

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL
HELD ON TEAMS ON FRIDAY, SEPTEMBER 25, 2026**

APPROVED

PRESENT: Aisling Brady, Faculty, Comox Valley, *Chair*
Alex Blair, Faculty, Comox Valley
Amanda Pope, Faculty, Comox Valley
Sandra Milligan, Faculty, Campbell River
Brooke McIntosh, Support Staff, Campbell River
Ethan Olson, Student, Comox Valley
Jennifer Fallis Starhunter, Faculty, Campbell River, *Chair, Curriculum & Fast Track*
Jocelyn Moreau, Faculty, Campbell River
Julia Baratto, Faculty, Port Alberni
Michelle Badger, Administration
Neil Cruickshank, Administration, Comox Valley
Rebecca MacKenzie, Faculty, Port Hardy
Tony Bellavia, Administration, Comox Valley
Tony Trudel, Comox Valley, *Chair, Planning & Standards*
Kathie Bell, Recording Secretary (RS)

REGRETS: Marisa Bennett, Executive Director, Indigenous Education, Port Alberni
Katherine Carpenter, Faculty, Comox Valley
Michael Androschuk, Faculty, Campbell River, *Vice-Chair*
Lisa Domae, President (Ex-Officio)
Kara Foreman, Recording Secretary

1. Indigenous Acknowledgment

Declaration of Quorum: A. Brady declared quorum at 1:03pm.

2. Adoption of Agenda

Moved by A. Blair / Seconded by M. Badger **TO ADOPT THE AGENDA FOR September 25, 2026**
MOTION CARRIED.

3. CONSENT AGENDA

Moved by A. Blair / Seconded by M. Badger **TO APPROVE THE CONSENT AGENDA.**

3.1 MINUTES of the meeting on June 5, 2026

3.2 Curriculum Proposals

3.2.1 Program Revision – Early Childhood and Education Certificate

EFFECTIVE/START DATE:

Fields Revised

- Admission Requirements

3.2.2 Program Revision – Early Childhood and Education-Infants and Toddlers

EFFECTIVE/START DATE:

Fields Revised

- Admission Requirements

3.2.3 Program Revision – Health Care Assistant Certificate

EFFECTIVE/START DATE:

Fields Revised

- Admission Requirements

3.2.4 Course Revision – FNS 160 Indigenous Approaches to Learning and Education

EFFECTIVE/START DATE:

Fields Revised

- Course content
- Course description

- Course Learning Outcomes
- Course Title
- Instructor Qualifications
- Post-secondary Prerequisite(s)

3.2.5 Course Revision – HSW 170 Educational Assistant to Community Support Practice Experience I

EFFECTIVE/START DATE:

Fields Revised

- Course Content
- Course Description
- Course Learning Outcomes
- Course Title
- Post-secondary Prerequisite(s)

3.2.6 Course Revision – HSW 174 Educational Assistant & Community Support Practice Experience II

EFFECTIVE/START DATE:

Fields Revised

- Course Content
- Course Description
- Course Learning Outcomes
- Course Title
- Post-secondary Prerequisite(s)

MOTION CARRIED.

4. Business Arising

4.1 Revision of December 12, 2025 minutes, Item 6.1 Bylaw Revisions

It was noted that the approved minutes of the December 12, 2025 meeting (Item 6.1 – Bylaw Revisions) did not fully capture all information that was discussed and approved. A motion was brought forward to amend the minutes to include the omitted details contained in the December agenda package, including: the reduction of council members from 21 to 20; updated appointment dates for elected faculty and support staff (April 30, two-year terms); the change of general election timing to February; confirmation that standing committee chairs are elected by Council at the March meeting and begin terms May 1; that the EDCO Chair and Vice-Chair are elected at the March meeting for one-year terms beginning May 1; extension of the maximum consecutive terms for the EDCO Chair from three to six years; clarification that standing committee chairs may hold any number of consecutive terms; and adjustments to existing faculty and staff term dates as outlined in the table on page 7 of the agenda package.

The motion was moved by B. McIntosh and seconded by R. MacKenzie, with no further discussion. All in favor, none opposed.

MOTION CARRIED.

5. Committee Reports

5.1 Education Council Chair (Verbal) Report

- Attended all June convocations except PA.
- Participated in two Board of Governors meetings since June.
- Nancy Arsenault re-elected as Board Chair; Jared Langille re-elected as Vice-Chair.
- Council informed that Policy 3-20 has shifted from Education Council approval to Board of Governors approval, aligning with Section 23 of the College and Institute Act.
- Chair emphasized the need for **Education Council involvement** in developing Section 23-related policies and expressed interest in establishing a clear joint process for development, consultation, and formal EC advice.
- Met with the Board Chair to discuss policy-development process; further work anticipated with Governance Committee and Planning and Standards.
- Led June Academic Governance Subcommittee meetings.
- Shared results of the meeting-format survey, noting strong preference for hybrid meetings.

- Highlighted the Education Council schedule included in the agenda package, outlining timelines for agenda submissions, curriculum review, and meeting preparation.

5.2 Academic Governance Subcommittee

Chair Report (Verbal)

The Chair provided a verbal report on the Academic Governance Subcommittee, noting that minutes from the June 11 and September 17 meetings are included in the agenda package.

The Chair reviewed the five tasks assigned to the subcommittee, including

- identifying curricular items aligned with Education Council authority,
- recommending curricular elements for the program cancellation form,
- outlining types of Education Council advice,
- maintaining regular communication with the VPA's office, and
- adding findings to the Education Council training manual.

The Chair reported that the subcommittee has completed key findings, including identifying missing policies related to the College and Institute Act, suggesting revisions to Policy 320 and its procedures, and compiling examples of Education Council advice from provincial counterparts. Recommended items for inclusion on program cancellation forms are provided in the agenda package. The subcommittee met with the VPA's office in June to review the recommendations, and an update was provided at the most recent meeting.

The subcommittee will pause its work and reconvene when needed. T. Trudel, Chair Planning & Standards Committee request to join the subcommittee for future meetings was accepted. No further questions were raised.

5.3 Planning and Standards Committee

Chair Report (Verbal)

The Planning and Standards Chair reported that onboarding to the role has continued since the last meeting, including meetings with key individuals. With no policies requiring review, the September meeting was cancelled, and the first regular meeting is scheduled for October 30. The Chair met with the Director, College Governance & Strategy, as well as the Director and Associate Director of Student Affairs, regarding policy context and upcoming work. Work has begun on a policy definitions document to improve consistency across policies. The Chair will continue reviewing policies and meeting with committee members, deans, VPs, and policy leads in the coming weeks. No questions or comments were raised.

5.4 Curriculum Committee

Chair Report (Verbal)

The Chair thanked members for their online review and noted that the consent agenda was substantial, reflecting strong work from the committee, proponents, and the Curriculum Committee table. A reminder was provided that the **online vote in the curriculum system is separate from the vote at the Education Council table**. Members were asked to use the *reject* option when suggesting edits, as this ensures items are brought forward for discussion and prevents edited items from appearing on the consent agenda without Council review.

5.4.1 Program Revision: Education Assistant and Community Support Certificate

Motion: *To approve the program revision to the Education Assistant and Community Support Certificate*

Moved by J. Fallis Starhunter; seconded by: B. McIntosh

- Discussion noted earlier comments regarding clarity in the "before classes begin" section; the proponent confirmed edits were made.

MOTION CARRIED.

5.4.2 Course Revision: HSW 130- Inclusive Education Assistant Practice

Motion: *To approve the course revision to HSW 130 Inclusive Education Assistant Practice*

Moved by J. Fallis Starhunter; seconded by: A. Blair

- Discussion included challenges reviewing track-changes formatting; all required edits were confirmed as completed.

MOTION CARRIED.

5.4.3 Course Revision: HSW 137 Strengths-Based Support Strategies

Motion: *To approve the course revision to HSW 127 Strengths-Based Support Strategies*

Moved by J. Fallis Starhunter; seconded by R. MacKenzie

- One missing item was added; no further discussion

MOTION CARRIED.

5.4.4 Course Revision: HSW 164 Foundations of Inclusive Practice

Motion: *To approve the course revision to HSW 164 Foundations of Inclusive Community Practice*

Moved by J. Fallis Starhunter; seconded by A. Blair

- Missing semicolons in the learning outcomes were corrected; no additional comments

MOTION CARRIED.

The Chair confirmed that **reject** is the correct option when discussion is desired or when a member is not comfortable approving an item online. Members were reminded that leaving a comment when rejecting is helpful for proponents, who may need to consult with departments or deans prior to attending the meeting.

The Chair noted that a document outlining which fields in the curriculum system fall under Education Council purview is being finalized and will be shared with Council.

6. New Business – None

7. Information / Correspondence

7.1 (Verbal) Report from Strategic Education and Engagement Team (SEET) (*T. Bellavia*)

- New leadership appointments: **Clayton Whitney** (AVP, People, Equity & Inclusion), **Kelly Shopland** (VP Student & Community Engagement), and **Marisa Bennett** (Executive Director, Indigenous Education)
- **Campus Conversations** will run the week of **October 14**, with sessions in Comox Valley, Campbell River, Port Alberni, and online.
- The **Board of Governors** holds its retreat **Oct 1–2**, focusing on development of the new **strategic plan**.
- All **15 suspended programs** are expected to move toward cancellation, though cancellation requires a separate, multi-year review and will occur in phases.
- Policy 3-20 has been revised and will go to the Board in **December**; the Board is expected to seek Education Council advice afterward.
- Clarification provided on **SEET** membership (deans, directors, Registrar, VP Student & Community Engagement, Marketing, Public Affairs, senior academic leadership).
- Departments impacted by program reviews have already been informed; broader communication will continue through campus conversations.

7.2 (Verbal) Report from Indigenous Education (*Marisa Bennett*)

- No report for this meeting

8. Meeting Evaluation – Roundtable Discussion

Members appreciated the improved hybrid setup, the efficient meeting, and the advance curriculum work that helped everything run smoothly.

9. Next Meeting – Friday October 16, 2026

10. ADJOURNED AT 2:10 pm