

**Participants:**

Sylvia Fraser (Faculty) \*Chair  
Rob-Roy Douglas (Faculty) \*Vice-Chair  
Lorelyn Arejola (Student)  
Karen Bravo (Administration)  
Jane Busa (Student)  
Rod Cork (Administration)  
Kathy Doucette (Administration)  
Tara Hyland-Russell (Administration)  
Lisa Irvine (Staff)  
Marcie Lundin (Faculty)  
Brandon Mackinnon (Faculty)  
Colleen Matheson (Faculty)  
Howard Moody (Faculty)  
Faisal Rashid (Faculty)  
Marc Lester Santos (Student)  
Jashanpreet Singh (Student)  
Marissa Thola (Faculty)  
Audra Holloway (Recording)

Absent:	Todd Bondaroff Mike Gilbert	Eddie Kristiansen Paola Rodriguez	Irina Evseeva
Guest(s):	Ryan Mayoh	Issoufou Soumaila	Anndra Graff

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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, November 27, 2024 and December 18, 2024.**

26.01.01 M/S –DOUGLAS/DOUCETTE

Motion: *THAT the minutes of November 27, 2024 and December 18, 2024 be adopted as circulated.*

**CARRIED**

J. Singh and M. Lundin joined the meeting

**3. Action List** - reviewed with no comments.

**Decision Item(s)**

**4. Millwright Foundation**

R. Mayoh explained the rationale for the submission:

Extending the millwright practicum for both international and domestic students in BC would be a strategic investment in student success, industry alignment, and economic resilience. By providing additional hands-on training, the initiative ensures that graduates are well-prepared to excel in the workforce, contributing to BC's industrial growth and long-term prosperity. This forward-thinking approach addresses current labor market needs while preparing students to meet the challenges of the future

M. Thola asked about the weeks going from 29 to 27 and the hours only being 810.

R. Cork explained that the additional hours would be within the department and that the submission was the piece that needed to go to Education Council.

A. Holloway asked about a possible missing wording for the comment (under Additional Requirements) about students being required to have a computer (laptop or other mobile device) with *minimum computer requirements*. R. Cork responded that it should be included in the Program Guide.

25.01.02 M/S –BRAVO/CORK

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Millwright Foundation and the revised Course Outline MILL 161, effective September 2025, as amended.*

CARRIED

**5. MGMT 295**

I. Soumaila explained that the submission was to update the prerequisite statement of the course.

He added that the rationale behind the submission was:

The Business Management program review highlighted the need to remove “MGMT 290 or MATH 104” as a prerequisite for MGMT 295. Consultations among Business Management instructors had concluded that the content of MGMT 295 did not require students to have prior knowledge of statistics. Moreover, two new Post-Degree Diplomas include MGMT 295 as a required course.

25.01.03 M/S –DOUCETTE/THOLA

Motion: *THAT the Education Council approves the revised Course Outline MGMT 295, effective September 2025, as presented.*

CARRIED

I. Soumaila left the meeting

**6. Revised policy E-1.12 Student Practicum Placement**

A. Graff explained that extensive work was done, cleaning the policy up with basic principles used. She added that the forms to be used with the policy were created by a provincial risk management group. She further added that the Educational Policies committee reviewed, and more revisions were made prior to it being presented to Education Council.

25.01.04 M/S –DOUGLAS/BUSA

*Motion: THAT the Education Council approves the revised policy E-1.12 Student Practicum Placement, effective January 22, 2025, as presented.*

CARRIED

**7. Repeal of policy E-1.11 Student Field Trips**

A. Holloway explained that when the new administrative policy A-5.23 Off Campus Student Activities was created it replaced the E-1.11 Student Field Trip policy.

25.01.05 M/S –THOLA/BUSA

*Motion: THAT the Education Council approves the repeal of policy E-1.11 Student Field Trips, effective January 22, 2025.*

CARRIED

**8. 2025-2026 Academic Schedule**

K. Bravo presented the 2025-2026 Academic Schedule. She explained that for the first time this schedule includes a full day of orientation (with no classes) for September and January.

25.01.06 M/S –RASHID/BUSA

*Motion: THAT the Education Council approves the academic schedule for 2025/2026 as presented.*

CARRIED

R. Mayoh left the meeting

**In Camera**

25.01.07 – THOLA/BUSA

*THAT the Education Council moves the meeting to In Camera.*

CARRIED

**9. Honorary Associate of Arts Degree Nomination 2025**

K. Bravo presented the report from the Honorary Associate of Arts Degree committee to Education Council.

25.01.08 M/S –BUSA/DOUGLAS

*Motion: THAT the Education Council moves to endorse and recommend to the College Board of Governors that the candidate(s) be awarded an Honorary Associate of Arts Degree for 2025.*

CARRIED

**Out of Camera**

25.01.09 – RASHID/THOLA

*Motion: THAT the Education Council moves the meeting from In Camera to Regular.*

CARRIED

**Standing Reports**

**10. Vice-President Academics & Research**

T. Hyland-Russell reported that work continues getting the new programs submitted to PSIPS. She explained that the next steps are moving the programs out onto the web, -ePBC and Marketing is working with the Registrar and Recruitment team to make this happen. She added that it is NLC's goal to timetable Fall and Winter at

the same time to allow students to have a year of courses to look at, this will also help Program Advisors. She reported that many of the policies mentioned in the Action list are currently being worked on.

## 11. Board of Governors

No report.

## 12. Education Council Chair

S. Fraser presented her report:

As we had the holidays during the past month, my report is brief.

I attended the following two meetings:

### College Board of Governors

- December 18, 2025—the Board of Governors meeting was held on the Dawson Creek campus.
- Some of the highlights from this meeting included:
  - \* Recognition for the Education Council and the work which went into the Fall 2024 meetings to approve 13 new programs to begin at NLC in 2025. In addition to Education Council's work—recognition of the Board of Governors to come together and approve these new programs by participating in email voting to ensure this was completed in a timely manner.
  - \* Highlighting upcoming programs on our smaller campuses:
    - \* ABT Office Assistant will be running Feb to June 2025 on both the FN and CH campuses
    - \* Auto Service Level 2 will be running in the FN campus in Winter 2025

### “Moving Forward Together”—January 8, 2025

This was an event held on the FSJ campus, which invited members of the community to come and hear about current and future learning opportunities which NLC has planned and how they directly relate back to our strategic plan, goals, and objectives.

The event was the first one. In addition to various NLC administration and staff, there were eight members of the community in attendance; for example: WorkBC, FSJ Chamber of Commerce. It was a good start to these events, and we know attendance will continue to grow the more we hold them.

Items discussed were focused on highlighting our strategic plan, goals and objectives for the current 2025 intake but also for the new programing opportunities.

\* Recognition for the Education Council and the work which went into the Fall 2024 meetings to approve 13 new programs to begin at NLC in 2025. In addition to Education Council's work—recognition of the Board of Governors to come together and approve these new programs by participating in email voting to ensure this was completed in a timely manner. **THANK YOU to EdCo members—for your hard work and coming together to make this progress.**

\* The new NLC FSJ Speed Skating team announcement was also highlighted. We look forward to our first intake of students in this program in Fall 2025.

## 13. Education Policies Committee

K. Bravo explained that the committee had not met since the last Education Council meeting. She added that the committee meets next on January 23<sup>rd</sup>.

#### 14. Curriculum Committee

R. Douglas reported that the committee met on January 3<sup>rd</sup> where they reviewed the documents for the January meeting.

#### 15. Admissions and Standards Committee

A. Holloway reported that the group met last on November 28<sup>th</sup> where they welcomed new student member Jane Busa. She added that the group completed the final draft of the Admissions policy and are currently working on finalizing the procedure document.

#### Information/Discussion

#### 16. English Language Proficiency typographical error correction

K. Doucette explained that a typographical error was made on the recently approved English Language Proficiency document:

A Pearson Test of English (PTE) result with an overall score of 57 or higher, with the following minimum scores by band: Speaking (50), Listening (52), Reading (57), Writing (68). Students with a writing band below **85 68** are required to complete English 099 with a "C" grade or higher in their initial semester.

This error has been corrected.

#### 17. Policy committee – request for addition administration member

K. Doucette explained that she was making a request for consideration regarding increasing the number of administrative members (increase in number of Deans) for the Educational Policies committee.

*Number of Deans currently in TOR of standing committee memberships:*

**Educational Policies committee** – ‘One administrator’ (does not distinguish ‘type’ of administrator)

**Curriculum committee** – ‘Minimum of one administrator’ (does not distinguish ‘type’ of administrator)

**Admissions and Standards committee** – ‘Two Deans or Associate Deans’

Decision by council to send the request to the Educational Policies committee for review and have the chair of the committee bring a recommendation back to Education Council.

Adjournment – 2:48 p.m.

Next Meeting – February 26, 2025

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