VANCOUVER COMMUNITY COLLEGE
BOARD OF GOVERNORS PUBLIC MEETING AGENDA

Wed, October 28, 2015 at 6:00 p.m. – Room 420, Downtown Campus

Board of Governors: Jim Storie (Interim Chair)**,** Claire Marshall, Pam Ryan, Rick Stokes, Sumit Ahuja, Ted McGurk, Chloe Choi, Mike Tourigny, Brenda Aynsley, Erin Klis, Garth Manning, Jennifer Haggerty, Ambra Simonella

Ex-Officio: Peter Nunoda, Todd Rowlatt
Staff Resources: Irene Young, Linda Sanderson, Kathryn McNaughton, Karen Wilson, Marlene Kowalski, Deborah Lucas

Item	Topic	Time	Speaker	Pre-reading materials	Action	Page
1	Call to Order	--	Jim Storie	Verbal	--	--
2	Adopt Agenda	--	Jim Storie	Agenda	--	1
3	Approve Minutes	--	Jim Storie	Draft Minutes – June 29, 2015 Public Board Meeting	Approval	3
4	Chair Remarks	5 min	Jim Storie	Verbal	Information	--
5	President's Remarks	5 min	Peter Nunoda	IN – News and Events	Information	11
6	**FINANCE & ADMINISTRATION** • 2015-16 Q2 Forecast • Administration Policies & Procedures	30 min	Marlene Kowalski/ Jamie Choi Peter Nunoda	IN – 2015-16 Q2 Forecast IN – Administration Policies − B.3.9 Use of VCC Supplies, Products and Services − B.3.10 Establishing Discount Rates for VCC Employees and/or Students − B.2.19 International Travel Risk & Security	Information Information	13 18

7	EDUCATION COUNCIL • NEW Curriculum Development and Approval policy/ Rescind C.3.4 Changes of Length of Hours for Courses and Programs policy / Rescind C.3.6 Course Program Documentation policy	15 min	Todd Rowlatt	DN - NEW Curriculum Development and Approval policy and Rescind C.3.4 & C.3.6	Approval	40
	• Cancellation of Adult Education Diploma			DN - Cancellation of Adult Education Diploma	Approval	73
	• 2016-2017 Academic Schedule			DN - 2016-2017 Academic Schedule	Approval	76
8	CONSTITUENCY GROUP UPDATES • SUVCC • CUPE • VCCFA	5 min each	Janette King/ Chris Joyce/ Karen Shortt	Verbal	Information	
9	Next meeting date: December 16, 2015	--	--	--	--	
10	Termination			**Meeting duration:** approximately 1.5 hours		

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS
OF VANCOUVER COMMUNITY COLLEGE
HELD ON JUNE 29, 2015 AT THE DOWNTOWN CAMPUS**

Board Members:	Eugene Hodgson (Chair), Pam Ryan, Ted McGurk, Jim Storie, Rick Stokes, Sumit Ahuja, Chloe Choi, Erin Klis, Ambra Simonella, Claire Marshall, Garth Manning
Ex-Officio:	Peter Nunoda, Todd Rowlatt
Staff Resources/Guests:	Irene Young, Linda Sanderson, Judith McGillivray, Karen Wilson, Samantha Welsh, Deanna Bates, Karen Shortt, Surinder Aulakh, David Wells, Angela Blake

The meeting was called to order at 6:13 p.m. by Mr. Hodgson. Ms. Blake acted as Secretary of the meeting. Mr. Hodgson declared the meeting to be properly called and constituted.

APPROVAL OF AGENDA

Mr. Hodgson asked if there were any proposed amendments to the agenda for the meeting, a copy of which was provided with the meeting materials. As no amendments were suggested, the agenda, as set out in the meeting materials, was adopted.

MINUTES OF PRIOR MEETING

Mr. Hodgson referred to the draft minutes of the May 27, 2015 public Board meeting provided with the meeting materials.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the minutes of the public Board of Governors meeting held on May 27, 2015 are approved.

CHAIR REMARKS

Mr. Hodgson commented that he had the pleasure of speaking at his third convocation ceremony last week and was again very impressed with the calibre of the students and their future prospects. He also stated that he would like to ensure all VCC stakeholders understand that if issues arise at the College, the Board is open to comments and suggestions.

PRESIDENT REPORT

Dr. Nunoda referred to the information note included in the meeting materials with respect to current VCC news and events. He highlighted his great pleasure of presiding at the convocation ceremonies and that he was also very impressed by the graduates.

FINANCE & AUDIT COMMITTEE REPORT

2015/16 Operating Budget and 2015/16 Enrolment Plan

Mr. McGurk advised that the draft budget and Enrolment Plan were extensively discussed at the Finance and Audit Committee meeting on June 17, 2015, noting that, given the Committee asked that the leadership team provide additional information with respect to the budget and the Plan, they had not made a pre-recommendation as to whether the Board should approve the budget or the Plan, particularly given the importance of proper enrolment projections on actual financial results.

Ms. Young presented a PowerPoint presentation based on the budget summary included in the meeting materials, noting that the presentation will be made available online. She stated that although it has been a very challenging year for VCC, the leadership team has produced a balanced budget. Ms. Young discussed the ongoing downward pressure created by lost revenue and unfunded costs at VCC since 2011/12, with the biggest cuts coming in 2014/15 due to the loss of ESL funding. At the same time, capital needs, such as building upgrades, have increased.

Ms. Young then discussed revenue trends and key components of revenue, including grants, fees and contracts, and trends in FTE since 2011/12, as well as key budget assumptions. She also discussed external pressures, including costs related to the loss of ESL; decreased government funding and capital funding; and collective agreement pressures, and new revenue opportunities, including the SFU university transfer program; tuition from ESL Pathways and ABE; increased tuition from renewed programs; an increase in certain fees; and an increase in international student enrolment. She noted that internal priorities for 2015/16 include a salary step increase; aging facilities maintenance costs; investment in revitalizing Continuing Studies programs; VCC Foundation revitalization; marketing investment; and internal bursaries to ABE students.

Ms. Young also discussed the 2015/16 budget as compared to 2014/15 actual results, and key expected changes, including expected decreases in salaries, benefits and expenses, and increases in tuition and student fees, while noting that the impact of new fees on enrolment in programs such as ABE is unknown. The key risks to meeting the budget are that the LINC contract is not renewed and projected enrolment for programs such as ABE and ESL is not achieved.

Extensive discussion ensued among the Board with respect to the various budget components, including risks related to achieving expected enrolment and tuition projections and the proposed implementation of new College fees.

Ms. McGillivray then summarized the 2015/16 Enrolment Plan. She advised that the format of the Plan had changed as compared to previous years. She noted that each dean provided input with respect to their particular department's numbers and the deans were available at the meeting to respond to any questions. Ms. McGillivray responded to questions from the Board with respect to the expected accuracy of the projections given significant shortfalls in prior years, noting that the projections have been based on three year actual rolling data, not just on enrolment capacity.

Mr. Rowlatt advised that EdCo recommends that the Board approve the Enrolment Plan, however wants to ensure that the process to assist students with obtaining funding for School of Access programs is clarified, as this could negatively affect enrolment.

Dr. Nunoda advised that the leadership team is comfortable with the projections, and intends to monitor September 2015 ABE enrolment on a weekly basis, as well as to undertake targeted marketing to boost enrolment.

Extensive discussion ensued with respect to how enrolment projections and actual capacity are determined, as well as how the leadership team intends to fill the gap between current and projected enrolment for ABE and ESL programs. The Board requested monthly updates on actual enrolment because of its significant impact on financial results.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves the fiscal 2015/16 Operating Budget, in the form presented at the meeting.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves the 2015/16 Enrolment Plan, in the form presented at the meeting.

ONE-TIME TUITION WAIVER – ECCE CERTIFICATE – INFANT TODDLER OR SPECIAL NEEDS

Ms. Young summarized the decision note contained in the meeting materials with respect to a one time tuition waiver for students taking Post-Basic ECCE Certificate Programs in Infant Toddler or Special Needs. It was noted that, going forward, budgets for new fee increases or approvals should incorporate a contingency for potential tuition waivers as this affects the cost viability of the applicable programs.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves a one-time tuition waiver of $1,400 per student to reduce the tuition fees for the Early Childhood Care and Education (ECCE) Infant Toddler and Special Needs Diploma programs to $5,600 per student for students enrolling in such programs in September 2015.

APPROVAL OF POLICIES AND PROCEDURES

Approval of Revised Policy A.3.7 Environmental Policy and Procedures

Ms. Young summarized the decision note included in the meeting materials with respect to the approval of revised Policy A.3.7 *Environmental Policy and Procedures*, which was prepared in consultation with the Environment & Sustainability Advisor Group (ESAG) and was posted on VCC's website for public comment, with no comments received. Ms. Young and Mr. Aulakh responded to questions regarding the composition, cost of funding, and role of the ESAG, as well as the costs of compliance with other procedures called for under the revised policy, such as LEED compliance, and how complying with specific procedural requirements would impact VCC stakeholders. Ms. Young noted that the Province requires that all new buildings meet the LEED Gold standard and the College is required to comply with that, and the leadership team will consider the other specific procedural recommendations to confirm that they are appropriate.

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UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves revised *Policy A.3.7 Environmental Policy and Environmental Procedures*, each in the form presented at the meeting.

Approval of Revised Policy B.5.2 Appropriate and Responsible Use of Educational and Information Technology

Mr. Madan summarized the decision note included in the meeting materials with respect to the approval of revised Policy B.5.2. *Appropriate and Responsible Use of Educational and Information Technology*. He described the background for renewal of the original 2003 policy to bring it up to current practices and the consultation process undertaken, noting that only two comments were received, both of which were incorporated into the revised policy.

In response to a question as to why no procedures accompanied the policy, Mr. Madan advised that the original policy did not include separate procedures and the intent was to keep the revised policy as similar as possible to the existing policy. Extensive discussion ensued as to whether the policy was in an acceptable format, given that the typical VCC standard requires separate policy and procedure documents, following which it was agreed that the draft motion included in the decision note should be revised to reflect that the revised policy would be approved subject to the leadership team preparing separate procedures to support the revised policy, and presenting the same for approval at the next public Board meeting.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves, on an interim basis, revised *Policy B.5.2 – Appropriate and Responsible Use of Education Information Technology Policy*, in the form presented at the meeting, provided that a revised draft of the Policy and Procedures, in VCC's prescribed format, be presented to the Board for consideration at the next public Board meeting.

Approval of Revised Policy B.5.4 Electronic Mail Policy (Employees)

Mr. Madan summarized the decision note included in the meeting materials with respect to the approval of revised Policy B.5.4. *Electronic Mail Policy (Employees).* As with revised Policy B.5.2, it was agreed that the motion should call for the provisional approval of the revised policy, subject to preparation of a standalone procedures document to be presented at the next public Board meeting. It was also noted that the section of the policy entitled "Definitions (Summary of Guidelines)" should be renamed "Summary of Guidelines" given that it does not contain any definitions.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves, on an interim basis, revised *Policy B.5.4 – Electronic Mail Policy (Employees)*, in the form presented at the meeting, provided that a revised draft of the Policy and Procedures, in VCC's prescribed format, be presented to the Board for consideration at the next public Board meeting.

EDUCATION COUNCIL

Education Council Report

Mr. Rowlatt referred to the information note included in the meeting materials that summarized proceedings at recent meetings of EdCo, including recommendations with respect to the Enrolment Plan and EdCo's advice that the Board not approve the proposed Faculty Sick Leave Replacement Policy. Dr. Nunoda advised that he does not believe the policy is subject to Board approval as it is strictly an HR matter.

Suspension of Denturist Program

Mr. Rowlatt referred to the decision note included in the meeting materials with respect to EdCo's recommendation that the Board not approve the suspension of the Denturist Program. Ms. McGillivray summarized the rationale for the suspension, indicating that the intention was to reinstate the program once it has gone through the program renewal process. Dr. Nunoda stated that suspensions, unlike cancellations, are not subject to Board approval.

Cancellation of Kitchen & Bath Diploma

Mr. Rowlatt summarized the decision note contained in the meeting materials with respect to EdCo's recommendation that the Board approve the cancellation of the Kitchen and Bath Design Diploma on the basis of lack of enrolment due to industry changes, including that the standard practice in this area now is a degree rather than a diploma program, and the VCC diploma does not easily transfer credits into a degree program. He noted that VCC will continue to run a one year Interior Design certificate program. A question was raised regarding the impact on students enrolled in the program and whether they will be at a disadvantage as a result of the cancellation. Ms. McGillivray advised that affected students had been encouraged to contact the dean.

UPON MOTION duly made, seconded and carried, with Ambra Simonella abstaining, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves the cancellation of the Kitchen and Bath Design Diploma.

Cancellation of Bachelor of Performing Arts Degree

Mr. Rowlatt summarized the decision note contained in the meeting materials with respect to EdCo's recommendation that the Board approve the cancellation of the Bachelor of Performing Arts degree program. He noted EdCo's concerns with respect to whether the decision to cancel would reflect badly on AVED's perception of VCC's ability to collaborate effectively with other post-secondary institutions and the timing of notification of the other program partners, given that the cancellation had not yet been approved by the Board. Ms. McGillivray responded to questions with respect to the basis for offering the program, given that no VCC students have participated historically.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves the cancellation of the Bachelor of Performing Arts Degree program as a VCC offering, and approves the withdrawal of

VCC from the 2005 Memorandum of Understanding with Langara College, Capilano University and Douglas College.

Approval of New Credential – Acute Care Skills for Health Care Assistants

Mr. Rowlatt summarized the decision note contained in the meeting materials with respect to EdCo's recommendation that the Board approve a new Acute Care for Health Care Assistants Citation credential, noting that EdCo identified minimal financial impact with respect to the creation of the credential. The program dean responded to questions from the Board with respect to demand for the citation, tuition fees, eligible students and outreach opportunities with aboriginal communities.

Ms. McGillivray advised that she would provide the Finance and Audit Committee with financial information with respect to the program to ensure that the tuition fees reflect current market conditions.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves (i) the Acute Care for Health Care Assistants Citation credential, and (ii) the implementation of the Acute Care for Health Care Assistants Citation program.

Approval of Revisions to Policy C.3.10 Affiliation Agreements (Education) Policy and Procedures

Mr. Rowlatt summarized the decision note included in the meeting materials with respect to the approval of revised Policy C.3.10 *Affiliation Agreements (Education) Policy and Procedures.* It was noted that the revised policy does not include a business case step – rather it jumps from an exploratory stage to a letter of intent. Ms. McGillivray advised that the business component is attached to each of the three stages of review and advised that the Finance and Audit Committee would be kept updated throughout each stage of any review process. The Board also discussed how VCC will assess the reputation of potential partner institutions.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves revised *Policy C.3.10 Affiliation Agreements (Education) Policy and Procedures*, each in the form presented at the meeting.

VSB Affiliation Agreement – Health Care Assistant Program

Mr. Rowlatt summarized the decision note included in the meeting materials with respect to the approval of an affiliation agreement between VCC and the Vancouver School Board (VSB) related to the VCC Health Care Assistant Program, pursuant to which two VSB students will join the program in August 2015. The Board discussed the potential participants and whether there would be any parental consent requirements.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves the affiliation agreement between Vancouver Community College and the Vancouver School Board (VSB), in the form

presented at the meeting, with respect to the entry of two VSB students into the VCC Health Care Assistant Program in August 2015.

APPROVAL OF CAMPUS RESOURCE FEE

Ms. Jamie Choi referred to the decision note included in the meeting materials with respect to the implementation of a new campus resource fee to be imposed across all programs. She advised that the leadership team was looking for ways to increase revenues in order to balance the budget. In the past, VCC has been able to provide services without charging students fees but now it has become necessary to charge fees due to financial need. Ms. Choi discussed how the proposed fees compare to fees charged by other institutions in BC, as described in the decision note.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves a Category 1 campus resource fee of 4% of tuition fees for all existing programs except those in Category 2 (as set out in the decision note included in the meeting materials).

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves a Category 2 campus resource fee of 2% of tuition fees for those courses and programs that have had substantially revised curriculum and higher base tuition fees in the past two years.

UPDATES

Results of Auditor General IT Audit

Mr. Madan summarized the results of the BC Auditor General IT audit of VCC, as described in the information note contained in the meeting materials. He advised that VCC had improved in all key areas and its results were above average compared to all other colleges in British Columbia in all areas of the audit. The Board congratulated Mr. Madan and his team on achieving best in class and on VCC's scores as compared to its peers.

Dark Fibre Implementation

Mr. Madan summarized the information note included in the meeting materials with respect to the dark fibre installation, highlighting the improvements and benefits realized by VCC to date and next steps with respect to the implementation of new technology solutions.

CONSTITUENCY GROUP UPDATES

SUVCC

Ms. Welsh thanked the Board and leadership team for their work with respect to the budget, noting that the Student Union understands the difficulty in balancing a budget when there are not sufficient funds available. She advised that they have been diligently lobbying the government in this regard, including working with other post-secondary institutions in BC and national student organizations. She provided an update with respect to the recent activities of the Student Union and also requested that the Board

expand the definition of "student" to include members of the community, in order for the community voice to be better represented at VCC.

CUPE

Ms. Bates provided an update with respect to CUPE's recent activities, noting that they previously circulated a budget review analysis to the Board. She advised that CUPE was not given an opportunity to speak with respect to the budget prior to it being passed, which has been possible in prior years. Mr. Hodgson acknowledged receipt of the CUPE memo and advised it would be discussed at the next Finance and Audit Committee meeting.

VCCFA

Ms. Shortt referred to the Faculty Association report provided to the Board at the meeting, with a focus on the ABE funding issue and projected lower enrolment. She advised that it is critical that VCC let the community know that there is funding through the Adult Upgrade Grant and VCC for eligible students. With respect to the suspension of the Denturist Program, she noted that the Faculty Association will be looking forward to the renewed program being brought forward.

Mr. Hodgson thanked the constituency group representatives for their comments.

NEXT MEETING

It was confirmed the next public Board meeting will be held in October on a date to be determined.

TERMINATION

There being no further business, the meeting was terminated at 8:58 p.m.

_____
Angela Blake
Secretary to the Board

VCC NEWS AND EVENTS

Summer/Fall 2015

- VCC held a **special Info Night at the Downtown campus** on Oct. 21. This time, the campus became a showcase of programs with tours and seminars to better engage with prospects and their families.

- VCC's International Culinary Arts students are finishing off their program with *the Chef's Table* pop-up style restaurant open until Dec. 18. You can reserve your spot every Tuesday-Friday for a 6:30 p.m. seating located in the Quizine Kitchen at VCC's Broadway campus. Patrons will be seated at a communal dining table while VCC's International Culinary Arts students create a five-course set menu before their eyes.

- From Oct. 16 to 18, 2015, top gemstone experts from across Canada and around the world will gather in Vancouver for the **25th annual Canadian Gemmological Association** (CGA) conference. Held at the Terminal City Club in downtown Vancouver, the 2015 CGA Gem Conference will welcome gemmologists, geologists, jewellers and goldsmiths as they participate in professional courses and seminars. The conference also hosts a gala dinner and graduation ceremony for newly certified FCGmA fellows from Vancouver Community College's gemmolgoy industry certification programs.

- The annual **Fiat Mode XXVIII** – VCC's graduate fashion arts was help on Sept. 30. Hosting Fiat Mode at Vancouver Fashion Week gives these up-and-coming designers a chance to prepare for the real fashion world. It also gave the show a much larger audience, including industry.

- At the beginning of the school term and to celebrate VCC's 50th Anniversary, **proclamations** by both the City of Vancouver and the Province of British Columbia **were announced naming September 17, 2015 "Vancouver Community College Day"**. The event happened as part of **Welcome Days** – where new students enjoyed carnival-themed booths offering games, candy and helpful information during. While traditionally a day to introduce new students to the campus community, this year's affair took on a doubly special meaning.

- **VCC hosted the finals in the Hawksworth Young Chef Scholarship competition** on Saturday, September 12. The Hawksworth Young Chef Scholarship Foundation is a culinary arts non-profit created to recognize and inspire young Canadian chefs.

- Just in time for the 2015-16 school year, a fresh and streamlined **myVCC intranet site was unveiled** in August. Employees can now access a full range of services from Human Resources and Facilities to webmail, event calendars and room bookings, all from a single home screen. The new student version of myVCC allows users to register for courses, check an application status or download student records with a single click.

- The VCC Foundation announced the **opening of ticket sales for *50 Years. 50 Chefs.*—a fundraising gala** that will celebrate our history and future in style. The gala will take place on Tuesday, November 17 at the Rocky Mountaineer Station. In addition to unforgettable tasting plates by 50 VCC-related chefs, guests will enjoy at 1965-inspired fashion showcase, live music from talented VCC faculty and alumni, a silent auction and a sneak preview of a 1965 Daytona thanks to VCC's auto collision repair department.

- **VCC celebrated its 50th Anniversary with the Canadians** at the Nat Bailey Stadium on August 8 for a special VCC night. A 30-second video was played throughout the night (to watch video, go to vcc.ca), along with a recruitment table and the '65 Daytona were on display.

VCC in the News

- **Court ruling on 'VCC' trademark issue appealed by Vancouver Community College** – The Province/ Vancouver Sun (Sep 22)

- **Is Vancouver Community College facing death by a thousand cuts?** –Source (Sep 22)

- **Save On Meats owner sued by Vancouver Community College** – CBC News (Sep 18)

- **Calgary cook wins Hawksworth Young Chef Scholarship Foundation after competition at Vancouver Community College** – Georgia Straight (Sep 14)

- **Educators call on B.C. government to reverse cuts to adult ed** – Vancouver Sun (Sep 14)

- **B.C. restaurants scramble to find kitchen workers for job vacancies** – Georgia Straight (Cover story and photo, Aug 19)
  Tuition ranges from $2,642 for Vancouver Community College's 32-week program to $8,950 for Northwest Culinary Academy's 15-week diploma…

PREPARED BY: Karen Wilson, Interim Director, Marketing & Communications

DATE: Oct. 20, 2015

VANCOUVER COMMUNITY COLLEGE

INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: October 28, 2015

ISSUE: 2015/16 Q2 Forecast

BACKGROUND:

This report provides detailed results for the 5 months ending August 31, 2015 (Appendix A) and the fiscal year 15/16 forecast (5+7) (Appendix B).

DISCUSSION:

Current Year End Forecast to Budget - Overview

Based on current operations including September enrolment, the College is forecasting a deficit for the fiscal 2015/16 year of $2.5 million. The range of the final deficit is likely to be between $1 million and $3 million. VCC is developing a deficit mitigation strategy for FAC and the Ministry and will be presented to FAC at the November meeting.

Domestic tuition revenues are $3.5 million below budget offset by $500,000 increased international tuition. The main reason for the domestic tuition variance is due to poor Q1 enrolment resulting from the introduction of tuition revenues in Adult Basic Education.

Tuition fees are not believed to be a barrier as Financial Aid has processed 1204 financial aid applications and only 2 have exceeded both Ministry AUG income limits and the higher VCC income limits for the September term. It is likely that insufficient information was available to students regarding the grant funding that was available. Marketing has introduced more information sessions, waived the application fee and increased advertising on the availability of the grant which is producing positive results.

As a result of the detailed review of enrolment in August, VCC issued advance layoff notices to 28 full time equivalent teachers. This is expected to cost $1.4 million in severance. Based upon the most recent enrolment data, it appears that only 10 full time equivalent teachers ABE faculty will receive lay-off notices and that will reduce the severance forecast to $600,000 over budget – a savings of $800,000.

Revenues:

1) Province of BC Funding has increased by $1.3M due to an increased usage of the Adult Upgrading Grant because the College now charges tuition fees for Adult Basic Education and ESL Pathways. This funding for the ABE programs is offset by the ABE financial aid disbursement.

2) Tuition revenue in the forecast is below budget by $3.0M. Domestic tuition is lower by $3.5M while international tuition is higher by $500K.   Some of the significant variances are in the following areas (please see Appendix B):

   - School of Trades - $388K unfavourable: Since the Industry Training Authority (ITA) has changed its funding guidelines, the Professional Cook 2 Program experienced soft enrolment and domestic tuition is forecasted to be lower by $203K.   Domestic tuition for the Auto Technician and Heavy Duty program is lower by $49K and $58K respectively.

   - School of Access - $2.17M unfavourable: the School of Access started the 15/16 fiscal year with a lot of uncertainty. This is the first full year since the majority of the programs have changed to tuition-based programs.   Overall the School experienced soft enrolment in many programs.

     1. Basic Education: $220K unfavourable;
     2. College & Career Access : $250K unfavourable;
     3. Humanities : $150K unfavourable;
     4. Science: $602K unfavourable;
     5. English as a Second Language : $660K unfavourable; and,
     6. Mathematics: $217K unfavourable;

3) Other Fees revenues - $459K unfavourable: overall other fees including application fees and campus resource fees are lower than forecast due to overall soft enrolment.

Expenditures:

1) Overall salaries and benefits expenses are lower than budget by $400K.
   - $1.4M in severance is forecast for the layoffs in the School of Access Faculty and support staff; and
   - Many administrator positions remain vacant, which will result in a $600K salary reduction for the fiscal year.

2) Overall operating expenditures were $200K higher than forecast. The key drivers of this increase are as follows:
   - ABE financial aid disbursement $1.3M increase;
   - Contingency of $1M is removed; and
   - Advertising expense is increased by $250K to support VCC's 50th Anniversary Campaign and ABE recruitment.

POTENTIAL RISKS

The September forecast includes a review of the high-level risks associated with the uncertainty related to the tuition charged for the ABE and ESL pathway programs.   If the ABE programs continue to fall short of planned enrolment targets in January intake, tuition revenue will decrease even more.   Soft enrolment could potentially lead to faculty severance costs that would need to be expensed in the 2015/16 fiscal year.   However, if the ABE programs meet the target enrolment, then there is a possibility of reducing the severance amount forecast in December 2015.

Additionally, the LINC contract expires at the end of March 2016.Citizenship and Immigration Canada (CIC) has released the RFP for renewal in June.   If VCC's proposal is not accepted, then further layoffs will be required.   Severance costs related to these layoffs are estimated at $2.8M will increase the deficit for the College.

ATTACHMENTS:	Appendix A: 2015/16 August YTD Actual vs Budget
	Appendix B: 2015/16 Fiscal year Forecast (5 + 7) vs Budget
PREPARED BY:	Irene Young, VP Strategic Partnerships and Business Development
	Jamie Choi, Director of Finance
DATE:	October16, 2015

5 Months Actual (April – August) vs Budget (April – August)

Appendix A: 2015/16 August YTD Actuals vs Budget			
(In $ Thousands)	YTD August Acutal	YTD August Budget	Variance favourable /(unfavourable)
Province of B.C. Grants	22,108	22,449	(341)
ABE Grant	1,276	48	1,228
Sales of goods and services	2,472	2,634	(163)
Tuition and student fees	7,778	9,200	(1,422)
Other grants, fees & contract services	2,077	2,856	(779)
Miscellaneous income	581	354	227
Donation income (Foundation Related)	367	158	209
Amortization of deferred capital contribution	2,106	2,103	2
Investment income	61	125	(64)
REVENUES	**38,825**	**39,928**	**(1,103)**
SALARY AND BENEFIT EXPENSES	**29,254**	**30,487**	**1,233**
			0
Supplies and general expenses	2,323	2,700	377
ABE Financial Aid	1,279	0	(1,279)
Bursary/Scholarship	348	206	(141)
Professional fees	681	938	257
Building and telecom	2,623	2,700	78
Cost of Goods Sold	1,584	1,673	89
Depreciation Expense	3,609	3,640	32
OPERATING EXPENSES	**12,446**	**11,858**	**588**
TOTAL EXPENSES	**41,700**	**42,345**	**(645)**
NET SURPLUS (DEFICIT)	**(2,875)**	**(2,417)**	**(458)**

Board of Governors Public Meeting
October 28, 2015

2015/16 Annual Forecast vs Budget

Appendix B: 2015/16 Forecast (5 + 7) vs Budget			
(In $ Thousands)	1516 Forecast (5 + 7)	1516 Budget	Variance
Province of B.C. Grants	54,141	53,992	149
ABE Grant	1,276	0	1,276
Sales of goods and services	6,483	6,383	100
Tuition and student fees	24,946	28,538	(3,592)
Other grants, fees & contract services	5,897	6,868	(970)
Miscellaneous income	1,320	1,183	137
Donation income (Foundation Related)	367	158	209
Amortization of deferred capital contribution	5,166	5,048	118
Investment income	152	300	(148)
REVENUES	**99,749**	**102,470**	**(2,721)**
SALARY AND BENEFIT EXPENSES	**72,458**	**72,873**	**(414)**
Supplies and general expenses	6,504	7,811	(1,307)
ABE Financial Aid	1,279	0	1,279
Bursary/Scholarship	348	206	141
Professional fees	2,380	2,312	68
Building and telecom	6,471	6,517	(46)
Cost of Goods Sold	3,900	4,014	(114)
Depreciation Expense	8,899	8,737	162
OPERATING EXPENSES	**29,780**	**29,598**	**183**
TOTAL EXPENSES	**102,239**	**102,470**	**(232)**
NET SURPLUS (DEFICIT)	**(2,489)**	**(0)**	**(2,489)**

VANCOUVER COMMUNITY COLLEGE

INFORMATION NOTE

PREPARED FOR: VCC Board of Governors Public Meeting

DATE: October 28, 2015

ISSUE: New Administration Policies

BACKGROUND:

As part of the ongoing process to review College policies, three new administration policies have been developed under the sponsorship of the Vice President Administration and CFO:

B.3.9 Use of VCC Supplies, Products and Services

This policy ensures College supplies, products, services, and facilities are administered in a fair and consistent manner across all VCC departments. The policy principles identify appropriate use and procedures to access VCC supplies, product and services and a process for alleged misuse.

B.3.10 Establishing Discount Rates for VCC Employees and/or Students

This policy establishes the process for VCC departments to introduce discount rates for VCC products and services sold to employees and/or students. The procedure applies to all VCC Departments and in particular to: Hair Salon & Spa; Transportation Trades; Health Sciences; Culinary Arts; Baking & Pastry Arts; Asian Culinary. All proposed discount rate must be supported by a business case approved by the Vice President Administration & CFO.

B.2.19 International Travel Risk & Security

This policy establishes guidelines to ensure the safety and security of all VCC employees and students whilst on international travel on College related activity. Requests for international travel for employees and students must include prior written approval from the Senior Leader of the School/Department. A risk assessment will be conducted by the Director of Safety, Security, Environment and Sustainability in accordance with established standards for security and travel protocols.

CONCLUSION or **SUMMARY** or **NEXT STEPS:**

The three new policies have completed the College consultation process and will be posted to the external website.

ATTACHMENTS:
   1.   B.3.9 Use of VCC Supplies, Products and Services policy and procedures

2. B.3.10 Establishing Discount Rates for VCC Employees and/or Students policy and procedures
3. B.2.19 International Travel Risk & Security policy and procedures

PREPARED BY: Peter Nunoda, President

DATE: October 20, 2015

VANCOUVER
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POLICY FORM

Policy No.	B.3.9
Title	Use of College Supplies, Products, Services, and Facilities
Approving Jurisdiction	President
Policy Sponsor	Vice President Administration & CFO
Last Revised/Replaces	N/A
Effective Date	September 26, 2015
Signed by	President Peter Nunoda

CONTEXT AND PURPOSE

This policy lays out the terms under which all Vancouver Community College (VCC; the College) employees and students can use College supplies, products, services, and facilities.

SCOPE AND LIMITS

VCC must administer its supplies, products, services, and facilities in a way that both maximizes their academic utility and enhances VCC's long-term financial viability.

VCC must ensure that College supplies, products, services, and facilities are administered in a fair and consistent manner across all VCC departments.

STATEMENT OF POLICY PRINCIPLES

1. VCC employees/students cannot use VCC supplies, products, or services free-of-charge for personal consumption or for personal professional purposes.

2. VCC products/services must not be provided free-of-charge to another VCC employee or student. VCC products/services may occasionally be provided free-of-charge to employees or students at college-sanctioned events or for special reasons approved by the Vice President Administration & CFO.

3. VCC employees/students cannot use VCC facilities/equipment free-of-charge for personal purposes or for personal professional purposes.

4. VCC employees cannot barter or exchange VCC products/services with other employees or outside third parties.

5. VCC employees cannot access for personal purposes discounts or other purchasing arrangements established through any VCC procurement agreements for supplies, products, services or facilities.

RELATED POLICIES & LEGISLATION
LEGLISLATION

POLICIES
A.3.6   Standards of Employee Conduct and Conflict of Interest
B.3.3   Rental of College Facilities
B.3.4   Use of College Facilities
B.3.10   Establishing Discount Rates for VCC Employees and/or Students

RELATED PROCEDURES
Refer to B.3.9 Use of College Supplies, Products, Services, and Facilities Procedures.

PROCEDURES FORM

Policy No.	B.3.9
Title	Use of College Supplies, Products, Services, and Facilities
Approving Jurisdiction	President
Policy Sponsor	Vice President Administration & CFO
Last Revised/Replaces	N/A
Effective Date	September 26, 2015
Signed by	President Peter Nunoda

DEFINITIONS

Facilities: refers to any physical facilities or space owned by VCC.

Personal professional purposes: refers to employment or business activities not associated with duties related to the College.

Products: refers to finished VCC products intended for public purchase or consumption (examples include, but are not limited to, food and baked goods).

Senior Management: refers to Dean/Director/Vice President/President.

Services: refers to VCC services intended for public consumption (examples include, but are not limited to, massages, manicures, pedicures, vehicle servicing, blood pressure monitoring, and dental care).

Supplies: refers to stocks of material, resources or tools (generally, though not always, purchased wholesale) that are used to generate services or finished products (examples include, but are not limited to, food supplies, hair supplies, spa supplies, dental supplies, and automotive tools).

PROCEDURES

1. Any use of VCC facilities outside regularly scheduled academic activities requires a completed Department Event Form signed by senior management (see Appendix A). The department-driven events could include fundraisers, community events, or charity events in which VCC faculty, staff, or students participate as representatives of VCC (on or off campus).

2. VCC departments and relevant deans who wish to introduce product/service discount rates for employees and/or students must ensure the discount rate is approved by the Director of Finance. The discount rate must not result in a financial loss for VCC. Any discounted price must be greater than cost (refer to the Policy B.3.10 Establishing Discount Rates for VCC Employees and/or Students).

3. Misuse of College Supplies, Products, Services or Facilities should be reported in writing to the Vice President Administration & CFO. Upon receipt of a report of alleged misuse, the Vice President Administration & CFO will maintain and update a log of the report, ensure that the matter is reviewed promptly and properly, and ensure appropriate action is taken, if warranted. The Vice President will work with the Senior Management member within whose area of responsibility the matter falls.

Department Event Form

NAME OF EVENT:	Org Code (if applicable):
PURPOSE OF EVENT / SHORT DESCRIPTION:	
DATE:	**TIME:**
LOCATION:	
DEPARTMENT:	**Organizer name and contact:**

If applicable, estimate the event's revenues (e.g., ticket sales, food sales) and expenses (e.g., security cost, rentals, food purchases, marketing cost, overhead)
Will tickets be sold for this event: Y/N
If alcohol is to be served at event, who is the licensee, how will check IDs, does the event comply with VCC's "Serving It Right" process?
If an external entity is involved in the event (e.g., as a partner or a supplier) describe the nature of its involvement including VCC resources provided; is a contract or memorandum of understanding required to detail VCC's collaboration with the external entity? If Yes attach the MOU to this form.
Any event organized by external entities or individuals requires **insurance**; has the external organizer purchased insurance?

Will any VCC supplies be transported outside of VCC property? If yes identify:
   • Where?
   • Which items?

Will any cash be handled at the event? If yes, identify:
   • Estimated amount
   • Who will be responsible for its handling?

Will VCC receive payment for services, supplies, or space rental? If yes, identify:
   • Payer(s):
   • Method of Payment:
   • Items VCC is receiving payment for

Will the event involve any technology-related expenses for VCC? If yes, identify:
   • Nature of expense(s):
   • Estimated amount:

Comments: please add any additional information you would like approvers to be aware of:

REMINDERS:
   • Room Booking (if applicable): book a room through my.vcc.ca or the Facilities Department
   • Noise Factor: if the event will generate high noise levels within VCC, notify Room Booking
   • Catering (if applicable): contact the Catering Clerk in the Food Services Department
   • Interpreting: if interpreting services are required, contact Disability Services

BILLING/INVOICING:
   • If VCC is being charged for any supplies/items, forward any relevant invoices and billing details to the Finance Department for payment processing
   • If VCC needs to invoice an external entity for any supplies/services provided, notify the Finance Department to initiate payment collection

AUTHORIZED APPROVERS TO COMPLETE THIS SECTION

SIGNATURES:
   • **Department Leader:**
 	
   • **Dean:**
 	
   • **Vice President** (*if the event is not overseen by any dean*)**:**

DATE:

NOTIFICATION REQUIREMENT

The Dean/Director must distribute signed copies of the completed form (via email or internal mail) to the following individuals:

- Director, Finance: Y/N (Ensure the Non-Base Funded Form is attached, if applicable)
- Director, Marketing: Y/N
- Director, Food Services: Y/N
- Director, Safety and Security: Y/N
- Director, Facilities: Y/N
- Director, IT: Y/N
- Associate Director, Alumni Relations: Y/N
- Event Organizer: Y/N

Procedures accompanying Department Event Notification Form

PURPOSE:

This procedure is designed to ensure that information regarding special department events is shared among the relevant VCC departments. Better communication regarding these events may allow VCC to take advantage of potential marketing and/or revenue-generating opportunities. Better communication may also help VCC reduce costs, manage risks, and protect employees.

The term "special department event" refers to department-driven events that are outside regular academic activities. These events could include fundraisers, community events, or charity events in which VCC faculty, staff, or students participate as representatives of VCC (on or off campus).

This procedure does not apply to sanctioned college-wide events. This procedure does not apply to events that VCC employees may participate in as private individuals.

PRINCIPLES:

1. All revenue and/or expenses must be documented.

2. VCC supplies and resources must not be used without approval.

3. Invoices, cash, cheques, or receipts related to the event must be handed over to VCC's Finance Department with supporting documentation.

PROCEDURE STEPS:

1. The Department Event Form must be completed by the Department Leader or delegate organizing the special event.

2. Department Leader or delegate must, if applicable, prepare an estimate of any revenue or expenses related to the event.

3. Department Leader submits the form to the Dean/Director together with the budget estimate.

4. Dean/Director must determine any impact of the event on other departments and discuss with appropriate Dean/Director (for example, if the event will include a microphone, determine which program areas/students/faculty might be affected by noise).

5. If the event is approved, the Dean/Director, after discussion and approval by potentially affected areas would sign the form.

6. Dean/Director will distribute the signed copy of the Department Event Form to the directors listed on the form (either via email, after scanning the form, or in hard copy via internal mail).

7. Department Leader or delegate will submit any revenue or expenses related to the event (e.g., invoices, cheques) to the Finance Department.

POLICY FORM

Policy No.	B.3.10
Title	Establishing Discount Rates for VCC Employees and/or Students
Approving Jurisdiction	President
Policy Sponsor	Vice President Administration & CFO
Last Revised/Replaces	N/A
Effective Date	September 26, 2015
Signed by	President Peter Nunoda

CONTEXT AND PURPOSE

To outline the process through which Vancouver Community College (VCC; the College) departments can establish discount rates for VCC products and services sold to VCC employees and/or students.

SCOPE AND LIMITS

This procedure applies to all VCC Departments and in particular to:

- Hair Salon & Spa
- Transportation Trades
- Health Sciences
- Culinary Arts
- Baking & Pastry Arts
- Asian Culinary

STATEMENT OF POLICY PRINCIPLES

1. VCC must ensure that College supplies, products, services, and facilities are administered in a fair and consistent manner across all VCC departments.

2. Discount rates applied on VCC products/services will require approval by the Director of Finance.

3. The discount rate must not result in a financial loss for VCC. Any discounted price must be greater than cost.

4. VCC employees cannot access for personal purposes discounts or other purchasing arrangements established through any VCC procurement agreements for supplies, products, services or facilities.

RELATED POLICIES & LEGISLATION

LEGLISLATION

POLICIES

A.3.6   Standards of Employee Conduct and Conflict of Interest

B.3.3   Rental of College Facilities

B.3.4   Use of College Facilities

B.3.9   Use of College Supplies, Products, Services and Facilities

VANCOUVER COMMUNITY COLLEGE

PROCEDURES FORM

Policy No.	B.3.10
Title	Establishing Discount Rates for VCC Employees and/or Students
Approving Jurisdiction	President
Policy Sponsor	Vice President Administration & CFO
Last Revised/Replaces	N/A
Effective Date	September 26, 2015
Signed by	President Peter Nunoda

DEFINITIONS

Business Case: refers to a written report that addresses the financial implications of the proposed discount rate.

Discount rate: refers to the percentage discounted from the regular retail price.

Facilities: refers to any physical facilities or space owned by VCC.

Products: refers to finished VCC products intended for public purchase or consumption (examples include, but are not limited to, food and baked goods).

Services: refers to VCC services intended for public consumption (examples include, but are not limited to, massages, manicures, pedicures, vehicle servicing, blood pressure monitoring, and dental care).

Supplies: refers to stocks of material, resources or tools (generally, though not always, purchased wholesale) that are used to generate services or finished products (examples include, but are not limited to, food supplies, hair supplies, spa supplies, dental supplies, and automotive tools).

PROCEDURES

1. The Dean and/or Director in conjunction with the relevant budget manager must develop a business case that lays out a proposed set of discount rates for VCC employees and/or students for a particular product or service.

2. The business case must include relevant information: rationale, cost, sale price, GST/PST effect, projected profit, list of products/services to be discounted, volumes, effective date of discount, etc. The discounted rate must still achieve a profit for VCC.

3. The business case must be submitted to the Director of Finance for approval.

4. If the business case is approved, the Vice President Administration & CFO must sign off on it.

5. An official communication through the Digest must be issued to announce the new discount rate.

6. The discount rate must be made available to all VCC employees and/or students (not just to employees/students from the department where the product or service is held or delivered).

7. The business case and related discount rate will be audited annually by the Finance Department. The results of the audit will determine if the discount rate remains or is cancelled.

8. The relevant dean or director will deal with any violations of approved discount rates for employees and/or students through appropriate disciplinary measures.

POLICY FORM

Policy No.	B.2.19
Title	**International Travel Risk and Security**
Approving Jurisdiction	President
Policy Sponsor	Vice President Administration & CFO
Last Revised/Replaces	N/A
Effective Date	September 26, 2015
Signed by	President Peter Nunoda

CONTEXT AND PURPOSE

This policy establishes guidelines to ensure the safety and security of all Vancouver Community College (VCC; the College) employees and students whilst on international travel on College related activity.

SCOPE AND LIMITS

All International travel arrangements being considered or arranged within any unit of the College are governed by this Policy and Procedures. Refer to definition of International travel contained in the Procedures. For business and travel expenses, refer to Policy B.1.3 Reimbursement of Expenses. This policy and accompanying procedures will be governed by the Director of Safety, Security, Environment and Sustainability.

STATEMENT OF POLICY PRINCIPLES

- VCC is dedicated to promoting a safe, secure and healthy working and learning environment for employees and students while representing the College on international and domestic travel.

- Requests for international travel for employees and students must include prior written approval from the Senior Leader of the School/Department.

- Employees and students must take into consideration potential hazards and risks in planning for international travel. Regardless of travel warnings issued by Foreign Affairs Canada, (which can change without notice), it is the individual's responsibility to be informed about inherent risks in international travel and to take appropriate precautions to avoid undue risks and dangers. Employees and students may review travel warnings issued by Foreign Affairs Canada at http://www.dfait-maeci.gc.ca.

- Any exceptions to this policy must be approved in writing by the Director Safety, Security, Environment and Sustainability (DSSES) with notice to the Vice President of the area.

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION

Useful websites:
http://travel.gc.ca/travelling/advisories
http://www.dfait-maeci.gc.ca

RELATED PROCEDURES
B.1.3   Reimbursement of Expenses
B.2.16   Travel Policy
B.3.7   Parking

VANCOUVER
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PROCEDURES FORM

Policy No.	B.2.19
Title	**International Travel Risk and Security**
Approving Jurisdiction	President
Policy Sponsor	Vice President Administration & CFO
Last Revised/Replaces	N/A
Effective Date	September 26, 2015
Signed by	President Peter Nunoda

DEFINITIONS

Business travel: Movement on official College business from one's normal place of employment to another destination, and return from there to one's normal place of employment. Includes professional/career development related travel for faculty and staff paid from VCC funds or which involve VCC vehicles for transportation. Commuting between one's home and regular place of employment does not constitute business travel. Business travel includes:

> **Domestic travel:** Travel within Canada. No approval is required from the Department of Safety, Security, Environment and Sustainability (DSSES) for domestic travel.

> **International travel:** Travel to a destination outside of Canada. This includes the United States of America. Approval is required from the Department of Safety, Security, Environment and Sustainability (DSSES)

Employees: Includes any person who is employed by the college.

Risk Assessment: A risk assessment is an assessment that will be conducted by the Director of Safety, Security, Environment and Sustainability in accordance with established standards for security and travel protocols.

Senior Leader: An exempt employee at the Dean/Director level and higher.

Students: includes any registered student enrolled in full-time or part-time credit or non-credit courses offered by VCC.

PROCEDURES

These procedures apply for International Travel (travel outside Canada including the United States of America):

1. Employees and students undertaking International Travel shall submit an "International Travel Risk Assessment" (see Appendix A) to the Senior Leader of their School/Department for approval as soon as travel planning is initiated.

2. Senior Leader will forward the completed and signed form to the Director Safety, Security, Environment and Sustainability.

3. The Director Safety, Security, Environment and Sustainability will conduct a risk assessment.

4. The Director will return the form to the student/employee ideally within five (5) business days of receipt of form with a copy to the Senior Leader who submitted the request indicating if the request is approved or denied with reasons.

5. If the travel request is not approved after conducting a risk assessment, the College will not endorse the travel as a College related event.

6. The employee/student can appeal the decision by submitting a written notification to the Vice President of the area.

7. The employee/student will be notified if the Director feels a second review is required closer to the travel date. If a request is submitted six (6) months in advance of travel date, a second review will be conducted three (3) weeks before departure. The time frame can be adjusted depending upon information and conditions as they develop.

8. Flight cancellation insurance enables travellers to be reimbursed for the cost of cancelled airline flights when the cancellation was due to unexpected events (i.e. medical reasons or death/imminent death, including immediate family members). The College recommends travellers purchase flight cancellation insurance for non-refundable airline tickets for travel outside of North America over $1300.

9. The Province of British Columbia has a Medical Services Plan and the College offers additional extended medical insurance to eligible faculty and staff. Membership in these plans is not automatic and it is the responsibility of the traveller to ensure they have adequate medical coverage for themselves and their families. This is particularly important when travelling outside of Canada.

DUTIES AND RESPONSIBILIES

Senior Leader is responsible for the following:

- Ensuring that employees and students are briefed on this policy and its requirements when appropriate.

- Being aware of projects, practicums, etc that involve international travel including the intended location and travel duration of their employees and students while representing the College.

- Ensuring all requests for international travel are reviewed in a timely manner.

- Submitting completed and signed "International Travel Risk Assessment" form to the Director Safety, Security, Environment and Sustainability in a timely manner.

Director Safety, Security, Environment and Sustainability is responsible for the following:

- Conducting a risk assessment for all international travel requests. The assessment, to approve or deny travel, will include an evaluation of safety, security, global health concerns and other related factors.

- Coordinating in conjunction with the relevant department where a pre-departure briefing is required.

- Following up or communicating with employees/students if a safety, security, global health or other related concern arises after the commencement of travel.

- Maintaining a database of students and employees on international travel and their return. Records will be retained as per Policy A.3.9 Records Management Policy.

- Maintaining and following up on International Travel Risk Assessment forms and other related documents relating to the travel request.

Appendix A

INTERNATIONAL TRAVEL RISK ASSESSMENT

(This document should be completed at least 6 weeks prior to departure)

Refer to the International Travel Risk and Security Policy for details.

All employees and students undertaking International Travel (travel to a destination outside Canada) must submit an International Travel Risk Assessment to the Senior Leader of the School/Department for approval as soon as travel planning is initiated.

VCC's International Travel Risk Assessment process serves two important purposes:
1. To ensure that the VCC community travelling abroad are fully aware of the risks inherent to travel to their destination and have considered means by which to mitigate those risks.
2. To clearly document this awareness as a resource for institutional liability management purposes.

This process is administered by the Department of Safety and Security.

Participant Information

Personal Information	
Last Name	
First Name	
Gender	
Date of Birth	
Banner ID #	
Contact Information	
Email	
Phone	
Address	
Academic Information	
VCC Program	
Dean/Director Name	

Activity Supervisor/ Advisor	

Activity Information

Country/City	
Host Organization	

Out of Country contact information:	
Address	
Phone	
Email	

In Canada – emergency contact:
Provide name, relationship, address, phone (day & evening):

Please answer the following:	(bold or highlight the appropriate answer box)		
10	Have you travelled to this destination before?	YES	NO
11	Are you travelling with others?	YES	NO
12	If YES, please list travelling companions:		

Name	Program/Department	Email

Nature of Activity			(bold or highlight the appropriate answer box)		
Research	Internship	Study Tour	Field Trip	Conference	Volunteer Activity
Placement	Project	Co-op Program	Summer Course	Study Abroad	Other

Dates		
7	Date of Departure	
8	End of Activity	

9	Date of Return	

Transportation (please describe method of transportation to and within destination

STUDENT/ EMPLOYEE SIGNATURE

Student / Employee Signature	
Date	

APPROVAL

Dean/ Director/ Vice President	
Date	

This section will be completed by the Director of Safety, Security, Environment and Sustainability

RISK ASSESSMENT	(bold or highlight the appropriate answer box)		
Result of Risk Assessment		APPROVED	DENIED
Explanation:			
Signed by Director of Safety, Security, Environment and Sustainability			
Date			

VANCOUVER
COMMUNITY
COLLEGE

DECISION NOTE

PREPARED FOR: Board of Governors Public Meeting

DATE: October 28, 2015

ISSUE: Approval of New Curriculum Development and Approval Process Policy

BACKGROUND:
VCC has never had a complete written policy outlining the process for the development and approval of curriculum documentation for programs and courses. Over the last several years, a working group has been developing this policy and its procedures with consultation from department heads, deans and directors, and other stakeholders. The policy establishes a flexible process that allows minor revisions to move more quickly through the process, while establishing clear expectations for consultation and approval.

This policy has been piloted over the last year, and has generally received positive support from Curriculum Committee and from those faculty and administrators who have been part of the pilot.

DISCUSSION:
This policy and procedures make two significant changes to our existing practice of curriculum approval:

1. Establishing a process for new program development that provides more information to the Board and Education Council at an earlier stage, including a concept paper, an implementation plan and a business case. This should ensure that the Board is supportive of developing a new program before a significant amount of time and effort has been expended developing the curriculum.

2. Establishing a process for minor revisions that can be approved by Curriculum Committee without going to Education Council. It also does not require consultation with all areas of the College but only as needed. This should reduce the amount of time needed to make small changes by at least one month.

Two existing policies – C.3.4 Changes of Length or Hours for Courses or Programs and C.3.6 Course/Program Documentation – will need to be rescinded, as their contents have been revised and integrated into the new policy and procedures. Policy C.3.4 has not been used in many years, as a court case decided in 2005 that it contravened the College and Institute Act.

Education Council recommended approval of this policy at its September 8, 2015 meeting.

RECOMMENDATION:
THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the NEW Curriculum Development and Approval Process Policy and Procedures.

THAT, on the advice of Education Council, the Board of Governors rescinds the C.3.4 Changes of Length or Hours for Courses or Programs Policy.

THAT, on the advice of Education Council, the Board of Governors rescinds the C.3.6 Course/Program Documentation Policy.

ATTACHMENTS:	Curriculum Development and Approval Process Policy
	Curriculum Development and Approval Process Procedures
	Appendix A – Consultation Guide
	Appendix B – Curriculum Development Approval Form
	Appendix C – Proposal for New Program
	C.3.4 Changes of Length or Hours for Courses or Programs Policy
	C.3.6 Course/Program Documentation Policy
PREPARED BY:	Todd Rowlatt
	Chair, Education Council
DATE:	October 19, 2015

POLICY

Policy No.	NEW
Title	Curriculum Development and Approval Process Policy
Approving Jurisdiction	Board of Governors, Education Council
Policy Sponsor	Vice President, Academic, Students and Research
Last Revised/Replaces	New Policy
Effective Date	
Signed by	

September 8, 2015

CONTEXT AND PURPOSE

The programs and courses of Vancouver Community College (VCC; the College) make up the curriculum (systems of organized learning experiences) through which the College meets the needs of the community for education and training, and maximized student mobility and success. VCC strives to achieve its mission, goals and objectives through the programs and courses it offers.

SCOPE AND LIMITS

This policy applies to all developers of curriculum at Vancouver Community College, and establishes the requirements for the development of new curriculum, and the revision of existing curriculum.

STATEMENT OF POLICY PRINCIPLES

1. VCC is committed to the establishment and use of systematic practices and procedures for the development of curriculum that
   a. engages relevant stakeholders;
   b. is transparent; and
   c. aligns with the College's governance processes.

2. VCC will ensure that all curriculum
   a. is consistent with the College's mission, goals, educational priorities and plans;
   b. meets the College's standards of excellence;
   c. is based on community needs;
   d. supports student success; and
   e. promotes responsible use of College resources.

3. Meaningful consultation is critical to ensure high quality curriculum and a smooth approval and implementation process.

4. The development of curriculum is guided by needs as expressed by the communities served by VCC as well as demand from existing and prospective students.
5. Curriculum development is guided by Provincial Ministry guidelines, professional and industry association requirements, accreditation bodies and credentialing policies at other postsecondary institutions with which the College may wish to articulate.
6. The Program Content Guide and Course Outlines are official contracts with students and therefore are legal in nature and can be contested through VCC appeal processes and/or by law.

DEFINITIONS
Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION
Legislation:
College and Institute Act, (RSBC 1996) Chapter 52

Policies:
C.1.1   Course/Program Grading
C.1.3   Granting of Credentials
C.1.4   Assignment of Credits to Courses
C.3.1   Program Advisory Committees
C.3.2   Program Review and Renewal
C.3.3   Criteria for Development or Cancellation of Programs Leading to Certificates, Diplomas or Degrees
C.3.5   Programs Offered Under Service Contract
C.3.8   Criminal Records Check
C.3.9   Degree Standards
C.3.10 Affiliation Agreements
D.3.6   Admissions

RELATED PROCEDURES
Refer to   Curriculum Development and Approval Process Procedures.

PROCEDURES

VANCOUVER
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Policy No.	NEW
Title	Curriculum Development and Approval Process
Approving Jurisdiction	Board of Governors, Education Council
Policy Sponsor	Vice President, Academic, Students and Research
Last Revised/Replaces	New Policy
Effective Date	
Signed by	

September 8, 2015

DEFINITIONS

Consultation: The process to ensure that in the development of curriculum, deliberate feedback is sought from internal and external stakeholders, and thoughtful feedback is received and considered in a timely manner. Deans/Directors and Department Leaders are responsible for ensuring appropriate consultation takes place.

Course Outline: The official document that contains the essential features of a course as outlined in an approved template. Such a template generally includes the course name and number, credits, course description, admission requirements, course learning outcomes, grading standard, and information regarding student evaluation methods. Course Outlines fall within the jurisdiction of the Education Council under both its sole powers as well as its advisory role to the Board of Governors.

Curriculum: The instructional or learning plan of a program or course. Curriculum comprises learning objectives or outcomes, teaching and learning methodology, and strategies or methods for evaluating student learning. At VCC, the key curriculum documents are the Program Content Guide and the Course Outline.

Curriculum Development Approval Form: The document used to track the governance approval process for new and revised curriculum.

Curriculum Developer: The lead in creating/revising the curriculum for a program or course and the main person preparing the curriculum documentation. This is typically an instructor or Department Leader.

Degree Quality Assessment Board (DQAB): An independent advisory board appointed by the Minister of Advanced Education that oversees the quality assurance process for degree level education in British Columbia.

Governance: A prescribed process that identifies who has primary and/or advisory responsibility for select decisions at various stages. The *College and Institute Act* defines the governance bodies at VCC as the Board of Governors and Education Council. The Board Finance and Audit Committee and EDCO's Curriculum Standing Committee are also governance bodies at VCC.

Minor Revision: Changes to curriculum that have limited impact on the educational quality or direction of a course or program. Minor revisions have an expedited path through the governance process. Refer to Appendix B for the types of revisions that qualify.

New Course: A course that has never been offered before at VCC and is part of an existing program or is a replacement course that is equivalent to the course it replaces in a student's academic record.

New Program: A new credential or significant and extensive changes to a program, where these changes impact the nature or overall direction of a program. Education Council makes the final determination whether proposed changes to an existing program are substantial enough to qualify as a new program.

Post-secondary Institution Proposal System (PSIPS): A web-based system designed to manage and support the post-secondary submission and review processes for degree and non-degree diploma programs, or a certificate that leads to a diploma.

Program Content Guide (PCG): The official document that contains the general description of a program of study as outlined in an approved template. Such a template generally includes the program name, program purpose, number of credits, program duration, a statement of program learning outcomes, admission requirements, grading system, information on the evaluation of student learning, and the credential received upon completion of the program. The Program Content Guide falls within the jurisdiction of the Education Council under both its sole powers as well as its advisory role to the Board of Governors.

Proposal for New Program: The official document that is used to help conceptualize, plan and project the outcomes and costs of a new program. It is completed by the Curriculum Developer, Department Leader and Dean/Director in consultation with the Vice President Finance. It includes three parts:

> **Part 1: Concept Paper**: This section provides an overview of the work done to assess/evaluate the necessity/viability of offering a new program. It outlines the research, input (through consultation and peer input), educational value, marketability and other related issues related to the request for a new credential.

> **Part 2: Implementation Plan**: This section details the activities, costs and schedules that are required to achieve the implementation of a program. The Implementation Plan falls within the jurisdiction of the Education Council under its advisory role to the Board of Governors.

> **Part 3: Business Case**: This section represents the financial case for a new program, and includes expected revenue, tuition and fees. The Business Case falls within the

jurisdiction of the Board of Governors as part of its obligation to manage, administer and control the proper, revenue, expenditures, business and affairs of the institution.

Sign Off: Indicates that the signatory has read and comprehends the relevant documentation, and assumes responsibility as per the Final Review and Sign Off section of these procedures.

Standalone Course: A course that is not a part of an existing program and does not have an approved fee structure (i.e. tuition).

Start Date: The month and year the program/course will first be taught after governance approval.

PROCEDURES

GENERAL
1. To ensure student success and the College's ability to market and register students in a timely manner, the Department Leader and Dean/Director work to ensure a reasonable and timely opportunity for consultations, and for stakeholders to provide feedback and recommendations.
2. The design, development, approval, and implementation of programs and courses takes anywhere from one (1) month (for minor revisions) to 18 months, depending on the development type. External approval bodies such as the Degree Quality Assessment Board (DQAB) and the Ministry of Advanced Education may extend these timelines. Deans/Directors and Department Leaders should create an initial timeline using pre-existing meeting dates, length of time for peer review, etc.
3. Education Council is the final approval body for all new courses and revised curriculum per the Resolution of the Board of Governors dated May 29, 2013. The Board of Governors approves all new programs and credentials with advice from Education Council.
4. The Centre for Instructional Development (CID) supports the design and development of curriculum.
5. The Dean provides the final sign off for documentation that is entering the governance process, thus ensuring that all procedures have been followed and all policy requirements have been met.
6. The Curriculum Developer and/or Department Leader prepare the required curriculum documentation for submission to the College's Governance bodies.
7. The Education Council Office will assist Department Leaders through the governance approval process.

CONSULTATION
8. New curriculum and changes to existing curriculum require a series of consultations to ensure educational quality, and that students are fully supported in their programs.
9. Early and thorough internal consultation helps to identify implementation and operational needs and allows areas like the Registrar's Office and Institutional Research to begin work that will facilitate the process (see Appendix A).

10. Where applicable, engaging in external consultations helps to verify that curriculum meets the quality standards of academic peers, and existing and potential new partnerships and agreements.
11. The amount of consultation required depends on the Development Type.
12. Curriculum Developers are expected to exercise due diligence in seeking input, and stakeholders within the College are expected to respond in a timely manner.
13. Faculty within the department must be consulted.
14. It is recommended that Department Leaders and/or Curriculum Developers hold group consultations with similar service area representatives where possible.
15. Curriculum Committee and Education Council have the authority to require further consultations as they see fit.

DEVELOPMENT TYPE

There are four (4) development types:

      a. New Programs;
      b. New Courses and Changes to Programs and Courses;
      c. Minor Revisions to Programs and Courses; and
      d. Non-Credit Courses in Continuing Studies

A. New Program

16. New programs are approved by both the Board of Governors and Education Council.
17. The documentation required is:
      a. Proposal for New Program (see Appendix C);
      b. Curriculum Development Approval Form (see Appendix B);
      c. New or revised Program Content Guide; and/or
      d. New or revised course outline(s).
18. The development of a new program requires full consultation with internal and external stakeholders, and involves additional governance steps to ensure that the College Board of Governors is supportive before significant time and resources are spent developing the full program proposal. Overall, the proposal will be presented two (2) times to both the Board of Governors and Education Council for review and approval.

Stage 1 – Approval of Credential

19. After initial discussions with colleagues (including external experts as appropriate), the Curriculum Developer and Department Leader complete the Concept Paper (Part 1 of the Proposal for New Program, see Appendix C).
20. The Dean/Director, in consultation with the department, validates the Concept Paper and presents it to the Leadership team for review and comment.
21. The Dean/Director and Department Leader complete the Implementation Plan and Business Case (Parts 2 and 3 of the Proposal for New Program, see Appendix C), and validates with the Vice President Finance.
22. The Dean/Director presents the Concept Paper and Implementation Plan) to Education Council for advice on the credential type, on whether the Proposal meets the objectives of the College's Strategic and Education Plans, and on the priorities for implementation.
23. The Chair of Education Council and the Vice President Academic, Students and Research present the full Proposal for New Program (Parts 1, 2 and 3) to the Board of Governors for approval of the credential. If the Board is supportive of the concept, the

development of the program can continue. If possible, the Dean/Director attends the Board meeting in person to answer questions.

24. After discussion, the Board may:
    a. Approve the credential and ensure that the needed resources are available to begin development of the program;
    b. Require additional revisions and return the proposal to the Dean/Director, to return at a subsequent meeting of the Board and/or Education Council (depending on the nature of the revisions); or
    c. Reject the New Program.
25. If the Board approves the program, formal written notification by the Board Chair will be forwarded to the Education Council Office.

Stage 2 – Program Development and Approval of Curriculum
26. The Curriculum Developer consults with CID to design and map the curriculum.
27. The Curriculum Developer consults with internal and external stakeholders (including Institutional Research (IR) on the FTE divisor) and begins work on the PCG and Course Outlines.
28. The Dean and Department Leader, in consultation with the Vice President Finance, review, revise and complete the Implementation Plan and Business Case.
29. The Curriculum Developer and Department Leader complete the curriculum documentation and submit it to Curriculum Committee.
30. Curriculum Committee reviews the curriculum. If possible, both the Curriculum Developer and the Department Leader attend the Curriculum Committee meeting in person to answer questions.
31. Curriculum Committee may:
    a. Recommend approval of the curriculum to Education Council;
    b. Recommend additional revisions that must be completed and reviewed by the Curriculum Committee Chair before going to Education Council;
    c. Recommend significant revisions that are returned to the Department Leader, to be brought back to Curriculum Committee at a subsequent meeting.
32. The Chair of Curriculum Committee presents the recommendation and curriculum documentation to Education Council. If possible, the Department Leader and Curriculum Developer attend the Education Council meeting in person to answer questions. Education Council may:
    a. Approve the curriculum;
    b. Approve the curriculum with additional revisions that must be completed and reviewed by the Curriculum Committee Chair prior to implementation; or
    c. Require significant revisions that are returned to the Department, to be brought back to Curriculum Committee at a subsequent meeting, before returning to Education Council;
33. At the same meeting of Education Council, the Dean presents the Implementation Plan.
34. Education Council may:
    a. Provide advice on the priorities for implementation to the Board of Governors;
    b. Not recommend implementation of the new program to the Board of Governors.

Stage 3 – Review and Final Approval:

35. The office of the Vice President Academic, Students and Research coordinates submissions to the Ministry of Advanced Education for provincial peer review through PSIPS and/or DQAB.
36. After Education Council's approval, the curriculum for most credentials is sent for provincial peer review.
    a. Proposals for diplomas and certificates that ladder into diplomas are posted on PSIPS for thirty (30) days.
    b. Institutions planning to offer new degrees will submit a ministry review template to the Ministry of Advanced Education.
        i. Once the mandate is approved, the full program proposal is posted on the PSIPS website and forwarded to DQAB for review.
        ii. DQAB submits their recommendation to the Minister of Advanced Education for approval.
37. The Vice President Academic, Students and Research reports on the outcome of the provincial peer review process.
    a. If major revisions are required by the peer review, the proposal will return to Stage 2, above.
    b. If no major revisions are required, the proposal will proceed to fee review.
38. The Dean and Department Leader, in consultation with the Vice President Finance, review, revise and complete the final Implementation Plan and Business Case.
39. The Vice President Finance submits the final Implementation Plan and Business Case to the Tuition and Fees Advisory Committee for a recommendation to the Board Finance and Audit Committee.
40. The Board Finance and Audit Committee will review and submit the final recommendation of fees to the Board of Governors.
41. The Board reviews the proposed New Program, including the recommendations from the Finance and Audit Committee (for fees), Education Council (for implementation) and the VP Academic (for due process, i.e. provincial peer review). If possible, the Dean/Director attends the Board meeting in person to answer questions.
42. The Board may:
    a. Approve the fee structure; and/or
    b. Approve implementation of the program; and/or
    c. Based on a budget review, determine a separate timeline for implementation of the program.
43. The Board Chair will forward formal written notification of its decision to the Education Council Office.

B. New Courses and Changes to Programs and Courses
    44. Development of new courses and changes to programs and courses require Education Council approval.
    45. New Standalone courses that involve a fee structure (i.e. tuition), and changes that extend the financial requirements beyond the School's budgetary capacity, also require Board approval.
    46. The documentation required is:
        a. Curriculum Development Approval Form (see Appendix B);
        b. Revised Program Content Guide as required; and/or
        c. New or revised course outline(s) as required

       d. Business Case (for new Standalone courses or changes that extend financial requirements beyond the School's budgetary capacity).

47. The Curriculum Developer consults with CID to design and map the curriculum.
48. The Curriculum Developer conducts consultation with internal and external stakeholders as needed (see Appendix A).
49. The Curriculum Developer and Department Leader complete the required documentation and submit to Curriculum Committee. If possible, both the Curriculum Developer and the Department Leader attend the Curriculum Committee meeting in person to answer questions.
50. Curriculum Committee may:
       a. Recommend approval of the curriculum to Education Council;
       b. Recommend additional revisions that must be completed and reviewed by the Curriculum Committee Chair before going to Education Council;
       c. Recommend significant revisions that are returned to the Department Leader, to be brought back to Curriculum Committee at a subsequent meeting.
51. The Chair of Curriculum Committee presents the recommendation and required documentation to Education Council. If possible, the Department Leader attends the Education Council meeting in person to answer questions.
52. Education Council may:
       a. Approve the curriculum;
       b. Approve the curriculum with additional revisions that must be completed and reviewed by the Curriculum Committee Chair prior to implementation; or
       c. Require significant revisions that are returned to the Department, to be brought back to Curriculum Committee at a subsequent meeting, before returning to Education Council.
53. For new Standalone courses that involve approval of a fee structure (i.e. tuition):
       a. The Vice President Finance submits the Business Case to the Tuition & Fees Advisory Committee for recommendation to the Board Finance and Audit Committee.
       b. The Board Finance and Audit Committee will make a recommendation to the Board of Governors on the fee structure, and the Board of Governors will make a decision prior to implementation of the course.
54. If the changes to a program or course have financial requirements (either ongoing or one-time) that are outside the scope of the School's budgetary capabilities:
       a. The Vice President Finance submits a Business Case to the Board Finance and Audit Committee.
       b. The Board Finance and Audit Committee will make a recommendation to the Board of Governors on the new fee structure, and the Board of Governors will make a decision prior to implementation.

C. Minor Revisions to Programs and Courses
55. Minor revisions require Curriculum Committee approval.
56. The documentation required is:
       a. Curriculum Development Approval Form (Appendix B);
       b. Revised Program Content Guide as required; and/or
       c. Revised course outline(s) as required.

57. The Curriculum Developer conducts consultation with internal stakeholders as needed (see Appendix A).
58. The Curriculum Developer and Department Leader complete the required documentation and submit to Curriculum Committee. Multiple minor revisions can be made in one submission. If possible, both the Curriculum Developer and the Department Leader attend the Curriculum Committee meeting in person to answer questions.
59. Curriculum Committee may:
    a. Approve the curriculum as presented;
    b. Approve the curriculum with additional minor edits that must be completed and reviewed by the Curriculum Committee Chair prior to implementation; or
    c. Decide the proposal does not qualify as a minor revision and send to Education Council for approval.
60. The Chair of Curriculum Committee reports approved minor revisions to Education Council at least every three (3) months. The documentation for these minor revisions is not included in the EDCO package.
61. Education Council may, at any time:
    a. Request to review any "minor revision" documentation approved by Curriculum Committee; and/or
    b. Decide a proposal does not qualify as a minor revision and require that it be submitted to Education Council for approval.

D. Non-Credit Courses in Continuing Studies
   62. Non-credit courses taught in Continuing Studies are exempt from these procedures.
   63. The Education Council Office will maintain a record of all non-credit course outlines. Program Coordinators are required to send copies of all new and revised course outlines to the Education Council Office within one (1) month after implementation of that non-credit course.

FINAL REVIEW AND SIGN OFF
   64. Documentation without required sign off will not enter the Governance stage.
   65. The sign off of the Department Leader certifies that:
       a. Thorough consultation has taken place and all stakeholders approve of the proposed new or revised curriculum.
       b. The curriculum meets institutional standards and the educational needs of students.
   66. The sign off of the Dean/Director certifies that:
       a. Documentation meets the standards of the College, and all policies and procedures have been adhered to; and
       b. Resources required to offer and support the course/program have been assessed. If additional resources are needed, the Dean/Director has initiated steps to secure the needed resources.

COMMUNICATION OF DECISIONS
   67. Following approval of all new and revised curriculum and programs a formal resolution is signed by the respective Chair.

68. The signed resolution is forwarded by the Education Council Office to key implementation areas within the College.
69. The Education Council Office will catalogue and archive approved curriculum documentation and store a read-only copy of Program Content Guides and Course Outlines where they are accessible to VCC students and staff.
70. All supporting documents for approved curriculum will be stored in the Education Council Office (e.g. Curriculum Development Approval Forms, Proposal for New Program, official Resolutions, etc).
71. The Registrar's Office will maintain a permanent record of all Program Content Guides.

RELATED POLICY
Refer to Curriculum Development and Approval Policy.

CONSULTATION GUIDE

The purpose of thorough consultation in the curriculum development and approval process is to ensure educational quality, and smooth communication, implementation and delivery of curriculum. This document is intended to be a guideline for effective consultation. Additional information may be requested or presented based on the nature of the development type and/or changes being made.

For New Programs, New Courses and changes to Programs and Courses, consultation with all internal areas is expected. Consultation with the Centre for Instructional Development, the Registrar's Office, Institutional Research and the Vice President Finance is required.

For Minor Revisions, an expansive consultation process is not expected. Curriculum Developers are, however, required to consider all aspects of the change being made and engage relevant stakeholders as appropriate. The Registrar's Office should be engaged as early as possible in the revisions process.

NOTE: Curriculum Committee and/or Education Council can request additional consultation as they see fit.

INTERNAL CONSULTATIONS	How they can help
Faculty/School	
Department Faculty	
Department Support Staff (e.g. lab demonstrators)	
Broader school(s) as needed, e.g. School curriculum committee	
Educational and Student Services	
Aboriginal Education and Community Engagement (AECE)	Any curriculum development regarding Aboriginal People, Aboriginal content, Aboriginal Learners, First Nations communities and/or First Nations Organizations must be done in consultation with the AECE department.
Assessment Centre	The Assessment Centre can help to determine which assessments would be appropriate for entry into your program.
Centre for Instructional Development	Instructional Associates at the CID support faculty in the design and development of learning outcomes, assessments, content, and learning activities for courses and programs in classroom and online learning environments. They also provide assistance in curriculum mapping, a valuable component of curriculum planning that focuses on educational alignment and scaffolded learning experiences to foster student success.
Counselling & Disability Services (CDS)	CDS can offer input about program pre-requisites and other program information based on experience with career counselling and decision making with prospective students (ie. immigrants, Foreign Trained Professionals, people with disabilities, etc.). CDS can also assist with determining the level of counselling support required for student success.
Financial Aid	British Columbia's Ministry of Advanced Education approval is required for any program offering financial aid to any student. Students must meet specific requirements to be eligible for

	financial aid. Familiarize yourself with the eligibility requirements to ensure student access to financial assistance for your program.
Learning Centre	The Learning Centre can provide advice on the kind of support your students will need from Learning Centre tutors and the textbooks or computer software you will be using
Library	The Library will determine if resources are currently available in the Library to support the topics covered, and, if not, will provide an estimate of the cost of acquiring new print and/or electronic resources. The Library can also provide support on any copyright issues.
Registrar's Office (including Advising and Recruitment)	The Registrar's Office oversees all student records, course numbering and reviews student applications for specific programs. They will assist you in the development of program entrance requirements and creation of courses. Consult with the Advising Department to determine how students will be informed about your program.
Related additional Student Services	Consideration should be given to the level and nature of student services required for new courses or programs, as well as to agreements with external student service partners.
VCC International and Immigrant Education	Students are expected to meet English Language proficiency requirements according to program admission requirements. Courses which provide additional or integrated language support provide greater accessibility for international students or immigrants. A program must be at least 6 months in length for international students to be eligible to apply for a Study Permit and 8 months for a post graduate work permit. If there is a required practicum or work experience included in this program, students may require a work permit. Tuition fees for international students are different between base and cost recovery programs.
Financial and Operating	
Communications and Marketing	The Marketing team can assist you with student recruitment and program marketing based on target students and proposed roll-out dates.
Facilities	Discuss the availability of general classrooms, designated space/labs, equipment, etc. • Which campus is program to be offered at? • Is additional office space required for instructors? • What are the requirements for storage of course related materials? • Do you require special classroom furnishing or other accommodations for disabled or special needs students? • Will courses run during off hours? (i.e. weekends? evenings?) • Is there an anticipated impact on energy use? • Is any specialized equipment required (e.g. electrical/ventilation requirements)? • Will the program generate special / hazardous waste? • Will there be any impact on Receiving (e.g. early morning deliveries, couriers between campuses)

	• Does the program include any special events?
Finance / Vice President Finance	Financial Services must conduct a financial review and costing of all programs to determine financial sustainability and tuition rates. Before a program goes to the full Board for approval, a financial decision on the program must be made by the Finance and Audit Committee of the Board.
Information Technology (IT)	IT will help you determine the technology that best meets teaching and learning requirements.
Institutional Research (IR)	Institutional Research can provide you with labour market information that will help ensure your program's success. Discuss any changes in FTE counts/divisor, schedule, and graduate outcomes. What is the market viability of your program?
Safety and Security	• Will any chemicals/materials be used that require approval? • Will any equipment be used that will necessitate specialized safety training for faculty, staff and/or students? • Will special access or additional staffing be required?
Required External Consultations	
Industry and Community, such as Program Advisory Committee or Community Engagement Group	
Affiliation, Articulation and/or Accreditation bodies	• To verify new/revised curriculum meets the quality standards of existing partnerships and agreements. • To develop new partnerships and agreements that maximize student mobility and success.
Post-secondary Institution Proposal System (PSIPS)	• Proposals for non-degree programs (Certificates and Diplomas) are posted on PSIPS for review. • Speak to the Office of Vice-President Academic for details.
Degree Quality Assessment Board (DQAB)	• Proposals for new and revised degree or associate degree programs must be reviewed by DQAB, both at the time of the initial proposal and again after final governance approval. • Speak to the Office of Vice-President Academic for details.

Curriculum Development Approval Form

Use this form to outline revisions to existing curriculum or to describe the development of new curriculum. Complete one form for each submission to Curriculum Committee.

PROGRAM/COURSE NAME(S): _____

ANTICIPATED START DATE: _____

Curriculum Developer: _____ Title: _____

School/Centre: _____ Department: _____

E-mail: _____ Phone/Ext.: _____

A) DEVELOPMENT TYPE (select all that apply)

☐ **NEW PROGRAM**   Program has never been offered before at VCC or program has undergone significant and extensive changes to its PCG and/or course outlines, where these changes impact the nature or overall direction of a program.

☐ **NEW COURSE(S)**   Course has never been offered before at VCC either as a standalone course or as part of a new or existing program; or is a replacement course.
This course replaces: _____

☐ **CHANGE TO A PROGRAM AND/OR COURSE**   (select all that apply)
   ☐ Program/Credential
   ☐ Prior Learning Assessment and Recognition (PLAR)
   ☐ Program Admission Requirements
   ☐ Program Learning Outcomes (Indicate outcome number(s): _____)
   ☐ Grading system (*at variance with policy* C.1.1 Course/Program Grading)
   ☐ Program duration/maximum allowable time for completion
   ☐ Program GPA requirements
   ☐ Program/Course Credit Hours
   ☐ Course Evaluation Plan (*at variance with policy* C.1.1 Course/Program Grading)
   ☐ Course sequencing (*that impacts the year* the course is offered in)
   ☐ Other: _____

☐ **MINOR REVISION TO A PROGRAM AND/OR COURSE**   (select all that apply)
   ☐ Program/Course Description
   ☐ Program Purpose
   ☐ Recommended Student Characteristics
   ☐ Course Sequencing (*that does not impact* year the course is offered in)
   ☐ Course Name/Number
   ☐ Course Pre-requisite(s)/Co-requisite(s)
   ☐ Course Learning Outcomes
   ☐ Course Evaluation Plan (*within policy* C.1.1 Course/Program Grading)

    ☐ Instructional Delivery Mode
    ☐ Language (e.g., Typos, Spelling Errors, etc.)
    ☐ Other: _____

B) ATTACHED DOCUMENTATION

☐ Program Content Guide

☐ Course Outline(s)
All new, revised or replacement courses _must be approved in advance_ with the Registrar's Office.

Course name and number: _____

Course name and number: _____

Course name and number: _____

(Add additional lines if required)

C) RATIONALE

1. For revisions to existing courses or programs, provide an explanation of the change(s) being requested and reason(s) for making the change. For new courses, provide a rationale for developing the course.

2. Are there any expected costs as a result of this proposal?

D) CONSULTATION CHECKLIST (select all that apply) See Appendix A for consultations guidelines.

INTERNAL CONSULTATIONS	FEEDBACK (include date received)
SCHOOLS	
Faculty/Department	
Department Support Staff	
Other Department(s)	
EDUCATIONAL AND STUDENT SERVICES	
Aboriginal Education and Community Engagement (AECE)	
Assessment Centre	
Centre for Instructional Development	
Counselling & Disability Services (CDS)	
Financial Aid	
Learning Centre	
Library	
Registrar's Office / Advising / Recruitment	
Related additional Student Services	
VCC International and Immigrant Education	
FINANCIAL AND OPERATING	
Communications and Marketing	
Facilities	
Finance	
Information Technology (IT)	
Institutional Research (IR)	
Safety and Security	
EXTERNAL CONSULTATIONS	FEEDBACK (include date received)
PAC/CEG	
Affiliation, Articulation and/or Accreditation bodies	
PSIPS	
DQAB	

E. Implementation Information

<u>THE FOLLOWING MUST BE COMPLETED FOR NEW PROGRAMS AND NEW COURSES</u>

COMPLETED BY REGISTRAR'S OFFICE:

1. Course Identifier:

Subject Code:	Course #:	Credits:	Effective Term:

2. College Code: _____   Level: _____

   Division Code: _____   Major: _____

COMPLETED BY FINANCE:

3. Which of the following fee structure applies?

   ☐ UT   ☐ Applied   ☐ ABE   ☐ Differential   ☐ Cost Recovery   ☐ IE   ☐ Contract

4. Finance Org Code: _____

5. Tuition for all courses: Domestic: _____   International: _____

6. College Initiative fee to be charged?   ☐ Yes   ☐ No

7. Student Society fees?   ☐ Yes   ☐ No

COMPLETED BY INSTITUTIONAL RESEARCH:

8. FTE Divisor: _____

9. Classification Code: _____

10. Taxonomy: _____

E) FINAL REVIEW AND SIGN OFF

Approval verifies that each signatory has carried out the responsibilities assigned under the Curriculum Development and Approval Policy (policy #)

1. **As Department Leader I certify that:**
   a. Faculty in the department (and School, if appropriate) have been consulted and approve of the proposed changes; and
   b. All needed consultation has taken place with internal and external stakeholders, including industry and/or community partners.
   c. The curriculum meets institutional standards and the educational needs of students.

_____	_____	_____
Name	Sign off	Date

2. **As Dean/Director I certify that:**
   a. Documentation meets the standards of the College, and all policies and procedures have been adhered to; and
   b. Resources required to offer and support the course/program have been assessed. If additional resources are needed, steps to secure the needed resources have been initiated.

_____	_____	_____
Name	Sign off	Date

*** FOR EDUCATION COUNCIL OFFICE USE ***

CURRICULUM COMMITTEE   Date: _____

Minor Revision
- ☐ Approved as presented, proceed with implementation
- ☐ Approved with additional minor revisions
    - ☐ Revisions approved by Curriculum Committee Chair, proceed with implementation Date: _____
- ☐ Reclassified as a *significant change*

New Course or Significant Change to a Program/Course
- ☐ Recommend to EDCO as presented, proceed to EDCO
- ☐ Recommend to EDCO with additional minor revisions
    - ☐ Revisions approved by Curriculum Committee Chair, proceed to EDCO   Date: _____
- ☐ Recommend significant changes, return to Department Leader

New Program
- ☐ Recommend to EDCO as presented, proceed to EDCO
- ☐ Recommend to EDCO with additional minor revisions
    - ☐ Revisions approved by Curriculum Committee Chair, proceed to EDCO   Date: _____
- ☐ Recommend significant changes, return to Department Leader

EDUCATION COUNCIL   Date: _____

Minor Revision
- ☐ Received as Information
- ☐ Request review of documentation from Curriculum Committee
- ☐ Reclassified as *major*, return to Curriculum Committee

New Course or Significant Change to a Program/Course
- ☐ Approved as presented, proceed with implementation
- ☐ Approved with additional minor changes
    - ☐ Revisions approved by Curriculum Committee Chair, proceed with implementation Date: _____
- ☐ Recommend significant changes, return to Department Leader

New Program
- ☐ Recommend to Board as presented, proceed to Board
- ☐ Recommend to Board with additional changes
    - ☐ Revisions approved by Curriculum Committee Chair, proceed to Board   Date: _____
- ☐ Recommend significant changes, return to Dean

BOARD OF GOVERNORS   Date: _____

New Credential/Program
- ☐ Approved, proceed to implementation
- ☐ Not approved (provide reason) _____

PROPOSAL FOR NEW PROGRAM

INSTRUCTIONS

1. Curriculum development is a consultative process. Therefore, it is understood that this is a living document which will be refined as it moves through the development process.

2. Additional material may be included as appendices.

3. There are three parts to completing this Proposal for New Program document:

   a. Part 1: Concept Paper
   b. Part 2: Implementation Plan
   c. Part 3: Business Case

4. Additional work includes:

   a. Ongoing consultation
   b. The design and development of curriculum. The Centre for Instructional Development should be involved as early as possible as they will assist in the mapping/design of your curriculum.

5. The approval stages are:
   a. Approval of Credential: The Board of Governors approves all new credentials based on the concept, a sound business case, and a recommendation from Education Council.
   b. Approval of Curriculum: Education Council approves the final curriculum, followed by a recommendation to the Board of Governors for implementation of the new program.
   c. Peer Review and Final Approval: New programs (Certificates leading to diplomas, diplomas and degrees) must receive feedback (and final approval for degrees) from the Minister of Advanced Education. Following successful peer review, the Board's Finance and Audit Committee will make a recommendation to the Board of governors regarding the approval of fees.
   d. The Board of Governors makes the final decision on the fee structure and implementation of the program.

Proposal for New Program

Name of Program: _____

Credential Level: _____

Anticipated Start Date: _____

PART 1: CONCEPT PAPER

Department Leader: _____

Curriculum Developer / Faculty: _____

Dean: _____

Proposal Date: _____

If this is a joint educational offering, name of other institution (refer to Affiliation Agreement Policy C.3.10):

_____

A. Purpose and Context

1.   Describe in detail the program's objectives and a description of the program outcomes, including a list of the occupations or roles that graduates will be prepared for.

2.   Explain how this program adheres to principles and priorities as indicated in the College's strategic, educational or ministerial planning documents.

3.   Identify how the program supports VCC's mission, core values, and strategic objectives?

4.   How does this program relate to and/or support other programs at VCC?

B. Program Need

5.   What educational gap, if any, is this program intended to fill?

6.   What evidence is there of student demand for the program?

7.   What evidence is there of labour market, professional or community demand for graduates?

C. Competitive Analysis

8.   Which related programs are available in the lower Mainland and/or on-line: how do they compare in terms of focus, intended outcomes, length, costs and size?

9.   Is there an existing articulation committee for this program? Is this committee recognized by the British Columbia Council on Admissions & Transfer (BCCAT)?

10. Is this concept supportable and sustainable with existing and/or available resources?

11. Is this a cohort, selective entry, or open access program? How will the program be rolled out if you are not using a cohort model?

12. What is the expected length of program (in months/years)? What is the maximum allowable time for completion?

13. How many students would you expect to enroll in each year of the program?

D. Student Profile

14. Who are your target students (age, gender, educational background, work experience)? Where do they come from (recent high school graduates, mature students, transfers from other institutions)? How do you plan to recruit or attract these students? Are there other characteristics applicants should have that you identify as important?

15. How will the program address the needs of under-prepared students? How will you get these students into appropriate upgrading courses or programs? What options are available?

16. How will the program address equity by decreasing systemic barriers? Is this type of program traditionally or historically underrepresented in specific cohort groups (e.g., gender and/or age imbalance, First Nations)? How will the program address these issues?

E. Quality

17. How will the program ensure educational effectiveness (e.g., retention, progression, completion)?

18. Describe how the program incorporates work experience, practicum, clinical practice, etc. (if applicable).

19. List all accreditations, affiliations or articulations for this program.

20. Is there an existing PAC/CEG for this program? What are your plans for engaging in discussion with industry?

21. Explain how current faculty are qualified to deliver the program. If they are not qualified, how will this issue be addressed?

F. Admission and Delivery

22. Provide admission requirements, including language proficiency levels and assessment scores.

23. Identify pathways that assist in meeting these requirements.

24. Identify potential courses, if any, that could be developed to assist in meeting these requirements.

25. Will the structure of the program allow for full-time, part-time, evening, weekend, on-line, mixed-mode delivery methods, or a combination of any of these? (Identify each as appropriate).

26. Will the structure of the program allow for multiple entry and exit points? If there are multiple entry points, please specify requirements for each.

27. Does this program include Prior Learning Assessment and Recognition (PLAR) as per policy D.3.5 Prior Learning Assessment & Recognition or Flexible Admissions as per policy ???

28.   Provide an outline of course sequence, demonstrating any leveling from lower to advanced courses. This is particularly important for diploma and degree programs.

G.   Consultation (refer to Appendix A, Consultations)

29.   With whom have you consulted *internally* regarding this proposal? What were the results of these consultations? Provide names, dates, and summary of feedback

30.   With whom have you consulted *externally* regarding this proposal? What were the results of these consultations? Provide names, dates, and summary of discussions.

H.   Phase In/Phase Out Plan

31.   For existing programs that are being substantially changed (and are therefore treated as 'new programs' in development), describe in detail the phase in/phase out of new/old versions of the program (teach outs):

PART 2: IMPLEMENTATION PLAN

This document outlines associated resources required to adequately implement the proposed curriculum.

It is submitted to Education Council to provide advice to the Board of Governors on the implementation of the program, and to the Finance and Audit Committee to provide advice to the Board of Governors on a fee structure.

1. **NON-RECURRING COSTS** (provide accurate estimates)

   Academic non-recurring start-up costs

Item	Yr 1	Yr 2	Yr 3	Yr 4	Total
Program development					
Faculty development					
Staff development					
Sub-total					

   Capital Costs (Equipment, Renovations, Facilities, Library, Technology)

Item	Yr 1	Yr 2	Yr 3	Yr 4	Total
Sub-total					

   Totals

Item	Yr 1	Yr 2	Yr 3	Yr 4	Total
Academic Non-Recurring					
Capital Costs					
Sub-total					

2. **ONGOING OPERATING COSTS** (provide accurate estimates)

Item	Yr 1	Yr 2	Yr 3	Yr 4	Total
Faculty					
Required service courses					
Administrative Support					
Student Services					
Marketing					
IT Support					
Library					
Lab operating costs - Salary					
Other (Marketing, Facilities)					
Sub-total					
Grand Totals					

PART 3: BUSINESS CASE

This document outlines the sources of revenue for the program.
It is submitted to the Fees Advisory Committee and the Board Finance and Audit Committee to provide advice to the Board of Governors on a fee structure. This document is then submitted to the Board of Governors, to be reviewed alongside the Implementation Plan and approved curriculum, to make a final decision on the fees and implementation of the program.

1.   **REVENUE**

What is the source of funding for this program?

2.   **TUITION AND FEES**

Item	Number of Courses	Yr 1	Yr 2	Yr 3	Yr 4	Total
Tuition						

3.   **SIGN OFF**

Dean/Director: _____

VP Academic: _____

VP Finance: _____

Title: **Changes of Length or Hours for Courses or Programs Policy**
Effective Date: **April 29, 2004**
Policy Category: **Education**
Number: **C.3.4**

Changes of Length or Hours for Courses or Programs Policy

Policy

The Vice President of Education or delegate will approve:

Changes in length or hours for courses or programs.

Applies to

Department Heads, Deans, Vice President.

Principles

The following principles will inform the decision of the Vice President or delegate:

i)   That quality and relevance of outcome for students are maintained

ii)   That efficiency and cost effectiveness for students and the College are improved or maintained

iii)   That there is no negative impact on employment outcomes for students

iv)   That there is no negative impact on transfer or laddering opportunities for students

Procedures

Changes, including rationale, will be presented to Education Council for information.

1.   **Policy Sponsor**   Board Governance Committee

2.   **Approvals:**

President ———————————————   Date:————————————

Education Council Chair————————   Date:————————————

Operations Council Chair————————   Date:————————————

Board Chair _____   Date:_____

3.   **Amendments**

President ———————————————   Date:————————————

Education Council Chair————————   Date:————————————

Operations Council Chair————————   Date:_____

Board Chair _____   Date:_____

4.   **Review Date**

VANCOUVER
COMMUNITY
COLLEGE

Title: **Course/Program Documentation Policy**
Approval Date: **June 7, 2005**
Policy Category: **Education**
Number: **C.3.6**

Course/Program Documentation Policy

Policy

Departments shall create, maintain and store current course outlines for all the courses they teach.

Departments shall create and maintain a Program Content Guide for all certificate, diploma and degree programs.

Applies to

VCC College Community

Procedures

Course outline documentation:

a) Course outlines shall contain the following: department name, course name, date course was adopted or accepted for information by Education Council, a statement of learning outcomes, and information regarding student evaluation methods.
b) Course outlines will be made available to all students at the beginning of the course.
c) Course outlines must be maintained and archived on the common drive in a separate folder by each Dean's/Director's office.

Program Content Guide:

a) Program Content Guides shall contain the following: a Statement of Purpose, a Statement of Goals, a Statement of Activities and Design, Entrance Requirements, Course Credit Information, Course Descriptions, College Grading System and Grade Point Average Information.
b) Current Program Content Guides will be available to students, staff and faculty through the library,

Registrar's Office and Counselling/Student Services.

c) The Dean's office will send past Content Guides to the Library.

d) Program Content Guides must be maintained on the common drive in a separate folder by each Dean's/Director's office.

References: Policy C.1.1 Course/Program Grading Policy

Replaces: Policy 6.4.1.1 (1983) Program/Course Documentation: Development, Review and Distribution

Policy 6.4.1.2 (1980, 1987) VVI – Course Content Outlines

1.   **Policy Sponsor**   Education Council Policy Committee

2.   **Approvals:**

President———————————————   Date:———————————————

Education Council Chair————————————   Date:———————————————

Operations Council Chair_____N/A_____   Date:———————————————

Board Chair_____N/A_____   Date:———————————————

3.   **Amendments**

President———————————————   Date:———————————————

Education Council Chair————————————   Date:———————————————

Operations Council Chair————————————   Date:———————————————

Board Chair _____   Date:_____

4.   **Review Date**

DECISION NOTE

PREPARED FOR: VCC Board of Governors Public Meeting

DATE: October 28, 2015

ISSUE: Cancellation of the Diploma in Adult Education

BACKGROUND:
The Diploma in Adult Education was designed to bridge graduates from the Provincial Instructor Diploma Program (PIDP) into baccalaureate programs in adult education. In 2012, due to diminishing enrolment, the College suspended admission to the program; no students have been admitted in the last 3 years.

DISCUSSION:
Opportunities for adult educators seeking formal credentials have expanded greatly in the last decade. Master's degrees in a variety of post-secondary educational specializations are admitting students with significant instructional experience in lieu of an undergraduate degree, as has the recognition of prior learning. This has reduced the need for a bridge program into baccalaureate programs. Please see the accompanying briefing note from Susie Findlay, Dean of Instructor Education and the Centre for Instructional Development, for a full discussion of the rationale for cancellation.

Education Council recommended cancellation of this diploma at its October 13, 2015 meeting.

RECOMMENDATION:
THAT, on the advice of Education Council, the Board of Governors approves the cancelation of the Diploma in Adult Education.

ATTACHMENTS: Briefing Note from Susie Findlay

PREPARED BY: Todd Rowlatt
Chair, Education Council

DATE: October 19, 2015

VANCOUVER
COMMUNITY
COLLEGE

DECISION NOTE

Prepared for: Education Council

Date: October 13, 2015

Issue: Cancellation of the Diploma in Adult Education

Background: The Diploma in Adult Education (the Diploma) was developed almost twenty years ago to bridge graduates of the Provincial Instructor Diploma Program (PIDP) into baccalaureate programs in adult education. It has never undergone a substantial review and in the past several years has experienced steadily diminishing enrolment. In 2012, the College suspended admission to the program and supported enrolled students in their program completion online.

Discussion: Adult educators teach in a variety of settings ranging from post-secondary educational institutions to healthcare and community organizations to public and private corporations. Whereas in many workplaces the PIDP is required for hiring or advancement, the Diploma in Adult Education is not. Individuals who pursue studies further to the PIDP do so for personal and professional development.

In the past decade, opportunities for adult educators seeking formal credentials have expanded. Master's degrees in a variety of post-secondary educational specializations are admitting students with significant instructional experience in lieu of an undergraduate degree. Recognition of prior learning has thus diminished the need for an undergraduate degree in adult education and directly impacted enrolment in the Diploma in Adult Education.

At the same time, teaching and learning has become a central focus of faculty development within the post-secondary sector (Amundsen & Wilson, 2012; Bain, 2011; Bass, 2012; Fink, 2013). The BC Teaching and Learning Council (BCTLC), a community of leaders from the BC public post-secondary system, has a mandate to facilitate the enhancement of a high quality teaching and learning culture across the province. Supported by Bccampus, the BCTLC recently drafted a collaborative model of professional development opportunities for post-secondary educators with an emphasis on the scholarship of teaching and learning (BCTLC, 2015). The draft Professional Learning Framework reflects elements within both the PIDP and the Diploma in Adult Education.

As a member of the BCTLC Executive and Professional Learning Action Group, I have participated in multiple discussions regarding faculty development. Those

discussions underscore the importance and timeliness of programming that responds to the immediate professional development needs of new and experienced post-secondary educators and workplace trainers. For several years, the Diploma has not met those needs.

Options:
1. Continue suspending the Diploma in Adult Education with a plan to renew the program.

2. Cancel the program and conduct an in-depth needs analysis to determine how the School of Instructor Education can develop programming that addresses advanced professional development needs of post-secondary and workplace educators.

Recommendation: In consultation with faculty, there is consensus that the Diploma has run its course and the recommendation is to cancel the program and engage in an in-depth needs analysis. This will allow us to take a fresh look at the landscape of instructor education and develop innovative, flexible, and potentially collaborative offerings that satisfy multiple professional development needs.

References

Amundsen, C., & Wilson, M. (2012). Are we asking the right questions? A conceptual review of the educational development literature in higher education. *Review of Educational Research*, *82*(1), 90-126.

Bain, K. (2011). *What the best college teachers do*. Harvard University Press.

Bass, R. (2012). Disrupting ourselves: The problem of learning in higher education. *Educause Review*, *47*(2), 23-33.

British Columbia Teaching and Learning Council. (2012). *Designing and Facilitating Impactful Student learning Experiences: BC Professional Learning Framework*. BCcampus. Retrieved on October 5, 2015 from: http://bctlc.ca/files/2015/07/Professional-Learning-Framework-Draft.pdf

Fink, L. D. (2013). *Creating significant learning experiences: An integrated approach to designing college courses*. John Wiley & Sons.

Prepared by: Susie Findlay
Dean, School of Instructor Education and
Centre for Instructional Development

Dated: October 5, 2015

![Vancouver Community College logo]

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: October 28, 2015

ISSUE: Approval of the 2016-2017 Academic Schedule

BACKGROUND:

The Board approved the new C.3.13 Academic Schedule Policy at its February 2015 meeting. The Academic Schedule is designed to identify important dates in our students' academic lives. As required by the College and Institute Act, the Board, with the advice of Education Council, must approve the Academic Schedule for each year.

The Academic Schedule includes the start and end dates of programs as well as courses not part of a program, statutory holidays, known VCC closures, registration and exam dates. ITA programs and non-credentialed courses/programs in Continuing Studies are exempt from this process.

Normally, once the Academic Schedule has been approved by the Board of Governors no changes will be made except in extraordinary circumstances. The Academic Schedule Ad Hoc Committee will serve as the adjudicating body for any such changes prior to a recommendation being made to the Education Council and in turn to the Board of Governors.

DISCUSSION:

Education Council reviewed the Academic Schedule at its September 8 and October 13, 2015, meetings.

EDCO requested that the schedule be reviewed one final time by all department heads and deans to confirm the accuracy of all of the start and end dates. EDCO also requested some additional general information around registration, exams, and payment dates be included. Both requests were fulfilled prior to the October meeting.

Education Council recommends the Board approve the Academic Schedule for 2016/17.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approves the 2016-2017 Academic Schedule.

ATTACHMENTS: Academic Schedule, September 2016 – August 2017

PREPARED BY: Todd Rowlatt
                                 Chair, Education Council

DATE: October 19, 2015

Important Dates and Deadlines 2016-2017

Statutory Holidays and VCC closures:

Labour Day	Monday September 5th 2016
Thanksgiving	Monday October 10th 2016
VCC Day	Friday October 21st or 28th 2016
Remembrance Day	Friday November 11th 2016
Christmas Closure	Friday December 23rd 2016 – Monday January 2nd 2017
Family Day	Monday February 13th 2017
Good Friday	Friday April 14th 2017
Easter Monday	Monday April 17th 2017
Victoria Day	Monday May 22nd 2017
Canada Day	Saturday July 1st 2017
BC Day	Monday August 7th 2017

Academic Terms:

Fall Term 2016	September 6th 2016 to December 22nd 2016
Winter Term 2017	January 3rd 2017 to April 30th 2017
Spring Term 2017	April 3rd 2017 to June 30th 2017
Summer Term 2017	May 1st 2017 to August 30th 2017

General information:

Application deadline date	Students are encouraged to apply as early as possible. Some programs with an admission selection process will have specific application deadlines. Students are advised to visit the program page or contact the Registrar's Office.
Admission deposit due date	Three weeks from the date of offer
Fee payment date and fee deferral request date	First installment due 2 months before course/program start date Second and final installments due the 15th of the month before the next term starts
Registration dates	Third week of October for January classes Third week of February for May classes Third week of June for July, August and September classes
Official withdrawal date without academic penalty	Approximately 3 weeks before end of course or at 75% of completion of course content
Refund dates	Refunds are calculated based on the start date of the course.

	• For a 100% refund students must withdraw up to and including the 3rd business day before the start date of the course/program. • For an 80% refund students must withdraw up to and including the 2nd business day from the start date of the course/program. • For a 50% refund students must withdraw up to and including the 5th business day from the start date of the course/program.
Final examination dates	Refer to the Academic Schedule for exam dates set by each department
Statutory holidays and known College closures as well as any breaks unique to a course/program	Statutory holidays and VCC closures are noted above. Refer to the Academic Schedule for breaks set by each department.
Date to change to audit status	Before first day of class

PROPOSED ACADEMIC SCHEDULE 2016-2017

as of 19/10/2015

School	Department	Program	Fall 2016	Remarks	Winter 2017	Remarks	Spring 2017	Remarks	Summer 2017
Access	Basic Education	Self-paced & Group-based; continuous intake	Sep 6, 2016 - Nov 30, 2016		Jan 3, 2017 - Mar 29, 2017		Apr 3, 2017 - Jun 28, 2017		Jul 4, 2017 - Aug 30, 2017
Access	College and Career Access (CCA)	Continuous intake	Sep 6, 2016 - Dec 20, 2016	Closed for PD Dec 21-22, 2016	Jan 3, 2017 - Mar 20, 2017	Closed for Professional Development: Mar 20-23, 2017; Jun 26-29, 2017	Mar 28, 2017 - Jun 25, 2017		Jul 4, 2017 - Aug 30, 2017
Access	College Foundations-Humanities/ Math/ Science	Academic Upgrading - class based	Sep 6, 2016 - Dec 20, 2016		Jan 3, 2017 - Apr 25, 2017		May 1, 2017 - Aug 29, 2017		
Access	College Foundation-Humanities/ Math/ Science	University Transfer	Sep 6, 2016 - Dec 16, 2016	Exams: Dec 12-16, 2016	Jan 3, 2017 - Apr 21, 2017	Reading break: Feb 21-21, 2017; Apr 13-21, 2017	May 1, 2017 - Aug 25, 2017	Exams: Aug 21-25, 2017; final exam dates for courses that run May-June (the exam date would be end of June), as well as for courses that run July-August (the exam date would be end of August)	
Access	American Sign Language	Full-time Certificate	Sep 6, 2016 - Dec 15, 2016	Exams: Dec 13, 14, 15.	Jan 3, 2017 - Mar 23, 2017	Exams: Mar 21, 22, 23; Reading break: Mar 27-31	Apr 3, 2017 -Jun 22, 2017	Exams: Jun 20, 21, 22	
Access	American Sign Language	Non-term based courses (Introductory ASL courses)	Sep 12, 2016 - Mar 16, 2017		Jan 9, 2017 - Jun 22, 2017				Jul 4, 2017 - Aug 11, 2017
Access	Community & Career Education	Community & Career Education - Career Awareness	Sep 6, 2016 - Jun 8, 2017						
Access	Community & Career Education	Community & Career Education - Computer Applications (CCED)	Sep 7, 2016 - Jun 7, 2017						
Access	Community & Career Education	Community & Career Education - Managing Your Money (CCED)	Sep 7, 2016 - Jun 7, 2017						
Access	Community & Career Education	Community & Career Education - Reading & Writing L3(CCED)	Sep 6, 2016 - Jun 8, 2017						
Access	Community & Career Education	Community & Career Education - Reading & Writing L4 (CCED)	Sep 6, 2016 - Jun 8, 2017						
Access	Community & Career Education	Community & Career Education - Food Services Careers (FSCR)	Sep 6, 2016 - Jun 8, 2017						
Access	Community & Career Education	Community & Career Education - Retail & Hospitality Careers (REHC)	Sep 6, 2016 - Jun 8, 2017						
Access	Deaf & Hard of Hearing	English Upgrading & ASL (Full-time and part-time)	Sep 12, 2016 - Jan 26, 2017				Feb 14, 2017 - Jun 22, 2017		
Access	Deaf & Hard of Hearing	Job Readiness	Sep 12, 2016 - Jan 26, 2017				Feb 14, 2017 - Jun 22, 2017		
Access	Deaf & Hard of Hearing	Speechreading	Sep 12, 2016 - Nov 29, 2016		Jan 9, 2017 - Mar 28, 2017		Apr 3, 2017 - Jun 20, 2017		
Access	Visually Impaired	Visually Impaired Adult program	Sep 6, 2016 - Dec 23, 2016		Jan 3, 2017 - Jun 30, 2017				
Access	Visually Impaired	Applied Technology for VI	Sep 6, 2016 - Dec 23, 2016		Jan 3, 2017 - Jun 30, 2017				
Access	Visually Impaired	Office Administration for VI	Sep 6, 2016 - Dec 23, 2016		Jan 3, 2017 - Jun 30, 2017				
Access	English as an Additional Language	EAL Pathways Certificate	Sep 6, 2016 - Dec 2, 2016		Jan 3, 2017 - Mar 29, 2017		Apr 3, 2017-June 27, 2017		
Access	English as an Additional Language	LINC	Sep 6, 2016- Dec 2,2016		Jan 3, 2017 - Mar 31, 2017		Apr 3, 2017 - June 30, 2017		
Access	English as an Additional Language	TESOL	Program under review						

PROPOSED ACADEMIC SCHEDULE 2016-2017

as of 19/10/2015

School	Department	Program	Fall 2016	Remarks	Winter 2017	Remarks	Spring 2017	Remarks	Summer 2017
Continuing Studies	Early Childhood Care & Education	Early Childhood Education	Sep 6, 2016 - Dec 17, 2016	CS program information will be determined by Michael Yue and Brian Beacham	Jan 3, 2017 - Mar 24, 2017		Apr 3, 2017 - Jun 23, 2017		
Continuing Studies	Fashion Arts	Fashion Arts Diploma	Sep 6, 2016 - Dec 5, 2016		Jan 3, 2017 - Mar 27, 2017		Apr 7 - Jul 10, 2017		
Continuing Studies	Fashion Arts	Fashion Merchandising Associate Certificate	Sep 6, 2016 - Dec 5, 2016		Jan 3, 2017 - Mar 27, 2017		Apr 11 - Jun 29, 2017		
Continuing Studies	Health Sciences	Medical Device Reprocessing Technician	Sep 6, 2016 - Dec 20, 2016		Feb 1, 2017 - May 18, 2017				
Health	Practical Nursing	201609 cohort	Sep 6, 2016 - January 27, 2017	Program break Dec 19/16 - Jan 3/17	Jan 30, 2017 - Apr 21, 2017	Program break April 24 - 28, 2017	May 1, 2017 - Nov 10, 2017		Graduated
Health	Practical Nursing	201509 cohort	Term started May 9/16 - November 18/16		Graduated				
Health	Practical Nursing	187 cohort	Term start: Aug 1, 2016 - Feb 17, 2017	Program break Dec 19/16 - Jan 3/17	Graduated Feb. 17, 2017				
Health	Practical Nursing	188 cohort	Nov 21, 2016 - June 16, 2017	Program break Dec 19/16 - Jan 3/17	Graduated June 16,2017				
Health	Practical Nursing	189 cohort	Sep 6, 2016 - Dec 16, 2016	Program break Dec 19/16 - Jan 3/17	Jan 3, 2017 - Apr 21, 2017	Program break April 24 - 28, 2017	May 1, 2017 - Jul 21, 2017	break July 24 - 28, 2017; Break Dec 18, 2017 - Jan 2, 2018	July 31, 2017 - Feb 16, 2018
Health	Practical Nursing	190 cohort			Jan 3, 2017 - Apr 21, 2017	Program break April 24 - 28, 2017	May 1, 2017 - Aug 18, 2017	August 21 - 25 2017	Aug 28, 2017 - Nov 17, 2017
Health	Bachelor of Science in Nursing	GEN 008 cohort	Sep 6, 2016 - Dec 16, 2016 (Term 1)	Semester break: Dec 19, 2016 - jan 3, 2017	Jan 3, 2017 - Jun 9, 2017 (Term 2)	Program Break: Apr 24-28, 2017 and June 12 - 16, 2017	Jun 19, 2017 - Oct 6, 2017 (Term 3)	Program Break: Oct 9 - 13, 2017.	
Health	Bachelor of Science in Nursing	Gen 007 cohort	Oct 17, 2016 - April 21, 2016 (Term 4)	Break: Dec 5, 2016 - Jan 3, 2017	con't from Fall term	break between term 4 & 5: April 24 - 28	May 1, 2017 - Aug 18, 2017 (Term 5)	Program Break: Aug 21-25, 2017.	Aug 28, 2017 - Feb 9, 2018 (Term 6) program break: Dec 18, 2017 - Jan 2, 2018
Health	Bachelor of Science in Nursing	Gen 006 cohort	Aug 29, 2016 - Feb 10, 2017 (Term 6)	program break : Dec 19, 2016 to Jan 3, 2017 and Feb 13, 2017- Feb 17, 2017	Feb 20, 2016 - June 9, 2016 (Term 7)	Program Break: Jun 12-16, 2017	Jun 19, 2017 - Sep 29, 2017 (Term 8)	No Breaks. Last term of the program.	This cohort has graduated
Health	Bachelor of Science in Nursing	ADV 008 cohort	Oct 17, 2016 - Feb 24, 2017 (Term 7)	Program Breaks: Dec 12, 2016 to jan 3, 2017 and Feb 27, 2017 - March 3, 2017	Mar 6, 2017 - Jun 23, 2017 (Term 8)	No Breaks. Last term of the program.	This cohort has graduated		
Health	Bachelor of Science in Nursing	ADV 009 cohort	does not run at this time	Program start is Jan 3, 2016	Jan 3, 2017 - Apr 21, 2017 (Term 5)	program break: Apr 24-28, 2017	May 1, 2017 - Oct 6, 2017 (Term 6)	Program breaks: Aug 21 - 25, 2017	
Health	Bachelor of Science in Nursing	ADV BCNU	Aug 29 - Dec 16, 2016 (Term 7)	NOTE: This term technically starts	jan 3, 2017 - May 12, 2017 (Term 8)	No Breaks. Last term of the	This cohort has graduated		
Health	Bachelor of Science in Nursing	Health Unit Coordinator - Non-term based			Jan 3, 2017 - Aug 11, 2017				
Health	Allied Health	Medical Lab Assistant Non-term based	Sep 19, 2016 - Mar 31, 2017	Winter break: Dec 19, 2016 - Jan 2,			May 1, 2017 - Oct 27, 2017		

PROPOSED ACADEMIC SCHEDULE 2016-2017

as of 19/10/2015

School	Department	Program	Fall 2016	Remarks	Winter 2017	Remarks	Spring 2017	Remarks	Summer 2017
Health	Allied Health	Occupational/Physical Therapist Non-term based - Year 1	Sep 6, 2016 - Dec 16, 2016	Winter break: Dec 19, 2016 - Jan 2, 2017.	Jan 3, 2017 - Apr 13, 2017	Semester Break: Apr 18-21, 2017.	Apr 24, 2017 - Jun 23, 2017	Program closure: Jun 26-Sep4, 2017	
Health	Allied Health	Occupational/Physical Therapist - Year 2	Sep 6, 2016 - Dec 16, 2016	Winter break: Dec 19, 2016 - Jan 2, 2017	Jan 3, 2017 - Apr 13, 2017				
Health	Allied Health	Pharmacy Technician - Non-term based			Jan 3, 2017 - Jul 28, 2017	Program closure: Jul 28, 2017 - Sep 4, 2017			
Health	Dental	Dental Technology	Sep 6, 2016 - Jun 30, 2017	Semester 1 - Exams Jan 16 - Jan 27, 2017. Semester 2 - Exams Jun 12-Jun 23, 2017					
Health	Dental Assisting/Reception	Certified Dental Assisting - Onsite	Term 1: Aug 29, 2016 - Dec 2, 2016	Practicum Nov 29 - Dec 2, 2016. Final clinic and theory exams: Nov 14-25, 2016	Term 2: Dec 5, 2016 - Mar 24, 2017	Practicum Mar 13-24, 2017. Final clinic and theory exams Feb27-Mar10, 2017	Term 3: Mar 27, 2017 - Jun 23, 2017	Practicum: May 29 - Jun 16, 2017. Clinic exams May 1-26, 2017. Theory exams Jun 19-23, 2017. National Board Exams: Jun 24, 2017	
Health	Dental Assisting/Reception	Certified Dental Assisting - Distance Delivery	Continuous intake	students can start on the first working day of each month throughout the year					
Health	Dental Assisting/Reception	Dental Reception Coordinator	Term 1: Aug 29, 2016 - Oct 21, 2016	Final exam Oct 17-21, 2016	Term 2: Oct 24, 2016 - Jan 20, 2017	Final exam Jan 16-20, 2017			
Health	Dental Assisting/Reception	Dental Reception Coordinator			Term 1: Jan 30, 2017 - Mar 24, 2017	Final exam: Mar 20-24, 2017	Term 2: Mar 27, 2017 - Jun 16, 2017	final Exam: Jun 12-16, 2017	
Health	Dental Hygiene	Dental Hygiene	Sep 1, 2016 - Dec 22, 2016	Classes have to start on Sep 1, 2016 in order to fit in our 16-week curriculum	Jan 3, 2017 - Jun 23, 2017	Reading break: Mar 13-17, 2017			
Health	Denturist	Denturist	Program under review						
Health	Continuing Care	Health Care Assistant	May 2, 2016 - Nov 11, 2016 Sep 6, 2016 - Mar 24, 2017		Jan 3, 2017 - Jul 14, 2017		May 1, 2017 - Nov 10, 2017		
Health	Continuing Care	Health Care Assistant ESL	Sep 6, 2016 - Jun 16, 2017						
Health	Continuing Care	Acute Care for Health Assistants Citation	Sep 6, 2016 - Jan 27, 2017		Oct 31, 2016 - Mar 17, 2017		Mar 7, 2017 - Jul 14, 2017 May 1, 2017- Sept 8, 2017		
Hospitality & Applied Business	Hospitality Management	Diploma	Sep 6, 2016 - Dec 16, 2016	Exams: Dec 12-15, 2016	Jan 3, 2017 - Apr 21, 2017	Exams: Apr 17-20, 2017			
Hospitality & Applied Business	Hospitality Management	Degree	Sep 6, 2016 - Dec 16, 2016	Exams: Dec 12-15, 2016	Jan 3, 2017 - Apr 21, 2017	Exams: Apr 17-20, 2017			
Hospitality & Applied Business	Hospitality Management	Executive Cohort	TBA						

PROPOSED ACADEMIC SCHEDULE 2016-2017

as of 19/10/2015

School	Department	Program	Fall 2016	Remarks	Winter 2017	Remarks	Spring 2017	Remarks	Summer 2017
Hospitality & Applied Business	Applied Business	ABT online courses	Continuous intake						
Hospitality & Applied Business	Applied Business	Online Legal Administrative Assistant	Continuous intake						
Hospitality & Applied Business	Applied Business	Administrative Assistant	Aug 29, 2016 - Apr 27, 2017		Jan 3, 2017 - Aug 24, 2017		May 1, 2017 - Dec 21, 2017		
Hospitality & Applied Business	Applied Business	Executive Assistant	Sep 8, 2016 - Nov 24, 2016		Jan 5, 2017 - Mar 23, 2017		Apr 13, 2017 - Jun 29, 2017		
Hospitality & Applied Business	Applied Business	Legal Administrative Assistant	Sep 6, 2016 - Feb 3, 2017		Feb 6, 2017 - Jun 30, 2017				
Hospitality & Applied Business	Applied Business	Medical Office Assistant	Sep 6, 2016 - Feb 24, 2017		Mar 6, 2017 - Aug 18, 2017				
Hospitality & Applied Business	Applied Business	Medical Transcriptionist	Sep 6, 2016 - Apr 21, 2017						
Instructor Education	Instructor Education	Provincial Instructor Diploma - online	Continuous intake						
Instructor Education	Instructor Education	Provincial Instructor Diploma - in class delivery	Sep 6, 2015 - Dec 16, 2016		Jan 3, 2017 - Apr 2, 2017		Apr 3, 2017 - Sep 1, 2017		
Instructor Education	Instructor Education	Certificate in Online/eLearning	Continuous intake						
Music, Dance & Design	Music	Bachelor of Applied Music	Sep 6, 2015 - Dec 2, 2016	Final Exams: Dec 5-16, 2016 and Apr 10-21, 2017. Reading Break: Feb 14-17, 2017.	Jan 3, 2017 - Apr 7, 2017				
Music, Dance & Design	Music	Music Diploma	Sep 6, 2016 - Dec 2, 2016	Final Exams: Dec 5-16, 2016 and Apr 10-21, 2017. Reading Break: Feb 14-17, 2017.	Jan 3, 2017 - Apr 7, 2017		May 1, 2017 - Jun 23, 2017		Jun 26, 2017 - Aug 17, 2017
Music, Dance & Design	Music	Dance Diploma	Sep 6, 2016 - Dec 18, 2016		Jan 3, 2017 - May 6, 2017	Reading break: Feb 14-17, 2017			
Music, Dance & Design	Digital Graphic Design	Digital Graphic Design	Sep 6, 2016 - Dec 22, 2016		Jan 3, 2017 - May 19, 2017				
Music, Dance & Design	Drafting	Architectural	Sep 6, 2016 - Dec 2, 2016		Dec 5, 2016 - Mar 3, 2017		Mar 6, 2017 - Jun 16, 2017		
Music, Dance & Design	Drafting	Architectural, Civil, Structural	Sep 6, 2016 - Dec 2, 2016		Dec 5, 2016 - Mar 3, 2017		Mar 6, 2017 - Jun 16, 2017		
Music, Dance & Design	Drafting	Steel Detailing	Sep 6, 2016 - Dec 2, 2016		Dec 5, 2016 - Mar 3, 2017		Mar 6, 2017 - Jun 16, 2017		
Music, Dance & Design	Drafting	Diploma streams	n/a		Dec 5, 2016 - Mar 3, 2017		Mar 6, 2017 - Jun 16, 2017		
Music, Dance & Design	Hair Design & Esthetics	Hair Design	Sep 6, 2016 - Jun 22, 2017	Final exams: last two week of each course	Jan 3, 2017 - Oct 12, 2017		Mar 1, 2017 - Dec 7, 2017		May 3, 2017 - Feb 17, 2018
Music, Dance & Design	Hair Design & Esthetics	Hair Design	Sep 6, 2016 - Jun 23, 2017		Jan 3, 2017 - Oct 14, 2017				
Music, Dance & Design	Hair Design & Esthetics	Hair Design - High School	Sep 6, 2016 - Jun 22, 2017						
Music, Dance & Design	Hair Design & Esthetics	Skin and Body Therapy	Sep 6, 2016 - May 25, 2017	Final exams: last 2 weeks of each course	Jan 3, 2017 - Sep 14, 2017				May 1, 2017 - Jan 18, 2018
Music, Dance & Design	Hair Design & Esthetics	Skin and Body Therapy	Sep 7, 2016 - May 27, 2017		Jan 3, 2017 - Sep 16, 2017				May 3, 2017 - Jan 20, 2018
Music, Dance & Design	Jewellery Art and Design	Jewellery Art and Design	Sep 6, 2016 - Dec 22, 2016		Jan 3, 2017 - May 31, 2017				
Trades	Baking & Pastry Arts	Pastry	Apr 4, 2016 - Feb 10, 2017		Jan 3, 2017 - Nov 3, 2017		Feb 27, 2017 - Jan 12, 2018		
Trades	Baking & Pastry Arts	Artisan Baking	May 2, 2015 - Mar 10, 2017						
Trades	Baking & Pastry Arts	ACE IT Foundation	Aug 2, 2016 - Jan 20, 2017						
Trades	Baking & Pastry Arts	Artisan Baking International	Sep 6, 2016 - Jul 14, 2017		Jan 30, 2017 - Dec 1, 2017				
Trades	Baking & Pastry Arts	Pastry (ESL)	Oct 3, 2016 - Aug 11, 2017						
Trades	Baking & Pastry Arts	Pastry (International 5 months)	Oct 10, 2016 - Mar 3, 2017		Feb 6, 2017 - Jun 23, 2017				
Trades	Baking & Pastry Arts	Apprentice Level 1			Jan 3, 2017 - Jan 27, 2017				
Trades	Baking & Pastry Arts	Apprentice Level 2			Jan 30, 2017 - Feb 23, 2017				

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School	Department	Program	Fall 2016	Remarks	Winter 2017	Remarks	Spring 2017	Remarks	Summer 2017
Trades	Baking & Pastry Arts	Apprentice Level 3			Feb 27, 2017 - Mar 24, 2017				
Trades	Asian Culinary Arts	Asian Culinary Arts Certificate	Sep 6, 2016 - Jan 27, 2017	Final exam Jan 13, 2017	Feb 6, 2017 - June 23, 2017	Final exam Jun 9, 2017			
Trades	Culinary Arts	Cook Apprentice	Program under review						
Trades	Culinary Arts	Professional Cook 1 ESL	Program under review						
Trades	Culinary Arts	Professional Cook 1	Program under review						
Trades	Culinary Arts	Professional Cook 2	Program under review						
Trades	Culinary Arts	Culinary Arts High School	Program under review						
Trades	International Culinary Arts Diploma	Term 1	Sep 2016 - Apr 2017	Department to advise actual dates			Mar 2017 - Jun 2017		
Trades	International Culinary Arts Diploma	Term 2	Oct 2016 - Dec 2016 (started Mar 2016)				Apr 2017 - Jun 2017		
Trades	International Culinary Arts Diploma	Term 3			Jan 2017 - Mar 2017 (started Mar 2016)				Jul 2017
Trades	International Culinary Arts Diploma	Term 4	Sep 2016 - Jan 2017 (started Sep 2015)				Apr 2017 - Jul 2017 (started Mar 2016)		
Trades	Auto Service Tech	Acura Honda	Sep 6 , 2016 - Feb 24, 2017						
Trades	Auto Service Tech	Apprentice	Sep 6, 2016 - June 2, 2017						
Trades	Auto Service Tech	E-pprentice	Sep 6, 2016 - Feb 24, 2017						
Trades	Auto Service Tech	Foundation	Sep 6, 2016 - Apr 28, 2017		Jan 3, 2017 - Aug 18, 2017				May 8, 2017 - Dec 22, 2017
Trades	Auto Service Tech Diploma International Cohort	Term 1	Sep 2016 - Dec 2016	Department to advise actual dates	Jan 2017 - Apr 2017				
Trades	Auto Service Tech Diploma International Cohort	Term 2			Jan 2017 - Apr 2017 (cohort started Sep 2016)		Apr 2017 - Aug 2017 (stated Jan 2017)		
Trades	Auto Service Tech Diploma International Cohort	Term 3	Sep 2016 - Dec 2016 (started Sep 2015)		Jan 2017 - Apr 2017 (cohort started Jan 2016)				
Trades	Auto Service Tech Diploma International Cohort	Term 4			Jan 2017 - Apr 2017 (cohort started Sep 2015)		May 2017 - Jul 2017 (started Jan 2016)		
Trades	Auto Collision and Refinishing	ACRT Technician	Aug 30, 2016 - Apr 21, 2017						May 2, 2017 - Dec 8, 2017
Trades	Auto Collision and Refinishing	APSS - ACE-IT Refinishing High School			Jan 30, 2017 - Jun 15, 2017				
Trades	Auto Collision and Refinishing	ACAP Apprentice Level 1	Nov 7, 2016 - Dec 8, 2017				Apr 10, 2017 - May 11, 2017		
Trades	Auto Collision and Refinishing	ACAP Apprentice Level 2	Oct 3, 2016 - Nov 3, 2016		Feb 20, 2017 - Mar 23, 2017				
Trades	Auto Collision and Refinishing	ACAP Apprentice Level 3			Jan 3, 2017 - Feb 2, 2017				May 15, 2017 - Jun 15, 2017 Aug 28, 2017 - Sep 28, 2017
Trades	Auto Collision and Refinishing	ACRD Intln Diploma Term 1	Sep 6, 2016 - Dec 15, 2016		Jan 3, 2017 - Apr 13, 2017				
Trades	Auto Collision and Refinishing	ACRD Intln Diploma Term 2			Jan 3, 2017 - Apr 13, 2017				May 1, 2017 - Aug 10, 2017
Trades	Auto Collision and Refinishing	ACRD Intln Diploma Term 3			Jan 3, 2017 - Apr 13, 2017				
Trades	Auto Collision and Refinishing	ACRD Intln Diploma Term 4							May 1, 2017 - Aug 10, 2017
Trades	Auto Collision and Refinishing	ACSS Local cohort	Sep 19, 2016 - May 11, 2017						

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as of 19/10/2015

School	Department	Program	Fall 2016	Remarks	Winter 2017	Remarks	Spring 2017	Remarks	Summer 2017
Trades	Auto Collision and Refinishing	ACSS Distance cohort	Oct 31, 2016 - Jun 15, 2017	Schedule not confirmed, could be either Jan 23, 2017 - Aug 17, 2017 or Oct 31, 2016 - Jun 15, 2017					
Trades	Auto Collision and Refinishing	AGAP - Auto Glass Apprentice			Jan 9, 2017 - Jan 20, 2017				
Trades	Auto Collision and Refinishing	APAP - Paint Apprenticeship	Oct 3, 2016 - Oct 27, 2016						
Trades	Auto Collision and Refinishing	ARPT - Refinishing and Prep Foundation	Aug 29, 2016 - Jan 26, 2017		Feb 20, 2017 - Jul 6, 2017				Aug 28, 2017 - Jan 25, 2018
Trades	Auto Collision and Refinishing	APAP - Refinishing Prep Apprentice	Sep 6, 2016 - Sep 29, 2016		Jan 3, 2017 - Jan 26, 2017				
Trades	Heavy Mechanical Trades	Heavy Mechanical Trades Foundation	Apr 26, 2016 - Jan 13, 2017 Sep 12, 2016 - Jun 1, 2017	Program starts Sep 12th to ensure BCIT and VCC programs don't start on the same day	Feb 14, 2017 - Oct 20, 2017		n/a		n/a
Trades	Heavy Mechanical Trades	Heavy Mechanical Trades (new) Apprentice Level 1	May 16, 2016 - Jul 8, 2016 Jul 25, 2016 - Sep 16, 2016		Oct 3, 2016 - Nov 25, 2016				
Trades	Heavy Mechanical Trades	Heavy Mechanical Trades (new) Apprentice Level 2	May 16, 2016 - Jun 24, 2016 Oct 3, 2016 - Nov 10, 2016		Jan 3, 2017 - Feb 10, 2017		Mar 6, 2017 - Apr 13, 2017		
Trades	Heavy Mechanical Trades	Commercial Transport (old) Apprentice Level 3	Apr 23, 2016 - May 25, 2016						
Trades	Heavy Mechanical Trades	Heavy Mechanical Trades (new) Apprentice Level 3	Sep 6, 2016 - Oct 7, 2016		Feb 14, 2017 - Mar 17, 2017				
Trades	Heavy Mechanical Trades	Heavy Duty (old) Apprentice Level 4	Jul 11, 2016 - Aug 12, 2016		Nov 14, 2016 - Dec 16, 2016				
Trades	Heavy Mechanical Trades	Commercial Transport (old) Apprentice Level 4	Aug 29, 2016 - Oct 7, 2016		Jan 3, 2017 - Feb 10, 2017				