

EDUCATION COUNCIL (EdCo) - MEETING Minutes

Date and Time: January 30, 2026 | 8:30 am to 12:30 pm

Location: Microsoft Teams

Coast Mountain College collaborates with six First Nations in northwest British Columbia, the Haida, Ts'msyen, Nisga'a, Haisla, Gitksan, and Witsuwit'en as well as the Tahltan and acknowledges the traditional territories where its campuses stand.

Chair: Marja Burrows

Recording Secretary: Sarah Grielens

Adam Nash – Teaching and Learning Support Cluster (March 2027)	present
Chris Try - Business and First Nations Fine Arts Cluster (March 2027)	present
Colin Elliott – Educational Administrator Seat (March 2026)	present
CJ Butcher - Non-voting Advisory member BOG (October 2025)	
Emma Shack - Educational Administrator Seat (March 2026)	Andy Klimach
Emily Suderman – Educational Administrator Seat (March 2026)	Titilope Kunkel
Gord Weary - University Credit and Applied Coastal Ecology Cluster (March 2027)	present
Helen Hamel - Health Cluster (March 2026)	present
Kāshā / Julie Morris - Indigenous Scholar Faculty (March 2026)	
Linnea Waechter - Trades & Workforce Cluster (March 2027)	present
Luchille Ramirez - Support Staff Seat (March 2027)	present
Marja Burrows - Human Services Cluster (March 2026)	present
Melanie Pollard - Developmental Cluster (March 2027)	present
Nakkita Trimble - Business and First Nations Fine Arts Cluster (March 2026)	Declined no proxy
Priscilla Michell - Non-voting - Advisory Member FNC (November 2025)	present
Reto Riesen - University Credit and Applied Coastal Ecology Cluster (March 2026)	present
Sandy Kaardal - Support Staff Seat (March 2026)	present
Tracey Woodburn - Educational Administrator Seat (March 2026)	Tysen Leblond

Attendees: Tracey Hoffos, Glenn Groulx, Jedidiah Anderson, Dawn McConnell, Matthew Beedle, Johannita Mills - Beale, Darjem Ponce, Tracey Fell, Michelle Cook.

Call to order and declaration of Quorum: 8:31am

<p>Approval of the Agenda for January 30, 2026 (2 minutes)</p> <p>For Approval: EdCo Agenda Amended to include IE Field School presentation Motion to approve amended agenda</p> <p style="text-align: right;">First: Chris Try Second: Adam Nash</p>	EC.26.01
<p>Approval of Minutes from December 19, 2025 (2 minutes)</p> <p>For Approval: EdCo Minutes Correction to Spelling of Titilope Kunkel's name in Reports 25.72.01</p>	EC.26.02

Motion to approve amended minutes	First: Melanie Pollard Second: Chris Try	
CONSENT AGENDA		EC.26.03
ACTION AGENDA		EC.26.04
EDUA 110: Interpersonal Communication- Glenn Groulx (10 minutes) <ul style="list-style-type: none"> Motion: To approve EDUA 110 as presented. 	First: ACC Second: Colin Elliott <i>Carried</i>	EC.26.04.01
EDUA 120: Interpersonal Communication- Glenn Groulx (10 minutes) <ul style="list-style-type: none"> Motion: To approve EDUA 120 as presented. 	First: ACC Second: Melanie Pollard <i>Carried</i>	EC.26.04.02
GEOG 202: Geography of Ecosystems- Matt Beedle (10 minutes) <ul style="list-style-type: none"> Motion: To approve GEOG 202 as presented. Confirmed each course offering has specific course pack no specific required materials in the outline. 	First: ACC Second: Luchille Ramirez <i>Carried</i>	EC.26.04.03
GEOG 204: Spatial Analysis and GIS- Matt Beedle (10 minutes) <ul style="list-style-type: none"> Motion: To approve GEOG 204 as presented. Defined GIS in amended course description. 	First: ACC Second: Titilope Kunkel <i>Carried</i>	EC.26.04.04
ACC Terms of Reference: Motion: To approve the updated ACC Terms of Reference as presented.	First: ACC Second: Adam Nash <i>Carried</i>	EC.26.04.05
➤ DISCUSSION AGENDA		EC.26.05
Land Acknowledgement and Efforts of Reconciliation Coast Mountain College collaborates with six First Nations in northwest British Columbia, the Haida, Ts'msyen, Nisga'a, Haisla, Gitxsan, and Witsuwit'en as well as the Tahltan and acknowledges the traditional territories where its campuses stand. Discussion: <ul style="list-style-type: none"> Reconciliation needs to include the recognition and celebration of First Nation people's achievements. Recently the Prime Minister visit Prince Rupert and Murray Smith was included in this publicized visit. Murray Smith is a very active and recognized elder in the community and on the Prince Rupert Campus. 		EC.26.05.01

<ul style="list-style-type: none"> • Reflection on all the people at CMTN that participate in reconciliation at different levels. Reconciliation is not the work of just one person or position. It is the work of the collective CMTN community. CMTN is participating in reconciliation efforts through our governance processes all the way through to our course delivery. This will be ongoing and living work. We should celebrate our actions and reflect on how we continue to keep working towards an ongoing and never-ending goal. • Kerry Carlick, a past Applied Coastal Ecology student from the Prince Rupert campus was recently elected the president of the Tahltan Central Government. 	
<p>REPORTS</p>	<p>EC.26.06</p>
<ul style="list-style-type: none"> • First Nations Council (FNC) – Priscilla Michell Expectation to present a strategic plan to share at the next Board of Governors meeting. Goals and objectives were discussed at the last meeting, focusing on working towards Truth and Reconciliation and keeping in line with CMTN strategic plan. FNC supports CMTN’s ongoing initiatives and provides feedback when requested. • Education Policy Committee (EPC) – Titilope Kunkel The Grading and Progression policy/procedures and Academic Standing policy/procedures are in their final stages and will be sent out for community feedback soon. Instructor Qualification working group has been struck led by Tracey Woodburn. • International Education Committee (IEC) – Adam Nash IEC met this week. Discussed recalibration process given the new IE landscape at CMTN. Will continue to meet on pre-established meeting schedule to discuss upcoming and current work and will adhere to the Terms of Reference. Plans to review and update the IE Education Policy. Andy Klimach IE Field School Presentation. Presentation of the draft/working document that gives processes and checklists for both instructors and students to prepare for and partake in International Field Schools. • Education Council Taskforces: <ul style="list-style-type: none"> ○ Bylaw Review Taskforce – Marja Burrows Has met once this month and meeting again next week. Working to bring clarity on several clauses in the Bylaws to bring to Edco soon. ○ Curriculum Guidelines and Expectations Taskforce – Titilope Kunkel Meetings are planned bi-weekly starting mid-February on Tuesday afternoons. Contact Emily Suderman if you would like to join. ○ Program Policy Taskforce – Titilope Kunkel The task force has met once and will be meeting again with recommendations. 	<p>EC.26.06.01</p>
<p>Meeting Adjourn: 9:46am Next Meeting: February 27, 2026</p>	<p>EC.26.07</p>

Additional Links and Information:

[Education Council Bylaws - 2022](#)
[College and Institute Act](#)
[Meeting Schedule](#)

Acronyms

- ACC = Articulation and Curriculum Committee
- CIM = Curriculum Information Management
- FNC = First Nations Council
- EPC = Education Policy Committee
- TOR = Terms of Reference

