Vancouver Community College Board of Governors
Public Meeting Agenda
February 10, 2021 at 5:30 p.m.

Zoom Video:

https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFlTm5qdFBRSGRZRmVOdz09

Zoom Phone: +1 778 907 2071

Meeting ID: 643 9701 0942

Password: 037455

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)
Libby Davies (Vice Chair)
Mike Tourigny (Chair, FAC)
Karen Brooke
Ladan Sahraie
Mahin Rashid
Nadia Belokopitov
Paul Yeung
Rene-John Nicolas
Sahil Arora
Seung Oh
Shobha Rajagopalan
Sue Hammell

Ex-Officio

Ajay Patel — President & CEO
Elle Ting — Chair, Education Council

Staff Resources

Deborah Lucas	Executive Assistant, Board of Governors
David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Jane Shin	VP, Students & Community Development (Interim)
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services (Interim)
Jamie Choi	ED, Finance & CFO
Karen Wilson	ED, Marketing & Communications
Darlene Hodgson	Interim Director, Human Resources
Dennis Innes	Dean, Hospitality, Food & Business
Surinder Aulakh	Director, Safety, Security and Risk
Emily Allan	Interpreter
Lisz Keallen	Interpreter

Guests

Taryn Thomson	President, VCCFA
Chris Joyce	President, CUPE Local 4627
Sydney Sullivan	Executive Director, SUVCC

VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people, on whose traditional and unceded territories we live, learn and work.

Item	Topic	Action	Speaker	Time	Attach	Page
1.	**CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS**		J. Hartman/ A. Patel	5 min		
2.	**APPROVAL OF AGENDA/CONSENT AGENDA**		J. Hartman	2 min		
	"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."	Decision				
	2.1 Minutes: Nov 25, 2020 Public Meeting				✓	3
	2.2 Board Correspondence				✓	8
	2.3 News & Events				✓	9
	2.4 VCCFA Report				✓	11
3.	**ACTION TRACKER** Nov 25, 2020 brought forward items	Info	J. Hartman	1 min	✓	13
4.	**COVID-19 UPDATE**	Info	A. Patel/ S. Aulakh	10 min		

Item	Topic	Action	Speaker	Time	Attach	Page
5.	**CONSTITUENCY GROUP REPORTS**		Constituency Reps	5 min each		
	5.1 CUPE Local 4627	Info				
	5.2 VCCFA	Info			✓	11
	5.3 SUVCC	Info				
6.	**EDUCATION COUNCIL REPORT**		E. Ting	15 min		
	6.1 EdCo Chair Report	Info			✓	14
	6.2 New Programs: Automotive Collision and Refinishing Foundation Certificate / Automotive Collision and Refinishing Foundation Certificate E-pprentice	Decision			✓	18
7.	**FINANCE AND AUDIT COMMITTEE REPORT**		M. Tourigny	15 min		
	7.1 Chair's Report	Info				
	7.2 Financial Performance (Period End: Dec 31, 2020)	Info			✓	30
	7.3 Tuition: Accounting Diploma & Marketing Technology Diploma	Decision			✓	38
8.	**GOVERNANCE COMMITTEE REPORT**		M. Rashid	20 min		
	8.1 Chair's Report	Info				
	8.2 Revised C.3.10 Educational Affiliations	Decision			✓	41
	8.3 Revised A.3.10 Sexual Violence & Misconduct Procedures	Decision			✓	58
	8.4 International Tuition & Fees Authority	Decision			✓	59
9.	**HUMAN RESOURCES COMMITTEE REPORT**		J. Hartman	5 min		
	9.1 Chair's Report	Info				
10.	**NEXT MEETING & ADJOURNMENT**		J. Hartman	1 min		
	Next meeting: Mar 31, 2021	Info				

![Vancouver Community College logo]

VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
DRAFT PUBLIC MEETING MINUTES
November 25, 2020
5:30 p.m. Zoom Video Conference

ATTENDANCE

Board Members	Staff Resources	
Joey Hartman (Chair, Board/HRC)	Deborah Lucas	Executive Assistant, Board of Governors
Libby Davies (Vice Chair)	Clodine Sartori	VP, People and Culture (Acting)
Mike Tourigny (Chair, FAC)	David Wells	VP, Academic & Applied Research
Karen Brooke	Ian Humphreys	VP, Admin & International Development
Ladan Sahraei	Jane Shin	VP, Students & Community Development (Interim)
Mahin Rashid		
Nadia Belokopitov	Elmer Wansink	AVP, IT & CIO
Paul Yeung	Clayton Munro	AVP, Student & Enrolment Services (Interim)
Rene-John Nicolas	Jamie Choi	ED, Finance & CFO
Sahil Arora	Karen Wilson	ED, Marketing & Communications
Seung Oh	Dennis Innes	Dean, Hospitality, Food & Business
Shobha Rajagopalan (REGRETS)	Surinder Aulakh	Director, Safety, Security and Risk
Sue Hammell	Tyler Churchman	Interpreter
	Carmen Curman	Interpreter

Ex-Officio		Guests	
Ajay Patel	President & CEO	Taryn Thomson	President, VCCFA
Elle Ting	Chair, Education Council	Chris Joyce	President, CUPE Local 4627
		Sydney Sullivan	Executive Director, SUVCC

VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people, on whose traditional and unceded territories we live, learn and work.

1.   CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5.33 p.m., presented the land acknowledgement and opening remarks:

  - Welcomed new board members K. Brooke, L. Sahraei, P. Yeung and S. Arora. Each presented a short intro and the Oath of Office was sworn.
  - Board committee elections took place on Nov 25, 2020. Committee composition will be updated on VCC.ca

- A. Patel welcomed to VCC new Dean, Continuing Studies, Adrian Lipsett and Associate Director, Indigenous Education & Community Engagement, Clay Little.

2.   APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION:	THAT the VCC Board of Governors approve the Nov 25, 2020 agenda and approve/ acknowledge receipt of the following items on the consent agenda:
	2.1 Minutes: Sep 30, 2020 Public Meeting
	2.2 Info: International Tuition: Accounting Diploma

2.3	Info: International Tuition: Marketing Technology Diploma
2.4	Info: International Tuition: 2% increase
2.5	Board Correspondence
2.6	News & Events
2.7	VCCFA Report
Moved, Seconded & CARRIED (Unanimously)	

3. ACTION TRACKER

- None.

4. COVID-19 UPDATE

- S. Aulakh commented that students have began returning on campus. The Emergency Operations Centre (EOC) continue to work on "go forward" plans, in conjunction with union executives. The situation is fluid and consideration of present health office and ministry guidelines and accommodating new protocols is ongoing. Creating a safe and secure learning environment and workplace is the priority.
- A. Patel acknowledged that there are still challenges ahead, but we are working together. For their support, he thanked the Board, members of the EOC, Surinder Aulakh and the VCC community as a whole.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- CUPE Local 4627 President, C. Joyce addressed the Board, welcoming new Support Staff Representative, Paul Yeung and thanking outgoing rep, Erin Klis for her service.

5.2 Vancouver Community College Faculty Association (VCCFA)

- T. Thomson reported on the survey, completed by 215 faculty, on the topic of working from home during the pandemic. It was noted that the survey results were anonymous and could not be broken down by department. The Board acknowledged that COVID has presented a challenging situation for faculty and staff.

ACTION: For context on survey results, T. Thomson to send the questions to J. Hartman.

5.3 Student Union of Vancouver Community College (SUVCC)

- Executive Director, S. Sullivan presented the report which highlighted the current "Fund it. Fix it" campaign around provincial government funding. The board were informed that the impact of their prior pre-election campaign is pending. The expectation is that engagement was likely impacted by online interaction fatigue, as a result of COVID.

6. EDUCATION COUNCIL (EdCo)

6.1 EdCo Chair Report

- EdCo Chair, E. Ting, provided highlights of the report provided in the meeting materials. It included concept papers for Nail Tech and Health Care Assistant Diploma (international cohort).
- All seats but one on EdCo were filled at the last election. A by-election will be held in the new year to fill the vacancy. Outgoing members were thanked and new members welcomed.

6.2 Discontinuance: Interior Design Certificate

- The Interior Design Certificate program was suspended following a change to entry practise requirements, which required a degree for certification. The program renewal steering committee recommended discontinuing the program, with the view of offering interior design in the future as stackable credentials. EdCo approved the discontinuance of this program on Oct 13, 2020.

- In response to the Board's question around the consideration of "eco/green design" for future programs, it was clarified that connecting with industry at the time of program development will identify design trends such as this.

> **MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the discontinuance of the Interior Design Certificate program.
> **Moved, Seconded & CARRIED (Unanimously)**

6.3   Suspension: Renal Dialysis Technician Short Certificate

- The Renal Dialysis Technician Short Certificate program was refreshed in 2018. Since then, there has been an increase in facilities who offer in-house training. This has resulted in a reduction in cohorts and less interest by health authorities. EdCo approved the suspension of this program on Oct 13, 2020.
- The board commented that the requirements by the authorities may have changed since COVID-19.

> **MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the suspension of the Renal Dialysis Technician Short Certificate program.
> **Moved, Seconded & CARRIED (Unanimously)**

6.4   Credential: Accounting Diploma

6.5   Credential: Marketing Technology Diploma

- Items 6.4 & 6.5 were summarised in one report by E. Ting. They were approved by Education Council on Oct 13, 2020. The diplomas were developed in tandem and will be launched in Sep 2021. They are full-time 60-credit programs; two (2) years in duration and open to both domestic and international students.
- While the infrastructure for an Accounting Department is being established, this program will be supported by the Provisional Approval of New Programs Committee, a new committee of EdCo.

> **MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Accounting Diploma program.
> **Moved, Seconded & CARRIED (Unanimously)**

> **MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Marketing Technology Diploma program.
> **Moved, Seconded & CARRIED (Unanimously)**

7.   FINANCE AND AUDIT COMMITTEE (FAC) REPORT

7.1   Chair's Report

- Committee Chair M. Tourigny reported that the Finance and Audit Committee (FAC) met on Nov 4, 2020. Board agenda items 2.2, 2.3, 2.4 & 7.2 were presented for information.
- Board agenda items 7.3 and 7.4 were reviewed and approved for recommendation. Also, procurement items, which were subsequently approved by the Board: Request for Qualifications/Request for Proposal (RFP) - In-house Facilities Management Services, RFP and Award Contract – Laundry Services and Authorization to purchase leased IT hardware.
- The next FAC meeting is December 9, 2020. KPMG will be presenting the 2020/21 Audit Plan.

7.2   Financial Performance (Period End Sep 30, 2020)

- Tuition revenue for both domestic and international is down.
- At year end, VCC is projecting a deficit of $4.5M.

7.3 TUITION: Computer Science Courses

- Tuition for three (3) second year computer science courses were reviewed by FAC on Nov 4, 2020 and recommended for Board approval.

> **MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of $1,008 ($336 per credit) for the following courses:
> - CMPT 2225 Data Structures and Programming
> - CMPT 2276 Introduction to Software Engineering
> - CMPT 2295 Introduction to Computer Architecture
>
> **Moved, Seconded & CARRIED (Unanimously)**

7.4 TUITION: 2% Increase in Domestic Tuition & Mandatory Fees

- In order to offset increased operating costs and to maintain financial stability and sustainability, FAC are recommending an increase in domestic tuition and mandatory fees by 2%, effective August 1, 2021, and as capped by the Ministry.

> **MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 2% increase in domestic tuition and mandatory fees, effective August 1, 2021.
>
> **Moved, Seconded & CARRIED (Unanimously)**

8. GOVERNANCE COMMITTEE REPORT

8.1 Chair's Report

- R. Nicholas presented the report. The Committee met on Oct 7, 2020. R. Nicolas acknowledged and G. Manning for his service to the committee over the years and specifically, in the role of Governance Committee Chair since 2018. Committee elections have been conducted. A new Chair will be elected at the next meeting on Dec 2, 2020.
- Revisions to policies C.3.13 & C.3.15 (items 8.2 and 8.3 on Board agenda) were presented by EdCo and approved by the Committee.
- The Committee are drafting a new board meeting framework. This work is being completed with the view of rescinding policy A.1.1 Board Meetings and amending Board Governance Bylaw G.2.0 (s.9).
- Discussion on the matter of international tuition policy, as referred by the Board to the Committee, is to continue with the view of making a recommendation to the Board.

8.2 Revised C.3.13 Academic Year Policy & Procedures (formerly Academic Schedule)
8.3 Revised C.3.15 Academic Schedule Policy & Procedures (Academic Timetable & Room Booking)

- The review process for policy items 8.2 and 8.3 was completed in tandem. The policies and procedures have been revised to reflect current practices and terminology. They reflect the three (3)-term structure with each term lasting four (4) months: September to December, January to April, and May to August. This model came out of the Student Experience project initiated by the Registrars Office. Flexibility is built-in for programing that does not conform to the tri-semester standard.
- Changing the timing of the publication of dates from eighteen (18) months to three (3) years in advance increases the amount of lead time; simplifies enrolment planning and scheduling.

> **MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revisions to C.3.13 Academic Year Policy and Procedures (formerly Academic Schedule), as presented on November 25, 2020.
>
> **Moved, Seconded & CARRIED (Unanimously)**

> **MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revisions to C.3.15 Academic Schedule Policy and Procedures (formerly Academic Timetable and Room Booking), as presented on November 25, 2020.
> **Moved, Seconded & CARRIED (Unanimously)**

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1 Chair's Report

- J. Hartman reported that the Human Resources Committee (HRC) met on Oct 21, 2020. The President and the Committee finalised the collaborative process of establishing the President's performance objectives (up to Jan 2021), which the Board subsequently approved. An end of year assessment process will be established at the next meeting on Jan 20, 2021.

10. OTHER BUSINESS

10.1 A.3.10 Sexual Violence & Misconduct Policy

- Policy Sponsor, I. Humphrey's presented this item. It is government mandated for review every three (3) years. Caralee Maloney, Manager in Safety, Security and Risk Management, led a review team in re-drafting the policy. Consultation to reach a final draft was extensive, including legal counsel, Policy Committee, Operations Council and community feedback.
- To meet the mandated timeline, the final draft is being presented directly to the Board. Governance Committee members have reviewed the documents in advance, but have not consulted to make a recommendation.
- Discussion was primarily around the definitions. Legislation directed the definition for Sexual Misconduct. It was noted there are elements of the definition which are also addressed under other VCC policies. Related policies are cross-referenced in the policy. The consideration of reasonable jurisdiction was advised when developing the definition for College Member.
- The Board agreed to approve the revisions presented and refer it to the Governance Committee for further review with regards to:
    1. The deletion of Article 31 in the draft Procedures, which relates to procedural fairness.
    2. **"College Member" definition:**
        a. Broadening the definition of College Member to external members of VCC community e.g. advisory committee members;
        b. VCC's response should an incident be reported when the complainant/respondent is no longer identified as a "current" member.

> **MOTION:** THAT the Board of Governors approve the revised A.3.10 Sexual Violence and Misconduct Policy and Procedures.
> **Moved, Seconded & CARRIED (Unanimously)**

11. NEXT MEETING & ADJOURNMENT

- The next regular Public Board of Governors meeting is on Feb 10, 2021. With no further business, the meeting adjourned at 7:45 p.m.

APPROVED AT THE FEB 10, 2021 PUBLIC BOARD MEETING

Joey Hartman
Board Chair
VCC Board of Governors

BOARD OF GOVERNORS CORRESPONDENCE

DATE	FROM	DETAIL
Jan 12, 2021	Joey Hartman, VCC Board Chair	Letter of introduction to Hon. Anne Kang, Minister of Advanced Education & Skills Training (AEST)
Jan 22, 2021	Joey Hartman, VCC Board Chair	Letter of introduction to Hon. Ravi Kahlon, Minister of Jobs, Economic Recovery & Innovation
Jan 22, 2021	Joey Hartman, VCC Board Chair	Letter of introduction to Brenda Bailey, MLA, Parliamentary Secretary for Technology & Innovation
Feb 1, 2021	Joey Hartman, VCC Board Chair	Letter of introduction to Andrew Mercier, MLA, Parliamentary Secretary for Skills Training

NEWS AND EVENTS
February 2021

- Vancouver Community College (VCC) has become the International Secretariat of University Mobility in Asia and the Pacific (UMAP), overseeing student and faculty mobility to and from those regions. VCC takes over from Japan's Toyo University to manage UMAP's network of more than 600 colleges and universities in 36 countries and territories for a five-year term. With this role, VCC, and the province, have the opportunity to demonstrate leadership in international education both within Canada and globally by encouraging increased student diversity, the development of global competencies among students and strengthened intercultural awareness.

- Dr. Tannis Morgan has accepted appointment to the position of Associate Vice President – Academic Innovation. She joins VCC most recently from BC Campus, and before that the Justice Institute of British Columbia, where she led academic planning and innovation, along with teaching, learning, and research. Tannis' experience, vision for VCC, and strong record of academic and strategic planning will build upon VCC's reputation for academic excellence, innovation, and community partnerships. She will begin her new role on Feb. 22, 2021.

- The VCC Foundation is pleased to announce that the December 2020 Giving Tuesday campaign raised $23,000 in support for VCC students who have struggled financially due to the COVID-19 pandemic. This more than doubles the initial $10,000 donation-matching target.

- VCC is delighted to announce that Coast Capital Savings has donated $18,500 to support VCC's Gateway to Post-secondary (GPS) program. Coast Capital has contributed $63,500 key funding towards the program over the past three years. GPS was developed in partnership with the Vancouver School Board (VSB) to help students with cognitive disabilities and diverse learning needs successfully bridge their education to post-secondary programs and/or industry.

- As of September 2020, VCC has proudly exceeded $3 million in total energy cost avoidance in existing buildings since 2010. While VCC had set the goal of reaching 45 per cent below 2010 levels by March 2021, the college has already well exceeded this goal with a 54 per cent reduction in energy intensity. This represents actual energy savings of 51,400,000 ekWh, enough energy to power over 2,300 B.C. households for an entire year. VCC has also cut greenhouse gas emissions from both Broadway and Downtown campuses by nearly 70 per cent since 2010.

VCC IN THE NEWS: HIGHLIGHTS

- **Chefs share where they like to dine out in the Lower Mainland** (Vancouver Sun, Jan. 14) Hamid Salimian and wife Jen Peters are a couple of the best culinary minds and palates in the city. Salimian teaches culinary students at Vancouver Community College how to cook food that would impress any Michelin inspector and is co-owner of the casual Popina Canteen on Granville Island.

- **VCC's Dental Technology program provides grads with employment opportunities in the dental field** (Georgia Straight, Dec. 10) Vancouver Community College (VCC) is the only public postsecondary institution in B.C. that offers the unique Dental Technology Sciences program. After completing the 2.5-year diploma program, graduates can become self-employed or work for commercial dental laboratories.

- **Langley woman to head Western Canada for Soroptimists** (Aldergrove Star, Dec. 1) She completed the legal administrative assistant program at Vancouver Community College (VCC) and began working for the college a year later as assistant to the assistant dean of Student Services. After working for the division chair of Business and the dean of Student Services, she spent a brief time in Human Resources before becoming the executive assistant to the dean of Education as well as the VP Academic.

UPCOMING EVENTS:

- Red Seal Celebration, Feb. 11 online
- Experience VCC, April 20-21 online

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

DATE: Feb. 2, 2020

February 2021 Report to the VCC Board of Governors

Prepared by Taryn Thomson, VCCFA President

Welcome

We wish to congratulate Dr. Tannis Morgan and wish her well in her new role as AVP Academic Innovation. Welcome to VCC.

Mental Health

As the pandemic rolls along, we hear more and more about the negative affects our altered lifestyle is having on our mental health. The effects of reduced contact, forced and prolonged isolation, and ongoing anxiety are taking a toll that we will likely only know in the future. The Canadian Association of Mental Health has published data from a series of surveys about Canadians and mental health during the pandemic; it is an interesting and concerning read: https://www.camh.ca/en/health-info/mental-health-and-covid-19/covid-19-national-survey.

Now that we have shifted to more of a management phase in terms of our physical health (we are now well practiced at physical distancing, mask wearing, and frequent cleaning), it is time for us to concern ourselves with our mental health. We are pleased that VCC now has a Mental Health and Wellness Steering Committee with representation from all the stakeholder groups. This is an important and timely initiative. Thanks to Clayton Munro for his work in getting the ball rolling.

Out of Pocket

Our thanks to the college for the recent workshop on tax reporting for those working from home. The issue of reimbursement of faculty who had to purchase or upgrade equipment in order to work from home is outstanding. As the pandemic continues, we continue to push through a variety of channels to ensure that faculty are reimbursed for the purchase of tools required to work remotely.

Anti-Racism and Equity, Diversity and Inclusion

Alongside the pandemic, racism was another important theme of 2020. Many ugly instances of racism were illuminated, spawning immediate and meaningful calls for action. It is no longer possible for us to turn blind eyes to the racism among us, and we must act to end it. The VCCFA stands as allies in this work, and is proud to participate in the college's new Equity Diversity and Inclusion Committee, the FA's Anti-Racism Working Group, as well as supporting and participating in anti-racist courses and workshops.

Registration Issues

Since our return in January, we have heard from more than a dozen departments whose students are facing barriers to getting registered, including delayed responses. We recognize that hard-working RO staff are doing their best in a difficult situation. However, as the RO is the key

VCCFA
VANCOUVER COMMUNITY COLLEGE
FACULTY ASSOCIATION

portal for students to gain entry to classrooms, and since we are facing declining enrollments due to the pandemic, this is a situation that needs to be addressed. What will the college do to investigate and solve problems the RO office is struggling to contend with, problems heightened by the pandemic?

I was lucky enough to hear Robert Daum and Lindsay Heller's presentation about college policies and accessibility. We must remember that each email to the RO office is a person reaching out, a person who possibly worked for weeks to get up the courage. This is not merely an issue of efficiency, but one of equity and inclusion.

Community Action Committee January Donations

1) **Kettle Friendship Society - $500** to go toward supplies for Homeless Outreach Program. During the pandemic, the Kettle has been providing outdoor gear for homeless people with mental illness. They have requested this funding to buy "supplies such as $5.00 food cards, socks, toques, snacks – small necessities that make life a little easier."

2) **Helping Spirit Lodge Society, $500** for toiletries and essential clothing. As shown on their website, "Helping Spirit Lodge is a non-profit organization dedicated to providing wrap-around services to women and children fleeing violence. It is unique in that it addresses the issues of indigenous family violence from a holistic perspective." Programs include first- stage transition housing, and new clients often require immediate items such as toiletries, pajamas, slippers and undergarments.

3) **Out in Schools - $500** to pay for the costs of a Zoom license and annual fee for Rev Captions. Out in Schools is a program run by Out on Screen (sponsors of the Queer Film Festival). Out in Schools "uses film and video with facilitated group discussion to engage students on issues of homophobia, transphobia and bullying." According to research provided on their website, schools which have held these sessions have seen a dramatic decrease in bullying and harassment of LGBTQ+ youth. During the COVID pandemic, "Out in Schools" has moved their programming online and have asked for funding to cover their Zoom license as well as for the cost of Rev Captions, a digital program that allows them to make program content available to Deaf and Hard of Hearing students and teachers.

4) **Urban native Youth Association (UNYA) - $750.00** for the 2Spirit Collective - $500.00 to Collective's support group for gender affirming products and gift cards, and $250.00 to the Food Pantry. UNYA'S 2Spirit Collective provides support, resources and programming for Indigenous youth ages 15- 30, who identify as LGBTQ+, and for those questioning their sexual or gender identities. Currently, the Collective offers a virtual 2Spirit group multiple times per month with a clinical counsellor, and 2spirit elder. The group participants share discussions, watch films and do activities together. Attendees are provided with gender affirming products and gift cards. The collective also runs the Food Pantry, a food bank for LGBTQ+ youth. This donation would be very helpful to this collective, whose members face isolation and discrimination, and have limited access to support services, including food banks.

Taryn Thomson, VCCFA President

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Board of Governors Public Meeting
February 10, 2021

ACTION TRACKER

ACTION - Brought forward from Nov 25, 2020		WHO	UPDATE
1.	Provide COVID19 faculty survey questions to Board Chair.	T. Thomson	**COMPLETED:** Nov 30, 2020
2.	Refer policy A.3.10 to Governance Committee for additional review & recommendations.	D. Lucas	**COMPLETED:** Feb 10 Board agenda item 8.3.

INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: February 10, 2021

ISSUE: Education Council Chair Report to Board of Governors

CONCEPT PAPER: APPLIED LEADERSHIP AND MANAGEMENT CERTIFICATE

The proposed Applied Leadership and Management Certificate program follows a recent program renewal of the Leadership Suite of programming in Continuing Studies (CS): flexible and responsive, this new program will build upon the recognized excellence of VCC's leadership and management education as "leadership training for every person."

The redesign of the program has been edited to achieve a streamlined and "stackable" model that highlights microcredentials. The certificate merges the different areas of the former Leadership Suite into a single, overarching program of 18 credits. Learners would complete 13 credits in a set of core courses and then select a specialization: Leading and Managing People, Coaching, Human Resources Management, Sales and Marketing, and Entrepreneurship and Innovation (five credits each). Additionally, each specialization course cluster will also be offered as a microcredential in its own right, and the Wedding and Event Planning stream, which was moved out of the Certificate structure, will now be offered as a standalone microcredential option.

Like its predecessor, the new Applied Leadership ad Management Certificate will be offered as a flexible, low-barrier, part-time program, with evening, weekend, and online options that accommodate diverse working professionals looking to upskill for advancement opportunities in their respective market sectors, including VCC graduates and employees. The program will also continue to be offered on a continuous-intake basis, meaning that prospective learners can start in any of the three (3) semesters: September-December, January-April, or May-August.

The program renewal and subsequent redesign of VCC's Leadership and Management programming, much of which was completed in the wake of the COVID-19 pandemic, is informed by a growing need for responsive educational opportunities. In particular, sectors such as essential retail, health, financial services, and telecommunications can expect heightened and sustained demand for accessible upskilling.

CONCEPT PAPER: ASIAN CULINARY ARTS LEVEL 2 SHORT CERTIFICATE

Designed to ladder up from Asian Culinary Arts Level 1, the Asian Culinary Arts Level 2 Short Certificate program will provide learners with the advanced techniques, business operations knowledge, and soft

skills necessary to pursue work in the restaurant sector as chefs de cuisine, sous chefs, executive sous chefs, and executive chefs. Level 2 will complement and extend the skills and knowledge covered in Level 1, with a significant portion of the program focusing on simulations that will elevate learners' cooking and serving skills to prepare them for senior roles in professional kitchens.

The 16-credit Level 2 program is structured as 14 weeks of full-time study and will consist of three courses: Restaurant Operations Management (1.0 credits), Restaurant Business Management (1.0 credits) and Asia Pacific Cooking (14.0 credits). It will be open to both domestic and international students: notably, international students who complete both the Level 1 and Level 2 Asian Culinary Arts programs will receive 34 weeks of study in total, which would satisfy the 32-week minimum required for the Post-Graduate Work Permit program (PGWPP)[1]. To accommodate working students, the program will offer evening and weekend sections.

VCC has been offering Asian culinary training for 45 years and currently offers the only full-time Asian-centric program in North America. The Level 2 Culinary Arts Short Certificate covers a wider range of Asian cuisines to reflect the current market and evolving tastes in the region.

CONCEPT PAPER: MECHANICAL ENGINEERING TECHNICIAN CERTIFICATE

The Mechanical Engineering Technician Certificate is a new exit credential option that will be open to both domestic and international students who complete the Mechanical specialty stream in Year One of the CAD & BIM (Computer Aided Draft and Building Information Modelling) Technician Diploma program. This program places emphasis on BIM and technical processes applicable to a wide variety of mechanical applications in the mining industry, chemical process plants, energy infrastructure, oil and gas, and building and development work. Learners will prepare for work consulting mechanical engineering firms; municipal, provincial, or federal offices; and developers and construction companies.

Those completing the Mechanical Engineering Technician Certificate would also be set up for success in pursuing further studies. Graduates have the option of returning within four years to enter the second year of the CAD & BIM Technician Diploma program. Graduates who are interested in higher education in engineering are also encouraged to explore the University Transfer Engineering Certificate program.

As with all existing specializations within the CAD & BIM Technician Diploma, the Mechanical Engineering Technician Certificate is 40 credits: learners achieve the first nine credits in Term 1 foundational courses and receive the remaining 31 credits in Terms 2 and 3 for a chosen specialty.

Upon successful completion of the Mechanical Engineering Technician Certificate program, learners will be able to meet the following program learning outcomes (PLOs):
- *Describe concepts, and use drawing techniques to complete projects in orthographic projection, sectioning, and dimensioning, auxiliary view and machine detailing.*
- *Employ current Computer Aided Drafting (CAD) and three dimensional modelling systems as a tool to produce drawings from data, designs and/or specifications.*
- *Apply terminology and conventions used in drafting and 3D modeling.*

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[1] https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program.html

- *Develop drafting, 3D Building Information Modeling (BIM) and related trade skills and knowledge.*
- *Demonstrate and utilize critical thinking, team building and interpersonal communication skills.*
- *Use concepts of mechanical building construction and technology to plan and detail a commercial building in accordance with local by-laws and the BC Building Code.*
- *Apply concepts of mechanical technology and planning to produce drawings and three dimensional models for the development of process piping for an industrial site.*
- *Use mechanical engineering theories to prepare engineering drawings and BIM practices for three dimensional models of mechanical building systems which incorporate: heating ventilation and cooling (HVAC), plumbing and fire control systems.*
- *Prepare a comprehensive professional portfolio.*

Currently, there are only three comparable programs within the Lower Mainland (at KPU, BCIT, and Brighton College); of these, only KPU offers a Mechanical Technician Certificate option. The CAD & BIM Technologies department is seeking national accreditation for the diploma program with Technical Accreditation Canada (TAC); once accreditation has been confirmed by TAC, BCCAT articulation agreements will be initiated with other institutions.

CONCEPT PAPER: OPTICIAN DIPLOMA

Continuing Studies' proposed 16-month, full-time, cohort-based Optician Diploma program is designed to prepare graduates for careers in Opticianry dispensing optical appliances, conducting automated refractions, and promoting eye health and proper use of optical appliances. Through theory and lab training, students will gain comprehensive education in eyeglass dispensing, contact lens fitting, and automated refraction; program emphasis is also placed on "soft skills," such as customer service, professional communication, and professional practice.

The curriculum for this program, which will be licensed through Stenberg College[2], is accredited by the National Alliance of Canadian Optician Regulators (NACOR).[3] Currently, only one public postsecondary institution, Douglas College, offers a comparable program: its Dispensing Opticianry Diploma program, established in the mid-1990s, meets similar technical training outcomes but does not include the newer NACOR competencies that address soft skills. The Stenberg/VCC program builds in the acquisition of these additional soft skills competencies in the design of the Customer Service, Professional Communication, and Sales and Marketing courses.

Two models of delivering this program are also currently being explored. One option is to deliver offsite through Stenberg College's Surrey campus; the other option is for VCC to deliver onsite at the Broadway campus. A comparative analysis of both models and their costing implications continues, but current information points to offsite delivery being financially lower-risk to the college.

It is important to note that while this program would be open to both domestic and international students, the primary audience for recruitment will be international students. Partner agencies abroad have identified a marked demand among international students for health sciences programming; due to provincial legislation that prevents private colleges from attracting international student cohorts,

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[2] A local private college specializing in health care and human services education: https://www.stenbergcollege.com/
[3] https://nacor.ca/

students from outside Canada who are seeking health sciences education are largely underserved by the current BC postsecondary ecosystem.

This program is also responsive to an anticipated growth in demand within the community for optical services: besides the expected need for opticians that will increase proportionately to the growth and aging of the local population, an emergent demand for "task-specific" eyewear (e.g. anti-fatigue glasses for those who work in front of computer screens) will also create more opportunities for new opticians.

EDCO CHAIR ELECTIONS

The elections for EdCo chair and executive and EdCo standing committee chairs were held at the December 8, 2020 meeting. All incumbents were re-elected. Elle Ting and Natasha Mandryk continue to serve as EdCo Chair and Vice-Chair, respectively. Todd Rowlatt chairs the Curriculum Committee and Education Quality Committee (EQC); Natasha Mandryk chairs the Education Policy Committee (EPC); and Lucy Griffith chairs the Appeals Oversight Committee (AOC). Todd and Lucy also return to the EdCo executive as its two elected members.

Given the extraordinary changes of the last year, stability in Education Council leadership has been an important asset to the group's shared stewardship responsibilities. With much gratitude, I want to recognize the work of the EdCo exec members and standing committee chairs: their effort and talents allow VCC's Education Council to run like the well-oiled machine that it is.

PREPARED BY: Elle Ting, Chair, Education Council

DATE: February 2, 2021

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: February 10, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
New Programs: Automotive Collision and Refinishing Foundation Certificate and Automotive Collision and Refinishing Foundation Certificate (E-pprentice)

BACKGROUND:

In accordance with the Red Seal trades' Pan-Canadian Harmonization initiative, VCC has had to update all related apprentice courses and foundation programs as directed by the Industry Training Authority (ITA) of British Columbia.[1] The primary goal of harmonization was to improve consistency in Canadian Red Seal trades education, thus facilitating the mobility of apprentices across the country.

The new harmonized Automotive Collision and Refinishing Foundation Certificate curriculum features a 34-week common core between Automotive Collision and Automotive Refinishing across both the foundation and apprentice offerings (eleven courses for a total of 42 credits). The Automotive Collision Repair department is also formalizing its delivery model for the E-pprentice version of this programming. These programs are intended for those seeking employment in the Automotive Industry as Automotive Collision Repair Technicians or Automotive Paint Technicians; applicants have access to this program through the Foundation program and the Youth Train in Trades[2] program.

Upon successful completion of the program, graduates will be able to meet the following learning outcomes:
- *Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles*
- *Maintain tools and equipment to ensure top performance, safety and environmental compliance*
- *Perform cutting, welding and heating processes to industry and vehicle manufacturers' standards*
- *Analyze vehicle conditions and documentation to develop organized repair plans*
- *Use communication techniques to build and maintain professional industry and customer relations*
- *Remove and install vehicle components to manufacturers fit and finish standards*

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[1] Woods, Craig and Kathryn Rockwell (ITA). "Harmonization of Red Seal Trades: MVBR and Automotive Painter." August 2017. https://www.ccif.ca/wp-content/uploads/2017/08/5_Craig-Woods.pdf. Accessed 2021 Feb 1.
[2] BC Grade 11 and Grade 12 high school students enrolled in this program are able to receive on-the-job training that can be put towards both their high school completion and Level 1 trades training. (https://youth.itabc.ca/programs/train/)

- *Prepare surfaces for refinishing accounting for substrate conditions and manufacturers' specifications*
- *Use repair materials and equipment in preparation for top-coat application in accordance with manufacturers' specifications*
- *Perform top-coating procedures to achieve a variety of original equipment (OE) finishes*
- *Remove, repair and install metal panels and components to original contour, fit, and finish*
- *Remove, repair and install plastic panels and components to original contour, fit, and finish*
- *Perform automotive detailing tasks and inspect repaired vehicles according to quality assurance standards*

DISCUSSION:
Education Council reviewed the programs at its November 10, 2020 meeting, and no concerns were raised. Curriculum developer Robin Popow was commended for his exceptional work redesigning these two programs.

RECOMMENDATION:
THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Automotive Collision and Refinishing Foundation Certificate and Automotive Collision and Refinishing Foundation Certificate (E-pprentice) programs.

ATTACHMENTS: APPENDIX A – Program Content Guide (PCG) for Automotive Collision and Refinishing Foundation Certificate
APPENDIX B – Program Content Guide (PCG) for Automotive Collision and Refinishing Foundation Certificate (E-pprentice)

PREPARED BY: Elle Ting, Chair, Education Council

DATE: February 1, 2021

Automotive Collision and Refinishing Foundation Certificate

Program Content Guide

Effective Date: <u>September 2021</u>

Purpose
This program is designed for people who wish to obtain employment in the Automotive Industry as an Automotive Collision Repair Technician or an Automotive Paint Technician.
An Automotive Collision Repair Technician restores the structural integrity of damaged vehicles by straightening vehicle structure, repairing or removing damaged sections and priming and preparing and applying refinishing products to repaired surfaces. As an Automotive Collision Repair Technician, you will also repair and/or replace glass and interior and exterior components of the vehicle. Duties also include verifying dimensional accuracy, system functions, passenger protection, proper alignment and proper handling.

A first-level Automotive Refinishing Technician typically removes parts, masks, performs chemical cleaning, applies putty, sands, primes, and prepares an automobile, truck or bus for the Automotive Refinishing Technician in a safe and environmentally sound manner.

Graduates receive a VCC *Auto Collision and Refinishing Foundation Certificate*. Additionally, graduates receive the following credit by the Industry Training Authority of British Columbia (ITA):

- Auto Body and Collision Technician – Certificate of Completion
- Automotive Refinishing Technician – Certificate of Completion
- Foundation Program Credit toward Apprenticeship:
    - Common Core Level 1 Technical Training
    - 625 hours toward Auto Body and Collision Technician
    - 450 hours toward Automotive Refinishing Technician

Admission Requirements
Applicants may choose to apply to one of two tracks: (1) Foundation Program or (2) Youth Train in Trades (formerly ACE-IT) Program.

1. Foundation Program:
- English 10 or equivalent
- Apprentice & Workplace Math 10 or equivalent; or 80% on the VCC Basic Arithmetic Assessment
- Science 10 or equivalent
or
- Department Leader approval based on relevant trade experience will be considered.

2. Youth Train in Trades Program:
- Greater Vancouver area High School students: Applicants do not apply to VCC directly. Interested students, teachers and counselors are directed to contact the Career Program Coordinator or Administrator for their school district.
- Regional B.C. High School students: Eligible regional B.C. high school students should apply to the *Automotive Collision and Refinishing Foundation (E-pprentice) Certificate* program.
- See the ITA Youth Train in Trades Program website for details (http://youth.itabc.ca/programs/train/)

Note: All students must have minimum basic computer skills and access to an internet-connected computer/mobile device.

Prior Learning Assessment & Recognition (PLAR)
Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion
This full-time program is 34 weeks in duration and must be completed within 2 years.

Program Learning Outcomes
Upon completion of this program, graduates will be able to:
- Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles
- Maintain tools and equipment to ensure top performance, safety and environmental compliance
- Perform cutting, welding and heating processes to industry and vehicle manufacturers' standards
- Analyze vehicle conditions and documentation to develop organized repair plans
- Use communication techniques to build and maintain professional industry and customer relations
- Remove and install vehicle components to manufacturers fit and finish standards
- Prepare surfaces for refinishing accounting for substrate conditions and manufacturers' specifications
- Use repair materials and equipment in preparation for top-coat application in accordance with manufacturers' specifications
- Perform top-coating procedures to achieve a variety of original equipment (OE) finishes
- Remove, repair and install metal panels and components to original contour, fit and finish
- Remove, repair and install plastic panels and components to original contour, fit and finish
- Perform automotive detailing tasks and inspect repaired vehicles according to quality assurance standards

Instructional Strategies, Design, and Delivery Mode
This program provides a wide range of opportunities for student learning in classroom, shop and workplace settings. In addition to hands-on practical experience in VCC's automotive collision repair and refinishing facility, instructional activities such as lectures, demonstrations, group work, peer assessment, and project based learning strategies may be used throughout the program.

Note: Students are required to purchase minimal basic tools and personal protective items early in the program. Approximate cost: $350.00

Evaluation of Student Learning
Evaluation for this program includes theory quizzes and exams, practical performance-based lab and shop assignments, and problem-based learning projects in a real shop environment.

Attendance and Participation
Given the industrial nature of this program, professional and safe work practice is critical. A student may be withdrawn from the program for safety concerns and/or an inability to meet professional practice standards due to a failure to meet attendance requirements.
Excused absences are those reported in advance of the absence, wherever possible, or that suitable documentation be provided to support the absence. All other will be reported as unexcused absences.

Recommended Characteristics of Students
- Personal hygiene, grooming and appearance acceptable to a service industry;
- Good hand dexterity for operating equipment and machines;
- Ability to understand and follow verbal and written instruction;
- Good general health and respiratory condition;
- Physical strength and stamina compatible with the handling of heavy parts and equipment as required by the program;

- Ability to tolerate noise and vibration;
- Mechanical aptitude and interest;
- Good hand-eye coordination;
- Good eyesight and colour vision;
- Good line, form and depth perception;
- Possession of valid BC driver's license.

Courses

Course #	Course Name and Description	Credits
ACRF 1100	Occupational Safety	2.5
ACRF 1110	Industry Readiness	4.5
ACRF 1120	Construction and Components	5.0
ACRF 1130	Tools, Equipment and Maintenance	3.5
ACRF 1140	Welding, Heating and Cutting Steel	3.0
ACRF 1150	Metal Panels and Components	7.5
ACRF 1160	Plastic Panels and Components	2.0
ACRF 1170	Organize, Document and Communicate	2.0
ACRF 1180	Refinish Preparation	6.5
ACRF 1185	Refinish Application	4.0
ACRF 1190	Interior and Exterior Detailing	1.5

Total Program Credits: 42.0

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	Failing Grade – unable to proceed to next Term	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.

2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

VCC Education and Education Support Policies
There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them. The policies are located on the VCC website at:
http://www.vcc.ca/about/governance--policies/policies/

Automotive Collision and Refinishing Foundation Certificate (E-pprentice)

Program Content Guide

Effective Date: November 2021

Purpose
This program provides alternate delivery options for regional British Columbia High School students wishing to obtain employment in the Automotive Industry as an Automotive Collision Repair Technician or an Automotive Paint Technician. Students complete theory assignments online and participate in instructor-lead practical lessons typically occurring in their communities at partnering industry or school facilities.

An Automotive Collision Repair Technician restores the structural integrity of damaged vehicles by straightening vehicle structure, repairing or removing damaged sections and priming and preparing and applying refinishing products to repaired surfaces. As an Automotive Collision Repair Technician, you will also repair and/or replace glass and interior and exterior components of the vehicle. Duties also include verifying dimensional accuracy, system functions, passenger protection, proper alignment and proper handling.

A first-level Automotive Refinishing Technician typically removes parts, masks, performs chemical cleaning, applies putty, sands, primes, and prepares an automobile, truck or bus for the Automotive Refinishing Technician in a safe and environmentally sound manner.

Graduates receive a VCC *Auto Collision and Refinishing Foundation Certificate*. Additionally, graduates receive the following credit by the Industry Training Authority of British Columbia (ITA):

- Auto Body and Collision Technician – Certificate of Completion
- Automotive Refinishing Technician – Certificate of Completion
- Foundation Program Credit toward Apprenticeship:
    - Common Core Level 1 Technical Training
    - 625 hours toward Auto Body and Collision Technician
    - 450 hours toward Automotive Refinishing Technician

Admission Requirements
- Applicants do not apply to VCC directly. Interested students, teachers and counselors are directed to contact the Career Program Coordinator or Administrator for their school district. Regional B.C. School Districts are directed to contact the VCC Auto Collision Repair Department for participation details.
- Greater Vancouver area High School students should apply to the *Automotive Collision and Refinishing Foundation Certificate* program.
- See the ITA Youth Train in Trades Program website for details (http://youth.itabc.ca/programs/train/)

The following are essential requirements for student success in this program:

- Applicants must have minimum basic computer skills and access to an internet-connected computer/mobile device;
- Applicants must be responsive to active communications;
- Applicants must be self motivated and disciplined to complete online studies on a set schedule;
- Applicants must posses the ability and willingness to take responsibility for learning assignments issued during work experience sessions.

Prior Learning Assessment & Recognition (PLAR)
Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion
This program is offered over an 8-month period and may vary according to the requirements of regional School Districts. The program must be completed within 2 years.

Program Learning Outcomes
Upon completion of this program, graduates will be able to:
- Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles
- Maintain tools and equipment to ensure top performance, safety and environmental compliance
- Perform cutting, welding and heating processes to industry and vehicle manufacturers' standards
- Analyze vehicle conditions and documentation to develop organized repair plans
- Use communication techniques to build and maintain professional industry and customer relations
- Remove and install vehicle components to manufacturers fit and finish standards
- Prepare surfaces for refinishing accounting for substrate conditions and manufacturers' specifications
- Use repair materials and equipment in preparation for top-coat application in accordance with manufacturers' specifications
- Perform top-coating procedures to achieve a variety of original equipment (OE) finishes
- Remove, repair and install metal panels and components to original contour, fit and finish
- Remove, repair and install plastic panels and components to original contour, fit and finish
- Perform automotive detailing tasks and inspect repaired vehicles according to quality assurance standards

Instructional Strategies, Design, and Delivery Mode
This program provides a wide range of opportunities for student learning including:
- Scheduled and self-paced online theory assignments
- Online group discussions
- Hands-on practical lessons and lectures in the workplace, school, or VCC facility according to regional agreements.

Note: Students are required to purchase minimal basic tools and personal protective items early in the program. Approximate cost: $350.00

Evaluation of Student Learning
Evaluation for this program includes theory quizzes and exams, practical performance-based lab and shop assignments, and problem-based learning projects.

Attendance and Participation
Given the industrial nature of this program, professional and safe work practice is of critical importance. A student may be withdrawn from the program for safety concerns and/or an inability to meet professional practice standards due to inadequate attendance.
Excused absences are those reported in advance of a scheduled class, wherever possible, or if appropriate documentation can be provided for the time missed. Other absences will be reported as unexcused, and an excess of unexcused absences may result in a student being withdrawn from a course or program.

Recommended Characteristics of Students
- Personal hygiene, grooming and appearance acceptable to a service industry;
- Good hand dexterity for operating equipment and machines;
- Ability to understand and follow verbal and written instruction;

- Good general health and respiratory condition;
- Physical strength and stamina compatible with the handling of heavy parts and equipment as required by the program;
- Ability to tolerate noise and vibration;
- Mechanical aptitude and interest;
- Good hand-eye coordination;
- Good eyesight and colour vision;
- Good line, form and depth perception;
- Possession of valid BC driver's license.

Courses

Course #	Course Name and Description	Credits
ACRF 1101	Occupational Safety (E-pprentice)	2.0
ACRF 1110	Industry Readiness	4.5
ACRF 1116	Shop Experience (E-pprentice)	12.0
ACRF 1121	Construction and Components (E-pprentice)	3.5
ACRF 1131	Tools and Equipment (E-pprentice)	2.5
ACRF 1141	Welding, Heating and Cutting Steel (E-pprentice)	2.5
ACRF 1151	Metal Panels and Components (E-pprentice)	6.0
ACRF 1161	Plastic Panels and Components (E-pprentice)	1.5
ACRF 1171	Organize, Document and Communicate (E-pprentice)	1.5
ACRF 1181	Refinish Preparation (E-pprentice)	5.0
ACRF 1186	Refinish Application (E-pprentice)	3.5
ACRF 1191	Interior and Exterior Detailing (E-pprentice)	1.0

Total Program Credits: **45.5**

Courses for this program are offered over one term and not necessarily in the order listed.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of the program.

The transcript typically shows a percentage grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	Failing Grade – unable to proceed to next Term	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.

2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

VCC Education and Education Support Policies
There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them. The policies are located on the VCC website at:
http://www.vcc.ca/about/governance--policies/policies/

INFORMATION NOTE

PREPARED FOR: Board of Governors (Public)

DATE: February 10, 2021

ISSUE: **Financial Performance (for the Nine Months ended December 31, 2020)**

2020/21 Operating Overview (April 2020 – December 2020)

Revenue for the period was $86.8 million compared to budget of $92.7 million ($5.9 million below plan) and prior year of $90.5million ($3.6 million below prior year) **(Table 4)**. Domestic tuition revenue is down for the period by $1.3 million compared to original budget and international revenue was down by $848K. **(Table 1, 2 and 3)**.

The School of Hospitality, Food Studies and Applied Business domestic revenue was $189K lower than budget. International revenue was down by $244K. Project Management and Post Diploma Business Management programs international tuition revenues were lower by $865K, but has been offset by higher Culinary, Baking and Hospitality programs tuition revenue of $686K.

The School of Arts and Science was $94K lower than the domestic tuition revenue budget. The ABE/EAL tuition free programs tuition revenues are down by $477K. The School of Health and Science domestic tuition revenue was down by $402K. Dental Assisting and Allied Health program domestic tuition revenues were down by $107K and $92K respectively. Continuing care program domestic tuition revenue were down by $100K.

The School of Trades, Technology and Design domestic tuition revenue was lower than budget by $227K, with a decrease in international revenue of $537K. Hair Design & Skin Therapy program international revenue was $351K lower than budget and new electronics programs was cancelled due to lower enrolment in September.

Total expenses for the period were $91.1 million compared to budget of $92.5 million ($1.4 million below budget) and prior year of $88.6 million ($2.5 million higher prior year).

The deficit for period was $4.2 million compared to a budget surplus of $ $218K ($4.4 million less favourable than budget) and prior year surplus of $1.9 million ($6.1 million unfavourable than prior year).

2020/21 Forecast to Budget Overview

2020/21 Forecast (9 months actual + 3 months forecast) in **Table 8** shows that VCC is projecting a deficit of $7.4 million. Revenue is forecasted to be $118.8 million compared to budget of $128.4 million ($9.5 million below budget) and prior year of $123.9 million ($5.1 million lower than prior year) **(Table 5, 6 and 7)**. Expenses are forecasted to be $126.2 million compared to budget of $128.3 million ($2.1 million lower than budget) and prior year of $123 million ($3.1 million higher than prior year).

The main driver of the increased deficit is that approximately $2.5 million has been paid out to faculty and CUPE staff due to the late ratification of the Collective Agreements; however, no matching revenues have been forecasted to offset the expenses. The College expects to receive the funding confirmation from the Ministry shortly.

ATTACHMENTS:	Table 1, 2 and 3: Summary – Actual Revenue by School (Apr – Dec 2020) Table 4 – Statement of Operations for the Nine Months ended Dec 31, 2020 Table 5, 6 and 7: Summary – Forecast Revenue by School (Apr 2020 – Mar 2021) Table 8 – Statement of Operations: 2020/21 Forecast with Nine Months Actual (Ended Dec 31, 2020) and Three Months Forecast
PREPARED BY:	Jamie Choi, Executive Director FS & CFO
DATE:	February 1, 2021

Summary - Revenue by School

Table 1:
Domestic Tuition Revenue by School – Actual Compared to Budget and Prior Year

	2020/21 Actuals (Apr 2020 - Dec 2020)	2020/21 Budget (Apr 2020 - Dec 2020)	Variance (Actuals vs Budget)	2019/20 Actuals (Apr 2019 - Dec 2019)	Variance (2020/21 Actuals vs 2019/20 Actuals)
CENTRE FOR CONTINUING STUDIES	1,987,663	2,399,309	(411,646)	2,451,202	(463,539)
SCHOOL OF ARTS AND SCIENCES	1,020,033	1,113,976	(93,943)	1,008,581	11,451
ABE & EAL TUITION FREE	2,966,064	3,443,011	(476,947)	3,450,607	(484,543)
SCHOOL OF HEALTH	2,693,703	3,095,657	(401,954)	2,727,042	(33,339)
SCHOOL OF HOSP, FOOD & BUSINESS	1,137,043	1,326,650	(189,607)	1,286,733	(149,690)
DIVISION OF LIBRARY, TEACH & LEARN	626,527	634,390	(7,863)	688,362	(61,834)
SCHOOL OF TRADES, TECH & DESIGN	1,604,919	1,832,169	(227,250)	1,550,454	54,465
	12,035,952	**13,845,162**	**(1,809,210)**	**13,162,981**	**(1,127,029)**

Table 2:
International Tuition Revenue by School – Actual Compared to Budget and Prior Year

	2020/21 Actuals (Apr 2020 - Dec 2020)	2020/21 Budget (Apr 2020 - Dec 2020)	Variance (Actuals vs Budget)	2019/20 Actuals (Apr 2019 - Dec 2019)	Variance (2020/21 Actuals vs 2019/20 Actuals)
CENTRE FOR CONTINUING STUDIES	89,429	72,444	16,985	124,393	(34,964)
SCHOOL OF ARTS AND SCIENCES	256,770	375,758	(118,988)	345,795	(89,025)
SCHOOL OF HEALTH	26,345	1,621	24,724	39,808	(13,463)
SCHOOL OF HOSP, FOOD & BUSINESS	11,503,928	11,748,403	(244,475)	9,950,800	1,553,128
DIVISION OF LIBRARY, TEACH & LEARN	10,639	0	10,639	0	10,639
SCHOOL OF TRADES, TECH & DESIGN	5,879,271	6,416,689	(537,418)	5,322,594	556,677
	17,766,383	**18,614,915**	**(848,532)**	**15,783,390**	**1,982,993**

Table 3:
Combined Domestic and International Revenue by School

	2020/21 Actuals (Apr 2020 - Dec 2020)	2020/21 Budget (Apr 2020 - Dec 2020)	Variance (Actuals vs Budget)	2019/20 Actuals (Apr 2019 - Dec 2019)	Variance (2020/21 Actuals vs 2019/20 Actuals)
CENTRE FOR CONTINUING STUDIES	2,077,092	2,471,753	(394,661)	2,575,596	(498,504)
SCHOOL OF ARTS AND SCIENCES	1,276,803	1,489,734	(212,931)	1,354,376	(77,573)
ABE & EAL TUITION FREE	2,966,064	3,443,011	(476,947)	3,450,607	(484,543)
SCHOOL OF HEALTH	2,720,048	3,097,278	(377,230)	2,766,850	(46,802)
SCHOOL OF HOSP, FOOD & BUSINESS	12,640,971	13,075,053	(434,082)	11,237,533	1,403,438
DIVISION OF LIBRARY, TEACH & LEARN	637,167	634,390	2,777	688,362	(51,195)
SCHOOL OF TRADES, TECH & DESIGN	7,484,190	8,248,858	(764,668)	6,873,048	611,142
	29,802,335	**32,460,077**	**(2,657,742)**	**28,946,371**	**855,964**

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Statement of Operations – Comparison to Budget and Prior Year
For the Nine Months Ended December 31, 2020

Table 4:

(In $ Thousands)	2020/21 Actuals (Apr 2020- Dec 2020)	2020/21 Budget (Apr 2020 - Dec 2020)	Variance (Actual vs Budget)	Comments	2019/20 Actuals (Apr 2019 - Dec 2019)	Variance favourable /(unfavourable)
Province of B.C. Grants	42,470	42,602	(131)		42,838	(367)
Adult Upgrading Grant (AUG)	239	361	(122)		348	(109)
Sales of goods and services	1,647	4,416	(2,769)	Food services revenues lower by $1.9M and bookstores revenues lower by $725K	4,539	(2,892)
Tuition and student fees	28,628	31,330	(2,702)	Table 1,2 and 3	27,866	762
ABE/EAL Tuition Free	2,966	3,443	(477)	EAL program $302K; CF program $113K; ABE $69K less than budget; College Career Access is $56K better than budget	3,451	(485)
Other grants, fees & contract services	4,642	3,777	865	Dental Access $190K, Work Integrated Learning $150K, Aboriginal Service Plan $56K, Community Adult Literacy Program $35K, City of Vancouver COVID 19 project $361K & Emergency Assitance Funding $140K	4,964	(322)
Miscellaneous income	1,396	1,656	(259)	Movie rental $156K, parking revenue $160K lower than budget	1,522	(126)
Donation income (Foundation Related)	561	607	(45)		553	8
Amortization of deferred capital contribution	4,122	4,058	64		3,908	214
Interest income	208	525	(317)	Due to lower interest rate	520	(313)
REVENUES	**86,880**	**92,774**	**(5,894)**		**90,509**	**(3,629)**
SALARY AND BENEFIT EXPENSES	**68,365**	**67,764**	**(602)**	Approx $2.5M retro bargaining increases have been paid to faculty & CUPE staff	**64,138**	**(4,228)**
Supplies and general expenses, othere	5,808	5,905	97	Travel and Conference, PD fund down by $471K, but $600K one-time leased equipment purchase for IT project	6,175	368
AUG Financial Aid	239	361	122		348	109
Bursary/Scholarship (donation related)	561	607	45		553	(8)
Professional fees	3,347	3,522	176		3,307	(40)
Building and telecom	4,316	5,012	695	Overall facilities expenses down due to reduced capacity	5,106	789
Cost of Goods Sold	1,452	2,647	1,196	Expenses reduced due to closure of food services and limited bookstore services. $215K added for City of Vancouver COVID 19 project	2,517	1,065
Depreciation Expense	7,037	6,738	(298)	Expenses increased due to changes in capital commitment	6,454	(582)
OPERATING EXPENSES	**22,759**	**24,792**	**(2,033)**		**24,460**	**1,701**
TOTAL EXPENSES	**91,125**	**92,556**	**(1,431)**		**88,597**	**(2,527)**
NET SURPLUS (DEFICIT)	**(4,244)**	**218**	**(4,463)**		**1,912**	**(6,156)**

*ABE : Adult Basic Education   *EAL : English as Additional Language
*CCA: College & Career Access   *CF: College Foundation
*ASP: Aboriginal Service Plan   *CALP: Community Adulty Literacy Program

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Summary – Forecast Revenue by School

Table 5:
Domestic Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	2020/21 Forecast (Apr 2020 - Mar 2021)	2020/21 Budget (Apr 2020 - Mar 2021)	Variance (Forecast vs Budget)	2019/20 Actuals (Apr 2019 - Mar 2020)	Variance (2020/21 Forecast vs 2019/20 Actuals)
CENTRE FOR CONTINUING STUDIES	2,791,574	3,373,753	(582,179)	3,410,586	(619,012)
SCHOOL OF ARTS AND SCIENCES	1,492,907	1,601,657	(108,750)	1,480,731	12,176
ABE & EAL TUITION FREE	4,498,495	5,037,280	(538,785)	4,956,732	(458,237)
SCHOOL OF HEALTH	3,732,721	4,310,991	(578,270)	3,853,246	(120,525)
SCHOOL OF HOSP, FOOD & BUSINESS	1,598,802	1,924,357	(325,555)	1,843,225	(244,423)
DIVISION OF LIBRARY, TEACH & LEARN	832,817	840,680	(7,863)	931,078	(98,260)
SCHOOL OF TRADES, TECH & DESIGN	2,316,517	2,647,930	(331,413)	2,222,400	94,117
	17,263,833	**19,736,648**	**(2,472,815)**	**18,697,997**	**(1,434,164)**

Table 6:
International Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	2020/21 Forecast (Apr 2020 - Mar 2021)	2020/21 Budget (Apr 2020 - Mar 2021)	Variance (Forecast vs Budget)	2019/20 Actuals (Apr 2019 - Mar 2020)	Variance (2020/21 Forecast vs 2019/20 Actuals)
CENTRE FOR CONTINUING STUDIES	113,585	96,600	16,985	186,675	(73,090)
SCHOOL OF ARTS AND SCIENCES	371,953	490,941	(118,988)	465,042	(93,089)
SCHOOL OF HEALTH	26,345	1,621	24,724	51,329	(24,984)
SCHOOL OF HOSP, FOOD & BUSINESS	16,968,446	18,397,918	(1,429,472)	15,307,324	1,661,122
DIVISION OF LIBRARY, TEACH & LEARN	10,639	0	10,639	0	10,639
SCHOOL OF TRADES, TECH & DESIGN	8,190,420	9,170,101	(979,681)	7,403,403	787,017
	25,681,389	**28,157,181**	**(2,475,792)**	**23,413,772**	**2,267,617**

Table 7:
Combined Domestic and International Tuition Revenue by School - Forecast

	2020/21 Forecast (Apr 2020 - Mar 2021)	2020/21 Budget (Apr 2020 - Mar 2021)	Variance (Forecast vs Budget)	2019/20 Actuals (Apr 2019 - Mar 2020)	Variance (2020/21 Forecast vs 2019/20 Actuals)
CENTRE FOR CONTINUING STUDIES	2,905,159	3,470,353	(565,194)	3,597,260	(692,101)
SCHOOL OF ARTS AND SCIENCES	1,864,860	2,092,598	(227,738)	1,945,772	(80,913)
ABE & EAL TUITION FREE	4,498,495	5,037,280	(538,785)	4,956,732	(458,237)
SCHOOL OF HEALTH	3,759,066	4,312,612	(553,546)	3,904,575	(145,508)
SCHOOL OF HOSP, FOOD & BUSINESS	18,567,248	20,322,275	(1,755,027)	17,150,548	1,416,699
DIVISION OF LIBRARY, TEACH & LEARN	843,457	840,680	2,777	931,078	(87,621)
SCHOOL OF TRADES, TECH & DESIGN	10,506,937	11,818,031	(1,311,094)	9,625,803	881,134
	42,945,222	**47,893,829**	**(4,948,607)**	**42,111,769**	**833,453**

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Statement of Operations – Comparison to Budget and Prior Year   37 of 59
2020/21 Forecast with Nine Months Actual (Ended December 31, 2020) and 3 Months Forecast
Table 8:

(In $ Thousands)	2020/21 Current Forecast (9 + 3)	2020/21 Budget	Forecast vs Budget	Comments	2019/20 Actuals	2020/21 Current Forecast vs 2019/20 Actuals
Province of B.C. Grants	56,717	56,798	(81)		56,759	(43)
Adult Upgrading Grant (AUG)	305	427	(122)		427	(122)
Sales of goods and services	2,137	6,164	(4,027)	Food services revenue lower by $2.6M, bookstore revenues lower by $1.3M and room rentals revenews lower by $137K	5,909	(3,772)
Tuition and student fees	40,964	45,980	(5,015)	Table 5, 6 & 7	40,136	828
ABE/EAL Tuition Free	4,498	5,037	(539)	EAL program $302K; CF program $120K; ABE $74K less than budget; College Career Access is $120K better than budget	4,957	(458)
Other grants, fees & contract services	5,845	4,980	865	Dental Access $190K, Work Integrated Learning $150K, Aboriginal Service Plan $56K, Community Adult Literacy Program $35K; City of Vancouver COVID 19 project $361K & Emergency Assitance Funding $140K	6,874	(1,030)
Miscellaneous income	1,732	2,123	(391)	Movie rental $200K; parking revenue $210K lower than budget	1,968	(236)
Donation income (Foundation Related)	715	760	(45)		752	(38)
Amortization of deferred capital contribution	5,627	5,411	216	Expenses increased due to changes in capital commitment	5,472	155
Interest income	268	700	(432)	Due to lower interest rate	708	(440)
REVENUES	**118,808**	**128,379**	**(9,571)**		**123,962**	**(5,155)**
SALARY AND BENEFIT EXPENSES	**94,321**	**92,764**	**(1,557)**	Approx $2.5M retro bargaining increases have been paid to faculty & CUPE staff.	**87,611**	**(6,710)**
Supplies and general expenses	8,592	9,424	832	Due to the reduced revenue and activities, overall expenses are reduced	9,274	(682)
AUG Financial Aid	305	427	122		427	(122)
Bursary/Scholarship	715	760	45		752	(38)
Professional fees	5,003	5,454	451	Due to the reduced revenue and activities, overall expenses are reduced	5,384	(381)
Building and telecom	5,764	6,865	1,101	Due to the reduced revenue and activities, overall expenses are reduced	6,995	(1,231)
Cost of Goods Sold	1,956	3,701	1,745	Cost of goods sold reduced due to closure of food services and limited bookstore services. $215K added for City of Vancouver COVID 19 project	3,627	(1,671)
Depreciation Expense	9,580	8,985	(596)	Expenses increased due to changes in capital commitment	8,999	582
OPERATING EXPENSES	**31,915**	**35,615**	**3,700**		**35,458**	**(3,543)**
TOTAL EXPENSES	**126,236**	**128,379**	**(2,142)**		**123,069**	**3,167**
NET SURPLUS (DEFICIT)	**(7,429)**	**0**	**(7,429)**		**893**	**(8,322)**

*ABE : Adult Basic Education   *EAL : English as Additional Language
*CCA: College & Career Access   *CF: College Foundation
*ASP: Aboriginal Service Plan   *CALP: Community Adulty Literacy Program

VANCOUVER
COMMUNITY
COLLEGE

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: February 10, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Domestic Tuition: Marketing Technology Diploma AND Accounting Diploma

BACKGROUND:

On November 25, 2020, the Board approved the two new diplomas: Marketing Technology Diploma and Accounting Diploma. The School of Hospitality, Food Studies and Applied Business has designed these diplomas for both international and domestic students, with a launch date of September 2021.

Program sustainability was determined on the basis of international student enrolment. There is no base funding allocation for domestic students and it is expected that it will take some time to build up the domestic market. International tuition has been set and was presented for information to Finance and Audit Committee and the Board in November 2020.

DISCUSSION

This Decision Note is for the purpose of establishing domestic tuition for these programs. It is important to note that with no base funding for domestic students, there is insufficient revenue to deliver domestic-only cohorts. Program delivery requires a minimum level of international revenue to cover delivery costs.

As an impact of COVID, it is anticipated that program capacity may not be reached when it is launched, therefore, if sufficient international enrolment has been met to cover delivery costs, the remaining seats can be offered to domestic students.

Other institutions include similar curriculum in their business diploma programs. The chart below indicates comparable tuition at public post-secondary institutions in Metro Vancouver:

Institution	Credits	Business Diploma Domestic Tuition
Douglas College	60	$12,000
BCIT	123	$12,000
KPU	60	$9,000

OPTIONS:

Option 1:   Tuition rate of $9,060 ($151/credit). This rate is the same as VCC's Hospitality Management Diploma. This option provides a net contribution of 29%.

Option 2:   Tuition rate of $10,860 ($181/credit). This option provides a net contribution of 30.2%

Option 3: Tuition rate of $12,600 ($210/credit). This rate is the same as VCC's Hospitality Management Degree. This option provides a net contribution of 31.4%.

RECOMMENDATION:

Option 3: $210/Credit. This rate provides a net contribution of 31.4% to VCC overhead. It keeps us competitive in Metro Vancouver and sets a higher benchmark for future diplomas.

This tuition rate would also be effective in the circumstances where additional base funding permits the delivery of a domestic-only cohort.

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of $12,600 ($210 per credit) for the following new programs, effective September 1, 2021:

- Marketing Technology Diploma
- Accounting Diploma

ATTACH: APPENDIX A – Financial Analysis

PREPARED BY: Dennis Innes, Dean, School of Hospitality, Food Studies & Applied Business
Deborah Lucas, Executive Assistant, Board of Governors

APPENDIX A

Vancouver Community College
Business
Accounting/Marketing Tech Diploma
Org Code: 4820/4830

	OPTION 1	OPTION 2	OPTION 3
	10 Dom 25 Int	**10 Dom 25 Int**	**10 Dom 25 Int**
Domestic Tuition per credit	$151	$181	$210
International Tuition per credit	$595	$595	$595
Tuition per domestic student	$ 9,060	$ 10,860	$ 12,600
Tuition per international student	$ 35,700	$ 35,700	$ 35,700
No. of Intakes	1	1	1
No. of students per intake - Domestic	10	10	10
No. of students per intake - International	25	25	25
Total students (with X FTE attrition) - Domestic	9	9	9
Total students (with X FTE attrition) - International	23	23	23
Domestic Student FTE	18.0	18.0	18.0
International Student FTE	46	46	46
Total Student FTE	64.0	64.0	64.0
Duration - instructor months	24	24	24
Duration - days	250	250	250
Other days	0	0	0
Department head release days	90	90	90
Duty days per year	180	180	180
Instructor FTE required per intake	1.9	1.9	1.9
Number of credits	60	60	60
Domestic Tuition Fee per Credit	$ 151	$ 181	$ 210
International Tuition Fee per Credit	$ 600	$ 600	$ 600
Support Staff FTE	0.33	0.33	0.33
Operational costs	$ 10,000	$ 10,000	$ 10,000
Revenue per **credit per student**	$ 474	$ 482	$ 490
Cost per **credit per student**	$ 337	$ 337	$ 337
Revenue per **student**	$ 28,423	$ 28,929	$ 29,419
Cost (breakeven tuition fee) per **student**	$ 35,900	$ 35,900	$ 35,900
Breakeven tuition fee per **credit per student**	$ 137	$ 146	$ 154
Tuition fees per domestic student (w/ B. funding)	$ 9,060	$ 10,860	$ 12,600
Tuition fees per international student	$ 36,000	$ 36,000	$ 36,000
Block fund per student			

Revenue						
Tuition revenue Domestic	$	81,540	$	97,740	$	113,400
Tuition revenue International	$	828,000	$	828,000	$	828,000
Block fund allocation						
Total revenue	$	**909,540**	$	**925,740**	$	**941,400**
Instructor						
Salary (step 1)	$	186,958	$	186,958	$	186,958
Benefits (26%)	$	48,609.20	$	48,609.20	$	48,609.20
Total instructor costs	$	**235,568**	$	**235,568**	$	**235,568**
Support Staff						
Salary	$	17,020	$	17,020	$	17,020
Benefits (30%)	$	5,106	$	5,106	$	5,106
Total support staff costs	$	**22,126**	$	**22,126**	$	**22,126**
Total labour cost	$	**257,693**	$	**257,693**	$	**257,693**
Operational costs						
Direct Operational Expenses	$	10,000	$	10,000	$	10,000
Total operational costs	$	**10,000**	$	**10,000**	$	**10,000**
Total direct costs of delivery	$	**267,693**	$	**267,693**	$	**267,693**
Indirect Costs						
Agency Fees (15% avg. of int'l tuition)	$	124,200	$	124,200	$	124,200
Indirect costs of delivery	$	254,309	$	254,309	$	254,309
Total indirect costs of delivery	$	**378,509**	$	**378,509**	$	**378,509**
Total expenditures	$	**646,202**	$	**646,202**	$	**646,202**
Net contribution to VCC overhead / (Deficit)	$	**263,338**	$	**279,538**	$	**295,198**
Net contribution to VCC overhead / (Deficit)		**29.0 %**		**30.2 %**		**31.4 %**

Gross Margin Income Statement						
Revenue from tuition and block fund allocation	$	**909,540**	$	**925,740**	$	**941,400**
Direct instructors cost	$	235,568	$	235,568	$	235,568
Direct non-labour cost	$	10,000	$	10,000	$	10,000
Direct support staff cost	$	22,126	$	22,126	$	22,126
Gross margin	$	**641,847**	$	**658,047**	$	**673,707**
Indirect support staff cost	$	-	$	-	$	-
Agency Fees (15% avg. of int'l tuition)	$	124,200	$	124,200	$	124,200
Total indirect expenditures	$	**124,200**	$	**124,200**	$	**124,200**
Surplus / (Deficit) (prior VCC overhead)	$	**517,647**	$	**533,847**	$	**549,507**
VCC Institutional support	$	254,309	$	254,309	$	254,309
Net Surplus / (Deficit)	$	**263,338**	$	**279,538**	$	**295,198**
Gross margin breakeven tuition per student		*$ 8,366*		*$ 8,366*		*$ 8,366*
Minimum number of students to cover gross margin		*10*		*10*		*10*
Minimum number of students to cover direct + indirect		*14*		*14*		*14*
Minimum number of students to cover all costs		*23*		*23*		*22*

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: February 10, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revisions to C.3.10 Educational Affiliations (formerly Affiliation Agreements (Education)) Policy and Procedures

BACKGROUND:
Policy C.3.10 Educational Affiliations (formerly Affiliation Agreements (Education)) was due for review this year, having last been reviewed in June 2015, and was presented to both the Administrative Policy Committee (APC) and Education Policy Committee (EPC) in the summer of 2020; the discussions at these meetings contoured the following revisions to the policy:

- The inclusion of joint research projects "agreed to at an institutional level" as a category of educational affiliation
- The clarification of procedural touchpoints and consultations required for the appropriate development of an educational affiliation

The revised policy was posted for community feedback in September 2020 (during which time there were no comments or recommended changes) and then returned to the EPC in October 2020 for review: EPC completed some minor grammatical edits, the most significant of which was changing "instructors" to "employees" under the Scope and Limits section.

This policy is for joint EdCo and Board approval. The revisions were approved by Education Council on November 10, 2020 and subsequently approved for recommendation to the Board by Governance Committee on December 2, 2020.

RECOMMENDATION:
THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to C.3.10 Educational Affiliations policy and procedures (formerly Affiliation Agreements (Education)) Policy and Procedures.

ATTACHMENTS: APPENDIX A – C.3.10 Educational Affiliations Policy and Procedures (tracked & clean versions)
APPENDIX B – C.3.10 Affiliation Agreements (Education) Policy and Procedures (tracked & clean versions)

PREPARED BY: Elle Ting, Chair, Education Council
Deborah Lucas, Executive Assistant, VCC Board of Governors

DATE: February 1 , 2020

POLICY

Title	**Educational Affiliations**
Policy No.	C.3.10
~~Title~~	~~**Affiliation Agreements (Education)**~~
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic, ~~Students~~ & Research
	~~Vice President Administration & CFO~~
Last Revised/Replaces	~~April 24, 2008~~June 29, 2015 (*formerly Affiliation Agreements (Education)*)
Effective Date	**DRAFT 2020-09-08**

CONTEXT AND PURPOSE

Educational affiliations are agreements with post-secondary institutions or other bodies that create opportunities for educational programming, student pathways, or applied research. Educational affiliations extend Vancouver Community ~~College~~College's (VCC; the College) ~~encourages affiliation agreements with other public, private,~~ability to create learning experiences for students, partnerships for offering credentials, collaborations for applied research and ~~international organizations when these~~scholarship, or equivalent course/credit pathways between institutions.

This policy and related procedures establish the guiding principles for educational affiliations and establish a development and approval process that assists Vancouver Community College in making informed judgements about the desirability of specific affiliations and in articulating a clear process that governs agreements.

SCOPE AND LIMITS

~~enhance educational opportunities for students and attempt to avoid unnecessary duplication of learning. Typically, these~~This policy and related procedures applies to affiliation agreements ~~involve~~entered into by VCC involving:

- the issuance of a VCC credential, a VCC course completion credit, a joint credential and/or course completion credit involving both VCC and another institution/body; and/or

- the recognition of a credential or course completion credit offered by another institution~~.~~; and/or

- ~~This~~A joint applied research project agreed to at an institutional level between VCC and another organization(s) that involves employees, students, and/or publication of research under the College's name.

The policy ~~and related procedures establish guidelines and responsibilities~~does not apply to:

- Education Service Contract training (see Policy C.3.5) or other industry partnerships, unless they result in the recognition of a credential or course completion credit offered

by another institution, a joint credential, or a joint research project at an institutional level.

- Education Service Contracts that relate to packaging existing programs or courses that have already gone through governance approval (such as offering another cohort of a program or a series of approved courses taught for ~~entering into affiliation~~a client).

- Articulation agreements between VCC and other post-secondary institutions that are included in the BC Transfer Guide.

- Agreements with other organizations for the sole purpose of providing practicum/clinical placements, work experience, or cooperative education.

- Applied research projects funded through Canadian, British Columbia or other provinces/territories government funding, or funding secured by individual employees to support a research project.

- Affiliations that do not involve education such as procurement, finance, and facilities.

STATEMENT OF POLICY PRINCIPLES

1. ~~and bodies where these~~ All educational affiliations will align with and support the mission, mandate, and strategic direction of VCC.

2. Opportunities for educational affiliations are considered with organizations that share compatible goals and values with VCC, and agree to conform to all VCC's policies and procedures.

~~1.~~3. Educational affiliations should enhance ~~educational~~ the quality, range, and relevance of VCC's educational and applied research offerings, and should improve student access, transferability, and opportunities ~~for students~~.

~~This policy meets the Education Council's legislated responsibility under the College & Institute Act.~~

- ~~Section 23 (1) states "An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters: ... (k) terms for affiliation with other post secondary bodies."~~

- ~~Section 25 (1) states "To be implemented, decisions concerning the following matters must have joint approval: (a) curriculum evaluation for determining whether (i) Courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution."~~

4. ~~This policy and related procedures applies to all~~ VCC has ultimate responsibility for the quality, academic standards, and student experience of any academic credential granted in its name, and educational affiliations must recognize the respective roles of Education Council and the Board of Governors in decision-making over educational matters.

5. Educational affiliations must ensure institutional academic freedom and independence from interference in educational decision-making and applied research. Agreements must respect all elements of academic freedom established in VCC policy and in VCC Collective Agreements. All educational affiliations are open to public scrutiny to ensure transparency.

6. VCC will only establish educational affiliations with partners who can demonstrate appropriate academic or professional standing, along with financial and legal standing. Agreements should have evident benefits for all partners, while minimizing risk to any partner.

Affiliation agreements (education) entered into by Vancouver Community College.

2. The following principles should be considered when proposing an affiliation agreement between VCC and another institution, university or other body. Agreements:

    a. Should improve student access, mobility, and enhance learner pathways
    b. Should enhance student choice
    c. Should provide educational opportunities VCC or proposed affiliate does not or will not deliver independently
    d. Should have a high probability of success
    e. Should provide either lateral and/or vertical educational pathways for students in pursuing their studies
    f. Should incorporate an appropriate level of student services required to meet the policy principles
    g. Should take the form of
        i. Individual course articulations
        ii. Block transfer
        iii. Joint credential program

3.7. An agreement will specify terms for dates of review and renewal and the credential to be awarded, and will include mechanisms for dispute resolution, non-compliance, and cancellationcancelation of an agreement.

4. An agreement will have a viable business plan associated with it, identifying all required resources and associated expenses, and sources for funding.

8. All educational affiliations must establish terms to protect intellectual property.

9. All affiliation agreements will be subject to periodic review, no less than once every five years.

DEFINITIONS

Affiliation Agreement: An arrangement with another institution or body that involves the awarding of a credential. These may take the form of, the establishment of equivalency between the courses or programs between VCC and another institutions, the movement of students between institutions, or applied research projects at an institutional level. Common examples include:

Applied Research Project: A project established by VCC as an institution in partnership with other institutions where funding or resources are provided to the College, and involves the research activities of employees or students.

Articulation: Agreements that provide for inter-institutional transfer of credit for courses or programs. These formal agreements set out the terms under which credits or credentials awarded by one institution will be given transfer status by the other

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institutions. Normally the submission requirements will resemble those within the BC Council of Admissions and Transfer (BCCAT) guide.

Block Transfer: The process whereby a block of credits is granted to students who have successfully completed a certificate, diploma, or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a credential at another institution. For example:

- The 2 + 2 model is a model wherein the receiving institution grants two full years of credit towards a degree program, with no additional requirements.

- The 2 + 2 provided that … model is a model wherein the receiving institution accepts a two year diploma for entry into a degree program, provided that the diploma contains specified courses, or that specified standards or additional prerequisites have been met.

- The bridging model is a model wherein the receiving institution grants two years of credit for a diploma towards a degree program but judges a students' background to be deficient in some areas and requires them to take one or more bridging courses over one semester prior to entering semester 5 of the degree program.

- The course to course within the block model is a model wherein the receiving institution assesses all courses for equivalencies and grants unassigned or elective credit to those courses for which there are no direct equivalents.

Consortium Model: An agreement in which several institutions collaborate on the development of a generic curriculum but independently offer parts of or the entire program at their institution or jointly administer a program that is hosted at one or more institution.

Joint Credential: The process whereby two or more independent institutions offer designated portions of a jointly developed/agreed to curriculum that result in a credential where both institutions are cited as the credential granter.

Agreements not subject to this policy include:

- Agreements arranged through the BC Council on Admissions and Transfer (BCCAT);
- Agreements with other institutions for the sole purposesMemorandum of providing practica, clinical placements, work experience, and/or co-operative education;
- Agreements under the sole jurisdiction of the Board of Governors that do not involve the delivery of education and/or training (e.g. procurement, finance, facilities); and
- Agreements related to Contract Training will be addressed in Policy C.3.5 Programs Offered Under Service Contract.

Briefing Note: AUnderstanding: An agreement between two to three page writtenor more parties outlined in a formal document which uses fixed headings to convey to the reader salient points related to the potential development of a Letter of Intent (See Appendix A).

Contract Training: The customization of programs or courses to meet the specific needs of an organization (e.g. satisfy mandatory accreditation requirements, keep competencies current, upgrade skills).

Letter of Intent: A document outlining the general intent of an organization involved in a prospective undertaking with another organization.. It provides an indication of intent to act and allows the originator of a Letter and its potential partneris not legally binding but signals the willingness of the parties to move forward in their negotiations. The terms of a Letter of Intent are not normally binding and this should be explicitly stated in a Letter to avoid misunderstanding. with a contract.

RELATED LEGISLATION & POLICIES

Legislation:
College & Institute Act, (RSBC 1996), section 23(1)(k) and section 25(1), c 52

Policies
C.3.5 Programs Offered Under Service Contract
C.3.5   Education Services Contracts
C.3.11   Qualifications for Faculty Members
C.3.12   Qualifications for Continuing Studies Instructors
C.3.15   Curriculum Development and Approval
D.1.3   Copyright
D.1.4   Curriculum/Educational/Instructional Materials Created within the College
D.3.5   Prior Learning Assessment and Recognition
E.4.1 Non-Based Funded Activities
F.1.1   Ethical Conduct for Research Involving Humans
F.1.2   Ethics and Integrity in Research and Scholarly Activity
F.1.3   Conflict of Interest Related to Research
E.3.1   Sponsorship

RELATED PROCEDURES

Refer to A.3.10 Affiliation AgreementsEducational Affiliations Procedures.

CLEAN DRAFT

POLICY

Title	**Educational Affiliations**
Policy No.	C.3.10
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	June 29, 2015 (*formerly Affiliation Agreements (Education)*)
Effective Date	**DRAFT 2020-09-08**

CONTEXT AND PURPOSE

Educational affiliations are agreements with post-secondary institutions or other bodies that create opportunities for educational programming, student pathways, or applied research. Educational affiliations extend Vancouver Community College's (VCC; the College) ability to create learning experiences for students, partnerships for offering credentials, collaborations for applied research and scholarship, or equivalent course/credit pathways between institutions.

This policy and related procedures establish the guiding principles for educational affiliations and establish a development and approval process that assists Vancouver Community College in making informed judgements about the desirability of specific affiliations and in articulating a clear process that governs agreements.

SCOPE AND LIMITS

This policy and related procedures applies to affiliation agreements entered into by VCC involving:

- the issuance of a VCC credential, a VCC course completion credit, a joint credential and/or course completion credit involving both VCC and another institution/body; and/or

- the recognition of a credential or course completion credit offered by another institution; and/or

- A joint applied research project agreed to at an institutional level between VCC and another organization(s) that involves employees, students, and/or publication of research under the College's name.

The policy does not apply to:

- Education Service Contract training (see Policy C.3.5) or other industry partnerships, unless they result in the recognition of a credential or course completion credit offered by another institution, a joint credential, or a joint research project at an institutional level.

- Education Service Contracts that relate to packaging existing programs or courses that have already gone through governance approval (such as offering another cohort of a program or a series of approved courses taught for a client).

- Articulation agreements between VCC and other post-secondary institutions that are included in the BC Transfer Guide.

- Agreements with other organizations for the sole purpose of providing practicum/clinical placements, work experience, or cooperative education.

- Applied research projects funded through Canadian, British Columbia or other provinces/territories government funding, or funding secured by individual employees to support a research project.

- Affiliations that do not involve education such as procurement, finance, and facilities.

STATEMENT OF POLICY PRINCIPLES

1. All educational affiliations will align with and support the mission, mandate, and strategic direction of VCC.

2. Opportunities for educational affiliations are considered with organizations that share compatible goals and values with VCC, and agree to conform to all VCC's policies and procedures.

3. Educational affiliations should enhance the quality, range, and relevance of VCC's educational and applied research offerings, and should improve student access, transferability, and opportunities.

4. VCC has ultimate responsibility for the quality, academic standards, and student experience of any academic credential granted in its name, and educational affiliations must recognize the respective roles of Education Council and the Board of Governors in decision-making over educational matters.

5. Educational affiliations must ensure institutional academic freedom and independence from interference in educational decision-making and applied research. Agreements must respect all elements of academic freedom established in VCC policy and in VCC Collective Agreements. All educational affiliations are open to public scrutiny to ensure transparency.

6. VCC will only establish educational affiliations with partners who can demonstrate appropriate academic or professional standing, along with financial and legal standing. Agreements should have evident benefits for all partners, while minimizing risk to any partner.

7. Affiliation agreements will specify terms for dates of review and renewal and the credential to be awarded, and will include mechanisms for dispute resolution, non-compliance, and cancelation of an agreement.

8. All educational affiliations must establish terms to protect intellectual property.

9. All affiliation agreements will be subject to periodic review, no less than once every five years.

DEFINITIONS

Affiliation Agreement: An arrangement with another institution or body that involves the awarding of a credential, the establishment of equivalency between the courses or programs between VCC and another institutions, the movement of students between institutions, or applied research projects at an institutional level. Common examples include:

Applied Research Project: A project established by VCC as an institution in partnership with other institutions where funding or resources are provided to the College, and involves the research activities of employees or students.

Articulation: Agreements that provide for inter-institutional transfer of credit for courses or programs. These formal agreements set out the terms under which credits or credentials awarded by one institution will be given transfer status by the other institutions. Normally the submission requirements will resemble those within the BC Council of Admissions and Transfer (BCCAT) guide.

Block Transfer: The process whereby a block of credits is granted to students who have successfully completed a certificate, diploma, or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a credential at another institution.

Consortium Model: An agreement in which several institutions collaborate on the development of a generic curriculum but independently offer parts of or the entire program at their institution or jointly administer a program that is hosted at one or more institution.

Joint Credential: The process whereby two or more independent institutions offer designated portions of a jointly developed/agreed to curriculum that result in a credential where both institutions are cited as the credential granter.

Memorandum of Understanding: An agreement between two or more parties outlined in a formal document. It is not legally binding but signals the willingness of the parties to move forward with a contract.

RELATED LEGISLATION & POLICIES

Legislation:
College & Institute Act, RSBC 1996, c 52

Policies
C.3.5   Education Services Contracts
C.3.11   Qualifications for Faculty Members
C.3.12   Qualifications for Continuing Studies Instructors
C.3.15   Curriculum Development and Approval
D.1.3   Copyright
D.1.4   Curriculum/Educational/Instructional Materials Created within the College
D.3.5   Prior Learning Assessment and Recognition
F.1.1   Ethical Conduct for Research Involving Humans
F.1.2   Ethics and Integrity in Research and Scholarly Activity
F.1.3   Conflict of Interest Related to Research
E.3.1   Sponsorship

RELATED PROCEDURES

Refer to A.3.10 Educational Affiliations Procedures.

TRACKED DRAFT

PROCEDURES

Title	**Educational Affiliations**
Policy No.	C.3.10
~~Title~~	~~**Affiliation Agreements (Education)**~~
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic~~, Students~~ & Research
	~~Vice President Administration & CFO~~
Last Revised/Replaces	June 29, 2015 (formerly Affiliation Agreements (Education))
Effective Date	**DRAFT 2020-09-08**

~~**Phase 1:** A Briefing Note is initiated by~~ **GENERAL**

1. Developing an educational affiliation agreement involves the following three phases:

    a. Exploratory discussions

    b. Developing a ~~department, school, Dean/Director~~ memorandum of understanding

    c. Developing an educational affiliation agreement for a specific initiative

2. A series of resources applicable to educational affiliations are available for internal users on myVCC, including affiliation agreement templates.

EXPLORATORY DISCUSSIONS

3. Educational affiliation proposals may originate from any member of the College, including but not limited to Instructors, Department Leaders, Deans, or ~~Vice President (Appendix A).~~ Senior Leadership.

~~1.~~4. The ~~originator is responsible for seeking~~ proposer must first seek approval ~~of~~from the appropriate ~~person/body prior to proceeding with~~Dean to enter into exploratory discussions with a potential partner. ~~See Appendix A.~~The Dean and proposer should carefully consider the Principles outlined in the related Policy to ensure that a potential affiliation is aligned with the College's mandate and values.

    a. ~~**Phase 2:**~~ If the proposed partnership involves international students or programs, approval is also required from the Director of International Education.

    b. If the proposed partnership involves Indigenous students or programs, approval is also required from the Dean of Indigenous Initiatives.

    c. If the proposed partnership involves an applied research project, consultation is also required with the Dean responsible for the Centre of Teaching, Learning & Research.

      d. If the proposed partnership involves significant or unusual student service requirements, consultation is also required with the Associate Vice President, Students & Enrolment Services.

      e. Initial consultations should be held with appropriate department faculty and staff.

5. The Dean and proposer are responsible for an initial assessment of any risks to the College from the affiliation.

~~2.~~6. If the exploratory discussions ~~result in~~ indicate that an affiliation may be beneficial to all partners, the proposer and Dean submit a Decision ~~to begin negotiations with a potential partner, a Letter of Intent is developed (Appendix B). The Letter of Intent must be submitted to the appropriate person/body~~Note to the appropriate Vice President for review and approval ~~prior to proceeding with negotiations that may result in an Affiliation Agreement~~.

~~Phase 3: If~~**MEMORANDUM OF UNDERSTANDING**

7. In most cases, educational affiliations will require a ~~decision is made~~memorandum of understanding (MOU) between the parties. The document outlines the broad objectives and potential scope of activities, and signals the intent to ~~proceed with~~collaborate and develop a formal partnership. It does not create an affiliation agreement~~, the Dean, Director~~ with another institution.

8. Multiple affiliation or other agreements may be developed as the result of one (1) MOU with an organization.

~~3.~~9. The Vice President, Academic & Research (or delegate) is responsible ~~to ensure that:~~for developing the MOU with the partner organization. The Vice President, Academic & Research approves the final document for VCC.

~~1. An Affiliation Agreement is developed. See Appendix C.~~

10. ~~Relevant components of a~~The official copy is kept in the office of the Vice President, Academic & Research. A copy of the MOU is sent to the President's Office, Education Council, and the Board of Governors for information.

AFFILIATION AGREEMENT

11. As individual educational initiatives are developed under an MOU, each initiative should have an educational affiliation agreement outlining the purpose, roles and responsibilities of all partners, governance requirements, and financial/operational terms.

12. The Vice President, Academic & Research (or delegate) is responsible for developing the affiliation agreement with the partner organization.

13. The proposed affiliation agreement ~~are~~must be reviewed ~~with~~by relevant faculty, relevant staff, student ~~service areas~~services, the Registrar's Office, Human Resources, Financial Services, Safety Security and Risk Management, and any other relevant stakeholder within the College to ensure that the agreement properly supports students, fits the College's strategic and financial plans, and minimizes risks to students and the College.

14. Affiliation agreements related to programming will typically include sections on:

   a.   Credential or credits awarded or transferred

   ~~a.~~b. Internal requirements related to the Office of the Registrar, Institutional Research and Finance ~~to ensure the Agreement addresses essential issues.~~

   ~~b.~~c. Collective Agreements

2. ~~The prospective partner is in agreement with the Affiliation Agreement.~~ Human Resources

3. ~~Presentation of the proposed Affiliation Agreement is made to the Education Council. Education Council will either make a recommendation to the Board of Governors or will approve it jointly with the Board, depending on the College and Institute Act:~~

   ~~Under Section 24 (2) *Education Council has the power and duty to do all of the following;*~~

   d.   ~~*set policies concerning examinations and evaluation*~~

   ~~c.~~e. Learning Resources including an appropriate level of student ~~*performance;*~~services

   f.   Marketing and student information

   g.   Intellectual property

   a.   Occupational safety and security ~~*set policies concerning student withdrawal from courses, programs, and the institution;*~~

   b.   ~~*set criteria for academic standing, academic standards and the grading system;*~~

   c.   ~~*set criteria for awards recognizing academic excellence;*~~

   d.   ~~*set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;*~~

   e.   ~~*set curriculum content for courses leading to certificates, diplomas or degrees.*~~

   ~~Under Section 23(1) Education Council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters when these matters form part of an affiliation agreement~~

   b)   ~~*proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of hours for courses or programs;*~~

   d)   ~~*priorities for implementation of new programs and courses leading to certificates, diplomas or degrees*~~

   e)   ~~*cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;*~~

   h)   ~~*setting of the academic schedule*~~

   i)   ~~*policies on faculty qualifications*~~

   j)   ~~*adjudication procedure for appealable matters of student discipline;*~~

   l)   ~~*consultation with community and program advisory groups concerning the institution's educational programs;*~~

   m)   ~~*qualifications for admission policies;*~~

   n)   ~~*criteria for awarding certificates, diplomas and degrees*~~

   h.   ~~Under Section 25(1) Education Council and~~

15. Affiliation agreements related to applied research will typically include sections on:

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a. Research ethics and review

b. Collective Agreements

c. Human Resources

d. Intellectual property

e. Occupational safety and security

16. All affiliation agreements will specify:

a. Terms for dates of review and renewal

b. Mechanisms for dispute resolution, non-compliance, and cancelation of agreements

APPROVAL OF EDUCATIONAL AFFILIATION AGREEMENTS

4.17. All affiliation agreements must be approved by the Board of Governors provide joint approval for:.

18. *A curriculum evaluation for determining*Depending on the terms of the affiliation, Education Council must either approve the affiliation agreement or provide advice to the Board prior to their decision.

a. In cases where the agreement determines whether "courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the *institution*College" (*College and Institute Act*, RSBC 1996, c 52 s 25(1)(a)), or the agreement relates to the development of programs, courses, or other curriculum content (s 24(2)), the agreement must be jointly approved by Education Council.

4. The Affiliation Agreement ensures that the following requirements are met in advance of completion:

b. Internal requirements relatedIn all other cases, Education Council provides advice to the Board prior to their decision.

5.19. Proposed affiliation agreements are sent to the Education Council Office offor decision by Education Council. The Education Council Office sends it to the Registrar, Institutional Research and FinanceExecutive Assistant to the Board for decision by the Board of Governors.

2. After governance approval, Collective Agreements.

3. Human Resources.

4. Learning Resources including an appropriate level of student services.

5. Marketing and student information.

6. Occupational safety and security.

6.20. the affiliation agreement is signed by the Chair of the Board, President or other person authorized by the Board, and by one other office authorized by the Board. One set of the signed original agreement will be housed in the a Vice President, and by an authorized person at the partner organization. The official copy is kept in the office of the Vice President, Academic office with a copy in the Registrar's Office and Education Council office. & Research.

6. Review of the success and compliance of an Affiliation Agreement on a regular basis and a formal report associated with such a review forwarded to the appropriate person/body for their information.

REVIEW AND REPORTING

21. The Vice President, Academic & Research (or delegate) is responsible for reviewing all affiliations at the time of renewal, or no less than once every five years.

22. The Vice President, Academic & Research provides an annual report to Education Council on all active or recently completed educational affiliations.

RELATED POLICY

Refer to A.3.10 Affiliation AgreementsEducational Affiliations Policy.

CLEAN DRAFT

PROCEDURES

Title	**Educational Affiliations**
Policy No.	C.3.10
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	June 29, 2015 (formerly Affiliation Agreements (Education))
Effective Date	**DRAFT 2020-09-08**

GENERAL

1. Developing an educational affiliation agreement involves the following three phases:

    a. Exploratory discussions

    b. Developing a memorandum of understanding

    c. Developing an educational affiliation agreement for a specific initiative

2. A series of resources applicable to educational affiliations are available for internal users on myVCC, including affiliation agreement templates.

EXPLORATORY DISCUSSIONS

3. Educational affiliation proposals may originate from any member of the College, including but not limited to Instructors, Department Leaders, Deans, or Senior Leadership.

4. The proposer must first seek approval from the appropriate Dean to enter into exploratory discussions with a potential partner. The Dean and proposer should carefully consider the Principles outlined in the related Policy to ensure that a potential affiliation is aligned with the College's mandate and values.

    a. If the proposed partnership involves international students or programs, approval is also required from the Director of International Education.

    b. If the proposed partnership involves Indigenous students or programs, approval is also required from the Dean of Indigenous Initiatives.

    c. If the proposed partnership involves an applied research project, consultation is also required with the Dean responsible for the Centre of Teaching, Learning & Research.

    d. If the proposed partnership involves significant or unusual student service requirements, consultation is also required with the Associate Vice President, Students & Enrolment Services.

    e. Initial consultations should be held with appropriate department faculty and staff.

5. The Dean and proposer are responsible for an initial assessment of any risks to the College from the affiliation.

6. If the exploratory discussions indicate that an affiliation may be beneficial to all partners, the proposer and Dean submit a Decision Note to the appropriate Vice President for review and approval.

MEMORANDUM OF UNDERSTANDING

7. In most cases, educational affiliations will require a memorandum of understanding (MOU) between the parties. The document outlines the broad objectives and potential scope of activities, and signals the intent to collaborate and develop a formal partnership. It does not create an affiliation agreement with another institution.

8. Multiple affiliation or other agreements may be developed as the result of one (1) MOU with an organization.

9. The Vice President, Academic & Research (or delegate) is responsible for developing the MOU with the partner organization. The Vice President, Academic & Research approves the final document for VCC.

10. The official copy is kept in the office of the Vice President, Academic & Research. A copy of the MOU is sent to the President's Office, Education Council, and the Board of Governors for information.

AFFILIATION AGREEMENT

11. As individual educational initiatives are developed under an MOU, each initiative should have an educational affiliation agreement outlining the purpose, roles and responsibilities of all partners, governance requirements, and financial/operational terms.

12. The Vice President, Academic & Research (or delegate) is responsible for developing the affiliation agreement with the partner organization.

13. The proposed affiliation agreement must be reviewed by relevant faculty, relevant staff, student services, the Registrar's Office, Human Resources, Financial Services, Safety Security and Risk Management, and any other relevant stakeholder within the College to ensure that the agreement properly supports students, fits the College's strategic and financial plans, and minimizes risks to students and the College.

14. Affiliation agreements related to programming will typically include sections on:

    a. Credential or credits awarded or transferred

    b. Internal requirements related to the Office of the Registrar, Institutional Research and Finance

    c. Collective Agreements

    d. Human Resources

    e. Learning Resources including an appropriate level of student services

    f. Marketing and student information

    g. Intellectual property

    h. Occupational safety and security

15. Affiliation agreements related to applied research will typically include sections on:

    a. Research ethics and review

    b. Collective Agreements

    c. Human Resources

    d. Intellectual property

    e. Occupational safety and security

16. All affiliation agreements will specify:

    a. Terms for dates of review and renewal

    b. Mechanisms for dispute resolution, non-compliance, and cancelation of agreements

APPROVAL OF EDUCATIONAL AFFILIATION AGREEMENTS

17. All affiliation agreements must be approved by the Board of Governors.

18. Depending on the terms of the affiliation, Education Council must either approve the affiliation agreement or provide advice to the Board prior to their decision.

    a. In cases where the agreement determines whether "courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the College" (*College and Institute Act*, RSBC 1996, c 52 s 25(1)(a)), or the agreement relates to the development of programs, courses, or other curriculum content (s 24(2)), the agreement must be jointly approved by Education Council.

    b. In all other cases, Education Council provides advice to the Board prior to their decision.

19. Proposed affiliation agreements are sent to the Education Council Office for decision by Education Council. The Education Council Office sends it to the Executive Assistant to the Board for decision by the Board of Governors.

20. After governance approval, the affiliation agreement is signed by the President or a Vice President, and by an authorized person at the partner organization. The official copy is kept in the office of the Vice President, Academic & Research.

REVIEW AND REPORTING

21. The Vice President, Academic & Research (or delegate) is responsible for reviewing all affiliations at the time of renewal, or no less than once every five years.

22. The Vice President, Academic & Research provides an annual report to Education Council on all active or recently completed educational affiliations.

RELATED POLICY

Refer to A.3.10 Educational Affiliations Policy.

DECISION NOTE

PREPARED FOR: Board of Governors Public Meeting

DATE: February 10, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revision to A.3.10 Sexual Violence and Misconduct Procedures

BACKGROUND:

The Board approved revisions to A.3.10 on Nov 25, 2020, but referred it back to the Governance Committee for additional review, with specific attention to:

1. The deletion of Article 31 in the draft Procedures, which relates to procedural fairness.
2. **"College Member" definition:**
   a. Broadening the definition of College Member to external members of VCC community e.g. advisory committee members;
   b. VCC's response, should an incident be reported when the complainant/respondent is no longer a "current" member.

As a result of the review, the committee are recommending the reintroduction into the procedures of struck Article 31, for clarity on procedural fairness.

The matter of broadening the College Member definition, specifically discussion which took place around providing support services to a complainant who is no longer identified as a "current" College Member, has been referred back to Management.

MOTION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve the following revision to A.3.10 Sexual Violence and Misconduct Procedures:

- Reintroduce Article 31: In the course of the investigation, the Person Accused/Respondent will be provided all relevant information, data, and evidence regarding the complaint and will be given an opportunity to respond in full.

PREPARED/REVIEWED BY: Deborah Lucas, Executive Assistant, Board of Governors
Mahin Rashid, Chair, Governance Committee

DATE: February 1, 2021

DECISION NOTE

PREPARED FOR: Board of Governors Public Meeting

DATE: February 10, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Change of authority for international tuition and fees

BACKGROUND:

On Sept 30, 2020, the Board referred the matter of authority for international tuition and fees to the Governance Committee. Over two meetings, the Committee discussed their approach to making this recommendation and gathered information to help facilitate discussion. This included reviewing historical background on international tuition approval at VCC and a summary of international tuition authority at post-secondary institutions across BC.

The summary indicated that best practice is for board's to approve international tuition and fees. The Committee and Management deliberated and together agreed to follow best practice and recommend that the VCC Board of Governors takes over authority for international tuition and fees.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve taking over the authority for international tuition and fees.

PREPARED/REVIEWED BY: Deborah Lucas, Executive Assistant, Board of Governors
Mahin Rashid, Chair, Governance Committee

DATE: February 1, 2021