback/questions they are instructed to contact Holly Larden.

Adjournment – 2:08 p.m.

Next Meeting – November 24, 2026.

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