Vancouver Community College Board of Governors
Public Meeting Agenda
September 29, 2021 at 5:30 p.m.

Board Members (In-person Broadway A, Room 5025) Other participants (Zoom):
https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFlTm5qdFBRSGRZRmVOdz09

Zoom Phone: +1 778 907 2071
Meeting ID: 643 9701 0942
Password: 037455

ATTENDANCE

Board Members	Staff Resources	
Joey Hartman (Chair, Board/HRC)	David Wells	VP, Academic & Applied Research
Libby Davies (Vice Chair)	Ian Humphreys	VP, Admin & International Development
Seung Oh (Chair, FAC)	Kate Dickerson	VP, People Services
Mahin Rashid (Chair, Governance)	Jane Shin	VP, Students & Community Development
Jeffrey Yu	Elmer Wansink	AVP, IT & CIO
Karen Brooke	Clayton Munro	AVP, Student & Enrolment Services (Interim)
Ladan Sahraei	Tannis Morgan	AVP, Academic Innovation
Nadia Belokopitov	Jamie Choi	ED, Finance & CFO
Paul Yeung **(REGRETS)**	Karen Wilson	ED, Marketing & Communications
Rene-John Nicolas	Deborah Lucas	Executive Assistant, Board of Governors
Sahil Arora	Surinder Aulakh	Director Safety, Security & Risk
Shobha Rajagopalan	Jo-Ellen Zakoor	Dean, Health Sciences
Sue Hammell	Shirley Lew	Dean, Arts & Sciences
	Claire Sauve	Associate Director, Continuing Studies
	Carmen Curman	Interpreter
	Emily Allan	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.

Item	Topic	Action	Speaker	Time	Attach	Page
1.	**CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS**		J. Hartman/ E. Ting /A. Patel	7 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: Jun 30, 2021 Public Meeting				✓	3
	2.2 Minutes: Aug 11, 2021 Special Public Meeting				✓	8
	2.3 Board Correspondence				✓	10
	2.4 News & Events				✓	11
	2.5 VCCFA Report				✓	13

3.	**ACTION TRACKER**		J. Hartman	1 min		
	No brought forward actions from Jun 30, 2021.	Info				
4.	**RETURN TO CAMPUS UPDATE**	Info	A. Patel/ S. Aulakh	10 min		
5.	**CONSTITUENCY GROUP REPORTS**					
	5.1 CUPE Local 4627	Info	Constituency Reps	5 min each	✓	13
	5.2 VCCFA					
	5.3 SUVCC					
6.	**EDUCATION COUNCIL REPORT**		E. Ting	15 min		
	6.1 Chair's Report	Info			✓	15
	6.2 Credential: Pharmacy Technician Certificate	Decision			✓	17
	6.3 Credential: Optician Diploma	Decision			✓	25
7.	**FINANCE AND AUDIT COMMITTEE REPORT**		S. Oh	20 min		
	7.1 Chair's Report	Info				
	7.2 Financial Performance (Period End: Aug 31, 2021)	Info			✓	33
	7.3 Tuition: Pharmacy Technician Certificate	Decision			✓	39
	7.4 Tuition: Computer Science 2 yr CMPT courses	Decision			✓	53
	7.5 Tuition: Computer Science 2 yr MATH courses	Decision			✓	56
	7.6 Tuition: Optician Diploma	Decision			✓	59
8.	**GOVERNANCE COMMITTEE REPORT**		M. Rashid	5 min		
	8.1 Chair's Report	Info				
9.	**HUMAN RESOURCES COMMITTEE REPORT**		J. Hartman	5 min		
	9.1 Chair's Report	Info				
10.	**NEW BUSINESS**					
	10.1 Student Success Stories	Info	A. Patel	15 min		
11.	**NEXT MEETING & ADJOURNMENT**	Info	J. Hartman	1 min		
	Next meeting: Nov 24, 2021					

VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
DRAFT PUBLIC MEETING MINUTES
June 30, 2021
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)	David Wells	VP, Academic & Applied Research
Seung Oh (Chair, FAC)	Ian Humphreys	VP, Admin & International Development
Mahin Rashid (Chair, GC)	Jane Shin	VP, Students & Community Development (Interim)
Karen Brooke		
Ladan Sahraei	Kate Dickerson	VP, People Services
Mike Tourigny **(REGRETS)**	Elmer Wansink	AVP, IT & CIO
Nadia Belokopitov	Clayton Munro	AVP, Student & Enrolment Services (Interim)
Paul Yeung	Tannis Morgan	AVP, Academic Innovation
Rene-John Nicolas	Jamie Choi	ED, Finance & CFO
Sahil Arora	Karen Wilson	ED, Marketing & Communications
Shobha Rajagopalan	Surinder Aulakh	Director, Safety, Security and Risk
Sue Hammell	Carmen Curman	Interpreter
	Lisz Keallen	Interpreter

Ex-Officio		Guests	
Ajay Patel	President & CEO	Taryn Thomson	President, VCCFA
Elle Ting	Chair, Education Council	Deanne Bates	Chief Shop Steward, CUPE Local 4627
		Phoebe Patigdas	SUVCC

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1.   CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5.30 p.m. The land acknowledgement was presented by VCC Elder in Residence, Elder John Sam of the Tutshone, Tlingit and Dene First Nations. J. Hartman presented opening remarks:
  - Acknowledging the tragic discovery of 751 unmarked graves by the Cowessess First Nation, VCC lowered its flags to half-mast, and the President reached out to community through social media, followed by a formal institutional statement.
  - The graduating Class of 2021 were congratulated. Board members L. Sahraei, S. Arora and S. Rajagopalan attended the online ceremony. She thanked the organisers, the Coastal Wolfpack for an Indigenous musical performance and government ministers Anne Kang and Jenny Kwan for their encouraging statements.
  - Board member, Mike Tourigny will his 6-year term on Jul 31, 2021. Mike dedicated much of his time on the Board as Chair of the Finance & Audit Committee. A token of appreciation will be presented. S. Oh has been elected to the role of FAC Chair and L. Davies has been elected as a fourth member.

2.   **APPROVAL OF AGENDA AND CONSENT AGENDA**.

> **MOTION:**   THAT the VCC Board of Governors approve the Jun 30, 2021, agenda with:
> - addition of item 10.3 Risk Registry Report
>
> and approve/ acknowledge receipt of the following items on the consent agenda:
>
> **2.1**   Minutes: May 31, 2021, Public Board Meeting
> **2.2**   2021/22 AEST Mandate Letter
> **2.3**   2022 Board Meeting Schedule
> **2.4**   Board Correspondence
> **2.5**   News & Events
> **2.6**   VCCFA Report
>
> **Moved, Seconded & CARRIED (Unanimously)**

3.   **ACTION TRACKER**

- No brought forward actions from May 31, 2021, public board meeting.

4.   **COVID-19 UPDATE**

- S. Aulakh presented an update to the Board. VCC is holding a Town Hall on Jul 8, 2021. The focus being return to campus preparation. Feeling they are in a safe, learning and teaching environment.

5.   **CONSTITUENCY GROUP UPDATES**

5.1   **CUPE Local 4627**

- Representatives were unavailable to attend. For information, CUPE Local 4627 President, Chris Joyce, had distributed the Post-Secondary Education Recovery Campaign request. The campaign originated at VIU and is now supported by CUPE locals throughout the province.

5.2   **Vancouver Community College Faculty Association (VCCFA): Presented by President, T. Thomson**

- The VCCFA Report was included in the meeting materials.
- L. Davies responded to the report on staff "burn out", reiterating that support is being provided and the report does not reflect the work being undertaken.

5.3   **Student Union of Vancouver Community College (SUVCC): Presented by P. Patigdas.**

- SUVCC has been providing support for students during Indigenous History Month. Teaching ways to take action and discussing how to close the gap between Indigenous and non-Indigenous learners.

6.   **EDUCATION COUNCIL (EdCo)**

6.1   **EdCo Chair's Report**

- EdCo Chair, E. Ting, summarised the report included in the materials.
- The Heavy Mechanical Trades (HMT) Program Feasibility Working Group is drafting a report which will outline and evaluate various options for future delivery of the HMT program.
- EdCo held an online Planning Day session on June 3. Activities and discussion were on the topics Indigenization and decolonization, as well, blending learning.
- The EdCo Annual Report was included in materials for information.

6.2 Strategic Innovation Plan (SIP)

- EdCo was consulted on the development of the Strategic Innovation Plan and input incorporated.
- Interim, VP, Student & Community Development, J. Shin was commended for her work leading the development of the SIP.
- For this matter, the motion was amended, as the Board are required to receive EdCo's advice and not a recommendation for approval.

MOTION:	THAT the Board of Governors has received the advice from Education Council, supporting the VCC Strategic Innovation Plan 2022-2025, as presented at the meeting **Moved, Seconded & CARRIED (Unanimously)**

6.2 Credential: Jewellery Art & Design Certificate & Diploma Programs

- The Jewellery Art & Design (JAD) Diploma program has undergone review resulting in a refreshed program, which meets the expectations of students, employers and features a new one (1)-year Certificate exit credential and part-time delivery options to improve student access and retention.
- The educational focus is towards innovative technologies and business training that will set graduates up for success as skilled professionals.
- VCC Jewellery Department Head and project lead, Karin Jones, was commended for her work on the redesign of the program.

MOTION:	THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Jewellery Art & Design Certificate and Diploma programs. **Moved, Seconded & CARRIED (Unanimously)**

7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

7.1 Chair's Report

- Finance and Audit Committee (FAC) met on June 17, 2021. FAC were presented two tuition matters for consideration. Item 7.2 was approved and tuition for the new Optician Diploma was approved and will be presented for board approval in September 2021.
- S. Oh was elected FAC Chair for a term ending Nov 24, 2021. M. Tourigny was thanked for his stewardship of FAC for the past six years.
- Next meeting is September 22, 2021.

7.2 Tuition: Jewellery Art & Design Diploma (Domestic)

- VCC's Jewellery Art & Design Diploma Program has a long-standing reputation and is the only two (2)-year credentialed program in BC. The program has undergone a significant review to meet student demand for a higher level of technical skills, access to newer technologies, and more comprehensive business training. The review was significant enough to warrant a review of tuition fees. The proposed tuition was approved by the Ministry, prior to presentation to FAC.
- S. Oh commented that FAC took into consideration that the program has been running at a loss year after year and has been subsidized to continue. With the proposed rate of tuition, the program costs will allow VCC to maintain its presence in this field.

MOTION:	THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of $14,400 for the renewed Jewellery Art and Design Diploma Program, effective September 2022. **Moved, Seconded & CARRIED (1 Abstention: K. Brooke)**

8.   GOVERNANCE COMMITTEE (GC) REPORT

8.1   Chair's Report

- The Governance Committee (GC) met on Jun 9, 2021. The renewed Policy Framework was presented. This project is being undertaken to improve efficiencies in policy development and maintenance. The GC support the revised framework and will be providing further advice.
- The 2021 Board Evaluation has been finalized.
- Board agenda Item 8.2 was considered and approved.
- The next meeting is Oct 13, 2021.

8.2   Bylaw: Revised G.2.0 Board Governance & Rescind Policy A.1.1 Board Meetings:

- The procedures for board meetings are currently outlined in policy A.1.1 and bylaw G.2.0. G.2.0 has undergone a review, updating the board meeting section, thus eliminating the need for a policy. The matter of rescinding A.1.1 was posted for community feedback with no response.
- A major revision to G.2.0 is the introduction of a new three (3) meeting framework, guided by an Appendix with suggests topics to be addressed under the framework. It was clarified that the Appendix does not restrict the Board from adding/removing/moving items, if deemed necessary. Also, board members and management would not participate where there's a conflict of interest.
- Once implemented, the Board will consider the process for moving In Camera/Closed items to public will be considered, e.g., contract awards.
- The Board requested that Appendix A (In Camera), be amended to read: Board members ONLY and other resources, as required.
- M. Rashid thanked the GC, the Board and specifically K. Brooke and D. Lucas for their contribution outside of meetings. J. Hartman thanked the GC for their collective work.

> **MOTION:**   THAT, on the recommendation of the Governance Committee, the Board of Governors rescind A.1.1 Board Meetings Policy and Procedures and approve revisions to Bylaw G.2.0 Board Governance, with amendment to Appendix A.
> **Moved, Seconded & CARRIED (Unanimously)**

9.   HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1   Chair's Report

- The Human Resources Committee (HRC) have not met since May; however, they are keeping apprised of the status of the President's Objectives and shall review them in the fall.

10.   NEW BUSINESS

10.1   Strategic Innovation Plan

- A. Patel thanked the Board for their input and support in the development of VCC's Strategic Innovation Plan (SIP). He acknowledged the hard work of the project team and commended them for their collaborative efforts in bringing the SIP to the point of approval.
- Interim VP, Student & Community Development, J. Shin, presented the final plan. J. Hartman thanked A. Patel, J. Shin and everyone who contributed. The Board appreciated the opportunities for consultation and look forward to receiving updates as it's implemented.

> **MOTION:**   THAT, on the recommendation of the President, the Board of Governors approve the VCC Strategic Innovation Plan 2022-25.
> **Moved, Seconded & CARRIED (Unanimously)**

10.2 Student Stories
- Continuing the series of presentations on, and from, VCC students, the board viewed a video about Angela Mawbey, recipient of the Dental Reception Coordinator scholarship, and Beatrice Antica, recipient of the Student Success Team Award for Excellence.

10.3 Risk Registry
- I. Humphreys reported that the Risk Registry project was complete, and it had been presented to the Board in a "in camera" meeting due to its nature. It highlights vulnerabilities where mitigation strategies can be implemented.

11.   NEXT MEETING & ADJOURNMENT
- J. Hartman thanked EdCo and staff resources who prepared reports and briefing notes for the meeting. The next regular Public Board of Governors meeting is on Sept 29, 2021. With no further business, the meeting adjourned at 7:32 p.m.

APPROVED AT THE SEPT 29, 2021 PUBLIC BOARD MEETING

Joey Hartman
Chair, VCC Board of Governors

VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
DRAFT SPECIAL PUBLIC MEETING MINUTES
August 11, 2021
12:00 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)	David Wells	VP, Academic & Applied Research
Seung Oh (Chair, FAC)	Ian Humphreys	VP, Admin & International Development
Mahin Rashid (Chair, Governance) **REGRETS**	Jane Shin	VP, Students & Community Development (Interim)
Karen Brooke	Kate Dickerson	VP, People Services
Ladan Sahraei	Elmer Wansink	AVP, IT & CIO
Nadia Belokopitov	Clayton Munro	AVP, Student & Enrolment Services (Interim) **REGRETS**
Paul Yeung **REGRETS**	Tannis Morgan	AVP, Academic Innovation
Rene-John Nicolas	Jamie Choi	ED, Finance & CFO
Sahil Arora	Karen Wilson	ED, Marketing & Communications
Seung Oh **REGRETS**	Patris Aghakian	Associate Director, Institutional Research
Shobha Rajagopalan	Jennifer Jahnke	Interpreter
Sue Hammell	Lisz Keallen	Interpreter

Ex-Officio	
Ajay Patel	President & CEO
Elle Ting	Chair, EdCo

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1.   CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 12:12 p.m. The land acknowledgement and opening remarks were presented.
  - Thanked Director, Security, Surinder Aulakh, the Emergency Operations Committee and staff, for their continued support as the college transitions to on-campus operations in Sept.
  - Congratulated President Patel, who has been named as one of this year's 75 finalists for the nationally celebrated, Top 25 Canadian Immigrant Awards award hosted by the Canadian Immigrant Magazine and COSTI.
- Newly appointed board member, Jeffrey Yu, was welcomed to the Board and sworn in. Jeffrey brings significant experience in governance and community service. He is the principal owner of REL Technology Inc., which enables seniors to live at home longer by detecting and preventing falls. He is also Board President for the New Vista Society, a Member of the Chinese Canadian Community Advisory Committee, and the Board Chair of Trustees for the Burnaby Public Library.

2.   APPROVAL OF AGENDA AND CONSENT AGENDA.

MOTION:	THAT the VCC Board of Governors approve the Aug 11, 2021, Special Public Meeting agenda. **Moved, Seconded & CARRIED (Unanimously)**

3. **2020-21 INSTITUTIONAL ACCOUNTABILITY PLAN & REPORT (IAPR)**
    - A. Patel introduced this item and thanked the Institutional Research (IR) team and everyone who contributed to developing this report. IR Director, P. Aghakian presented a high-level overview of the draft 2020-21 Institutional Accountability Plan and Report (IAPR)
    - The IAPR has been prepared in accordance with the Ministry Accountability Framework Standard Manual and Guidelines, and provides outlines of goals, objectives, and outcomes for 2020-21. It indicates achievements and accomplishments which align with the government's priorities as stated in the 2020/21 Mandate Letter. In addition, it includes a plan of action to be implemented. This year's plan included VCC's response to COVID-19.

MOTION:	THAT the Board of Governors approve the VCC Institutional Accountability Plan and Report - 2020/21 Reporting Cycle, as presented at the August 11, 2021, Special Public Board Meeting. **Moved, Seconded & CARRIED (Unanimously)**

4. **5-YEAR CAPITAL PLAN (2022/23 to 2026/27)**
    - In accordance with the Ministry of Advanced Education and Skills Training (AEST) Capital Asset Management Framework (CAMF) and Capital Asset Reference Guide (CARG), post-secondary institutions submit annually a Five-Year Capital Plan (the "Plan"). I. Humphreys presented an overview of VCC's Plan.
    - The Plan aligns with the goals of the Campus Master Plan and is further informed by strategic plans including the Academic Plan, 3-Year Strategic Innovation Plan, Indigenous Education and Community Engagement Plan, Environmental Sustainability Plan, and the IAPR. The plan also conforms to the stated objectives contained in the Government's mandate letter for VCC dated June 1, 2021.
    - The draft was submitted to AEST on Jul 15, 2021. The final plan will be presented following Board approval.
    - 2022/23 to 2026/27 priorities (in order):
        1. Building Envelope Renewal (Broadway A)
        2. Centre of Excellence for Culinary Arts
        3. Dental Program Co-location with Health
    - The Centre for Clean Energy and Automotive Innovation, from the current Plan, was removed in accordance with direction from AEST as the College continues work on the development of the business case for this project for submission to the Ministry.

MOTION:	THAT, the Board of Governors approve the Five-Year Capital Plan for the period 2022/23 to 2026/27 for submission to the Ministry of Advanced Education and Skills Training. **Moved, Seconded & CARRIED (Unanimously)**

5. **ADJOURNMENT**
    - J. Hartman thanked the Board and Senior Team for attending the Special Meeting. The next regular Public Board Meeting is on Sept 29, 2021. With no further business, the meeting adjourned at 12:43p.m.

APPROVED AT THE SEPT 29, 2021 PUBLIC BOARD MEETING

Joey Hartman
Chair, VCC Board of Governors

Board of Governors Public Meeting
Sept 29, 2021

BOARD OF GOVERNORS CORRESPONDENCE

DATE	FROM	DETAIL
Aug 12, 2021	Honourable Anne Kang, Minister of Advanced Education & Skills Training	Appointment of Jeffrey Yu to the Board of Governors
Sep 8, 2021	Honourable Anne Kang, Minister of Advanced Education & Skills Training and Grace Lore, Parliamentary Secretary for Gender Equity.	Sexual Violence Prevention Campaign
Sep 10, 2021	Honourable Anne Kang, Minister of Advanced Education & Skills Training	Crown Agencies Board Resourcing Office (CABRO) Governing in the Public Interest Training
Sep 11, 2021	Honourable Anne Kang, Minister of Advanced Education & Skills Training and the Honourable Sheila Malcolmson, Minister of Mental Health & Addictions.	Poisoned Drug Risk On Campus

VCC NEWS AND EVENTS

September 2021

- VCC will be hosting drop-in COVID-19 **vaccination clinics** at all three campuses throughout September. These single-day clinics offer convenient locations for post-secondary students, employees, and our public neighbours to receive their first or second dose of the COVID-19 vaccine.

- VCC's Senior Team is pleased to welcome **Dr. Jane Jae-Kyung Shin to the role of Vice President, Students and Community Development**. Jane has been serving in this role in an interim capacity since August 2020 and has been selected for the permanent position. Jane immigrated to British Columbia from South Korea as a child and has always attributed her family's well-being to the social values of Canadians. Following a career in medicine, Jane joined VCC as a science instructor in 2010, and also holds the honour of being the first Canadian of Korean descent to be elected as an MLA. In her new, permanent position, Jane will continue to provide strategic and enthusiastic leadership in many areas that are integral to the VCC student experience.

- Although VCC will be closed for the upcoming **National Day for Truth and Reconciliation** on Thursday, Sept. 30, the VCC community is preparing numerous activities throughout the week to recognize and honour Indigenous culture and history, and commit to continued healing and justice. "Every Child Matters" orange shirts are available to purchase from the VCC Bookstore, with all proceeds going to the Orange Shirt Society and BC Aboriginal Child Care Association.

- Since early August, VCC has been working with an external party to conduct an **operational review** in response to increased interest in **remote work**. Over the past six weeks, one-on-one conversations have been held with VCC employees across 16 different departments. Over the next two weeks, we'll be meeting with supervisors to look at what jobs or parts of jobs can be done remotely in a sustainable, non-emergency context.

- In early 2021, the Healthy Minds | Healthy Campuses Support Team conducted an **Environmental scan of mental health at VCC** and developed a mental health and well-being framework for the college. Through spring and summer, working with VCC's Mental Health and Well-being Steering Committee, they completed focus groups, community dialogues, and a campus-wide survey.

- Did you know that one in eight people who identify as women experience sexual assault on B.C. campuses annually, and two-thirds of on-campus assaults occur during the first eight weeks of school? This month, to raise awareness about sexual violence and help keep our community safe, **VCC is taking part in the "...Is NOT Yes" campaign about sexual consent**.

VCC in the News, highlights

Q&A with jewellery designer and entrepreneur Mariana Carneiro – VCC News (Sept. 1) "For the past two years, Kaju Creations has been my full-time job. I do everything myself from designing to making the jewellery to customer service and packing orders. Kaju started as a hobby, as a desire to make things with my own hands. I am grateful that my passion turned into a business and I can do what I love the most for a living!"

VCC partners with Ray-Cam Cooperative Centre to offer basic education courses – VCC News (Sept. 8) Vancouver Community College (VCC) is proud to partner with Ray-Cam Cooperative Centre to offer **tuition-free** basic reading, writing, and math upgrading classes to our neighbours in Vancouver's Downtown Eastside.

Upcoming Events:
- The Great ShakeOut, Oct. 21
- Experience VCC, October 26 & 27
- VCC Day, Nov. 2

PREPARED BY:	Karen Wilson, Executive Director, Marketing & Communications
DATE:	September 22, 2021

VCCFA Report to the College Board, September 2021
Prepared by Taryn Thomson, VCCFA President

Divisions

It truly is a time of divisions. We all have strong opinions and feelings, and we are surrounded by people, both at work and in our personal circles, who either share those feelings or have equally strong feelings to the contrary. It is a time for deep listening, for compassion, and for patience. And yet, we are exhausted by the pandemic, still, and so eager for all of this to be in the rear view mirror.

FPSE Statement

At our President's Council meeting last week, we composed a statement regarding a united Post-Secondary response to the current PHO regulations. While the statement was agreed on unanimously by the presidents of the member locals, it must be said that there was a desire in the group to respect the opinions and wishes of the group of our members who choose to be unvaccinated. While we came down on the side of vaccines as a group, we did so after discussion and respectful dialogue about the views of all our members.

FPSE Statement | Educators' Experience with the Return to Campus September 2021

After five semesters of the Post-Secondary system operating during the COVID-19 pandemic, there was hope that September 2021 would herald a return to somewhat 'normal' operations. Indeed, the July 5 Return to Campus Guidelines issued by the government anticipated that masks would no longer be mandatory and planned for a return to normal social contact.[1] Educators, exhausted from delivering high-quality education to students with limited or no support from employers[2], looked forward to a return to the campus community. While concerns about COVID-19 remained, there was plenty of optimism.

Sadly, the high transmissibility of the COVID-19 Delta variant thwarted those plans and turned optimism to anxiety. The high transmissibility of the Delta variant is just one cause of concern. Previous public health strategies to reduce the transmission of COVID-19, most notably the requirement to socially distance or to isolate when exposed to COVID-19 are still absent from current recommendations in post-secondary institutions. Although there is high vaccination uptake in British Columbians aged 12+, it is insufficient to provide community immunity. Many educators worry about spreading COVID-19 to their young children or their health-compromised family members.

A confusing patchwork of policies regarding vaccine self-declarations, vaccine passports, rapid testing, and in many cases few or no special protections, has been pulled together across the province, with decisions being made with minimal or no involvement of workers or students. This despite unions raising concerns and stressing the importance of consultation months ago.

Now, after two weeks of experience with this patchwork of policies, labour unions and representative provincial organizations, including FPSE, have come together to bring order to the chaos by sharing information and creating a consistent framework for campuses to ensure safety for everybody; with an expectation that provisions at hotspots may provide for additional measures in those areas as required.

There is solidarity among FPSE Locals, which have taken the following position regarding the current state of safety on Post-Secondary campuses.

1. *Different COVID-19 policies at different institutions are needlessly confusing for campus communities and provides varying levels of safety for workers and students.*

2. *Workers and students should not face greater risk attending school than they face in other public places.*

3. *FPSE and member locals support safe practices, such as vaccine mandates (the requirement to show the BC Vaccine Card), to access the entirety of all Post-Secondary institutions in BC, provided they apply to all campus members. Details regarding any required accommodations for exemptions, workload, and privacy must be clear before the implementation of such a mandate. In the meantime, FPSE and FPSE member locals strongly encourage all members of the campus community to become vaccinated for the safety of themselves and others.*

Together, the Federation of Post-Secondary Educators of BC will continue to push for the health and safety of everyone on campus.

Return to Campus (ish)

The college's choice to deliver many programs using a hybrid model has aligned well with the retreat from a stage- four re-opening of the province due to spiraling cases of the Delta variant. Only student services and library faculty are being asked to work fully on campus. We continue to advocate that this group of faculty should have reasonable accommodations granted. We also continue to argue that it is no longer possible to separate mode of delivery from Covid-19, or to fully support the Public Health Office view that everything is safe when most people do not feel that way.

HR Changes

There have recently been huge changes in personnel in HR, and this does make us a little apprehensive. A huge amount of institutional knowledge has left the building, and this means there is a great deal of education that will need to occur. We are pleased to be working with Kate Dickerson to set up a series of sessions in which the new HR team can meet with the FA and begin to discuss how we can best work with each other.

Kudos

Kudos to our hard working faculty who continue to do their best for their students under continuing sub-optimal conditions. And a special message of support to our HMT faculty who have been living with the question of the future of their program since March of this year. In addition to the stress of living and working in a pandemic, this group has had the added and extended stress of not knowing how much longer they will be employed, and when their department, despite its successes, will be closed.

Taryn Thomson

INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: September 29, 2021

ISSUE: Education Council Chair Report to Board of Governors

HEAVY MECHANICAL TRADES (HMT) PROGRAM FEASIBILITY WORKING GROUP: UPDATE

David Wells, Vice President Academic & Research, presented an update on the negotiations (still in progress) with BCIT and referred to the town hall that was held for HMT faculty and staff on August 30. Taryn Thomson, President of the VCC Faculty Association (VCCFA), provided an update as well.

The Chair of the Education Quality Committee (EQC), Todd Rowlatt, thanked the members of the HMT Program Feasibility Working Group for their work on the final report, which outlines options for future HMT programming.

CONCEPT PAPERS: UI/UX DESIGN DIPLOMA AND WEB DESIGN AND DEVELOPMENT (WDD) DIPLOMA

The UI/UX Design Diploma and Web Design and Development (WDD) Diploma programs are intended for those planning to pursue work in UI/UX (user interface/user experience) and/or web design. Graduates can expect to be in demand, given the need for skilled personnel in the field: the 2019 BC Labour Market Outlook has identified Web Designers and Developers (NOC 2175) and Graphic Designers and Illustrators (NOC 5241) as high opportunity occupations.

The UI/UX Diploma features a laddered structure and builds the diploma from three new shorter certificates: a Design Foundation Certificate (18 credits), a UI/UX Design Certificate (36 credits), and a UI/UX Design Professional Practice Certificate (19 credits). It will be designed with flexible delivery options (full-time and part-time, blended and asynchronous) and transfer pathways in mind. The program will focus strongly on work-integrated learning (through industry partnerships) and will examine digital entrepreneurship and diversity, equity, and inclusion (DEI) in design. Skills and knowledge in these areas will not only prepare learners for a seamless transition into the workplace, but also help them prompt a shift in the profession towards greater inclusion.

The Web Design and Development (WDD) Diploma expands upon two existing VCC programs – the Graphic Design Diploma (GDD) program and the Computer Systems Technology (CST) Diploma program. It will gather existing VCC courses and allow students from the three programs to take courses together and, if appropriate, transfer between the programs. There is already considerable demand among current GDD and CST students for this type of programming, with 80% reporting in a recent survey that they would be interested in taking a specialized web design and development program at

VCC. Some instructors from the GDD and CST programs may also teach in the new program, so the WDD would be able to draw on that in-house instructional expertise right away.

Both of these programs are strongly supported by the PAC (program advisory committee) and will be the subject of a multipronged recruitment campaign (social media, "try before you buy" free courses, etc.) ahead of an anticipated launch date in September 2022. These programs are expected to appeal to a broad audience: both domestic and international students would be able to take these programs (with international students also eligible for the post-graduation work permit [PGWP]); prospective learners may also enter directly from high school or transfer in from other graphic design programs (especially those that are more print-based, such as those at Emily Carr and BCIT).

CURRICULUM CHANGES DURING THE COVID-19 PANDEMIC

At its September meeting, Education Council decided to extend the provisional processes approved at the start of the pandemic (May 12, 2020) until March 31, 2022, which would keep these options in effect for programming scheduled for the Fall 2021 and Winter 2022 terms.

When the provisional processes were initially approved last spring, everyone (and not just on EdCo) had fully expected that the pandemic would be over within a calendar year. As recently as the summer, the college community had anticipated a transition to Stage 4 of the BC Restart Plan to coincide with the start of the fall term on September 7. However, a surge in numbers in July has thrown the Restart Plan into uncertainty, and the move to Step 4 has been postponed indefinitely. As such, the pandemic is still far from over, and the provisional processes and the flexibility that they offer instructors and departments are still necessary at this time.

EDUCATION COUNCIL ELECTIONS

The Education Council elections cycle has begun, with the nomination period having opened on September 20. The nomination period will close at 4:00 p.m. on Friday, October 1, and the campaign period will be from Monday, October 4 to Friday, October 8. Voting will be open (online) from 8:00 a.m. on Wednesday, October 13 and will close at 4:00 p.m. on Tuesday, October 19: results will be announced on October 22.

Special thanks must be given to Darija Rabadzija, Education Council Assistant, who helped me organize and facilitate two accessible student-focused information sessions to answer any questions that prospective student candidates might have about EdCo or the elections process. These were quite well-attended, indicating a healthy interest among students to run for Education Council seats. We wish all student candidates luck in the elections and look forward to welcoming them to EdCo at the November meeting.

PREPARED BY: Elle Ting, Chair, Education Council

DATE: September 16, 2021

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: September 29, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
                     Implementation of Revised Pharmacy Technician Certificate Program

BACKGROUND:

The Pharmacy Technician Certificate program underwent Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accreditation review in April 2019. At the time of the review, the CCAPP 2015 accreditation standards were still in place; however, by July 2019, the CCAPP had changed its standards, and the National Association of Pharmacy Regulatory Authorities (NAPRA) had published new sterile product standards. Additionally, the recent implementation of new computer software (Cerner) in Lower Mainland hospital pharmacies has changed pharmacy technicians' work profile.

The simultaneous rollout of the aforementioned changes necessitated significant revisions to the Pharmacy Technician Certificate: program learning outcomes (PLOs) were adjusted to align with new competencies, program hours were extended, and new course numbers were created to reflect subsequent changes in credits. Besides including updates that conform to the new accreditation and regulatory standards, the revisions also reflect an opportunity to meet workplace expectations that are evolving with new technology.

Pharmacy Technician Certificate graduates will be able to meet the following program learning outcomes (PLOs):
1. *Perform the role of a pharmacy technician within current legal, ethical and professional standards.*
2. *Establish professional relationships with patients and healthcare providers in order to optimize pharmaceutical care.*
3. *Prepare pharmaceutical products safely and accurately using a variety of distribution systems.*
4. *Manage the practice setting effectively to ensure safe and efficient pharmacy services.*
5. *Integrate health promotion and public health initiatives into pharmacy practice.*
6. *Demonstrate the ability to access relevant information and apply knowledge to make evidence-informed decisions in pharmacy practice.*
7. *Use effective communication and professionalism when providing to or collaborating with healthcare providers and patients.*
8. *Establish and maintain collaborative intra- and inter-professional relationships.*
9. *Develop, implement and evaluate quality assurance policies, procedures and activities to optimize patient safety.*

DISCUSSION:
Education Council reviewed the updated Pharmacy Technician Certificate at its September 14, 2021 meeting: members did not have any questions or concerns.

RECOMMENDATION:
THAT, on the advice of Education Council, the Board of Governors approve the implementation of the revised Pharmacy Technician Certificate program.

ATTACHMENTS: APPENDIX A – Program Content Guide (PCG) for Pharmacy Technician Certificate

PREPARED BY: Elle Ting, Chair, Education Council

DATE: September 20, 2021

Pharmacy Technician Certificate

Program Content Guide

Effective Date: <u>May 2022</u>

Purpose

This full time program prepares graduates for employment as pharmacy technicians in a variety of settings including community, hospital and long-term care pharmacies. Graduates will have the skills and knowledge necessary to perform the technical and administrative functions required to provide patient-centred pharmacy services. In addition, students learn to be responsible and accountable for ensuring patient safety and for accuracy and quality of product preparation and release. Students learn to collaborate with other health care professionals in the promotion of wellness and delivery of pharmacy services. Graduates will meet the entry-to-practice competencies outlined by the National Association of Pharmacy Regulatory Authorities (NAPRA).

This program welcomes diverse applicants.

Admission Requirements

- Grade 12 graduation or equivalent.*
- Chemistry 11 or equivalent with a minimum C+ grade completed within the last ten years
- Biology 12 or equivalent with a minimum C+ grade completed within the last ten years
- Completion of the VCC Health Sciences Math Assessment scoring minimum 80%
- Certified keyboarding speed of minimum 40 net words per minute with a maximum of 5 errors
- Attend a Program Information Session
- English Language Proficiency (ELP) requirement:
  1. Applicants who have completed three years of full-time, face-to-face secondary or post-secondary education at an accredited Canadian institution where English is the language of instruction must achieve the following scores on VCC's Adult Basic Education (ABE) Assessments:
     - Reading   60
     - Writing ENGL 0991 level
  2. Applicants who have NOT completed three years of full-time, face-to-face secondary or post-secondary education at an accredited Canadian institution where English is the language of instruction must achieve the following scores on the Test of English as a Foreign Language (TOEFL) OR the International English Language Testing System (IELTS). Scores are valid for 2 years only.

Test of English as a Foreign Language (TOEFL), Internet-based test (iBT)
- Speaking   23
- Writing   25
- Reading   22
- Listening   21

Total: 91

International English Language Testing System (IELTS) Academic test only
- Speaking   7.0
- Writing   7.0
- Reading   6.5
- Listening   7.5

Overall Band: 7.0

Grade 12 graduation or equivalent is a requirement mandated by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP).

Note: For applicants who have NOT completed three years of full-time, face-to-face secondary or post-secondary education at an accredited Canadian institution, the National Association of Pharmacy Regulatory Authorities (NAPRA) and the College of Pharmacists of BC only accepts the TOEFL and IELTS as proof of English Language Proficiency. No other evidence, including completion of VCC coursework or other studies in English outside of Canada, or VCC's English Language Assessment will be accepted.

Upon acceptance:
• Proof of a negative TB skin test or chest X-ray
• Criminal Record Check (CRC). Each applicant is responsible for any costs incurred. Applicants who have drug-related charges should consult with the Registrar's Office prior to applying to the program. The CRC must be received by the Registrar's Office prior to the first day of class.
• Up-to-date immunizations are highly recommended, and are required for practicum placements.

Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

The Pharmacy Technician Program is 37 weeks of full-time study. Students must complete the certificate within two years of starting the program.

Program Learning Outcomes

Graduates of the program will have acquired the knowledge and ability to:
1. Perform the role of a pharmacy technician within current legal, ethical and professional standards.
2. Establish professional relationships with patients and healthcare providers in order to optimize pharmaceutical care.
3. Prepare pharmaceutical products safely and accurately using a variety of distribution systems.
4. Manage the practice setting effectively to ensure safe and efficient pharmacy services.
5. Integrate health promotion and public health initiatives into pharmacy practice.
6. Demonstrate the ability to access relevant information and apply knowledge to make evidence-informed decisions in pharmacy practice.
7. Use effective communication and professionalism when providing to or collaborating with healthcare providers and patients.
8. Establish and maintain collaborative intra- and inter-professional relationships.
9. Develop, implement and evaluate quality assurance policies, procedures and activities to optimize patient safety.

Instructional Strategies, Design, and Delivery Mode

This program is offered full time. It cannot be completed part-time or on a self-paced timeline. Students must successfully complete all courses in one semester before enrolling in the next semester. Unsuccessful students may reapply for the program.
A major emphasis of this program is active student participation. Throughout the program the instructor will encourage the students to become increasingly more self directed and responsible

for their own learning. Students should be well prepared for active participation in classroom, online and lab activities.

Instructional activities include lectures, discussions, group work, audio-visual presentations, demonstration, dispensing labs, compounding labs, aseptic technique labs, case studies, role-plays and field trips.

The lab component of the program provides the learner with the opportunity to integrate practice and theory in a simulated pharmacy setting.

Semester 1 focuses on community and long term care pharmacy practice. Semester 1 is 13 weeks in duration.

Semester 2 focuses on hospital pharmacy practice, including the preparation of sterile products. Semester 2 is 14 weeks in duration.

Semester 3 includes a practicum in a community pharmacy and a hospital pharmacy. Semester 3 is 10 weeks in duration.

Evaluation of Student Learning

Students' progress in the classroom, online and the lab setting will be evaluated. Theoretical concepts will be evaluated through quizzes, tests, exams, case studies, projects, presentations and assignments.

Evaluation of practical skills will be based on checklists and practical exams.

Each semester must be successfully completed before the next one can be started. It is not possible to re-do part of a semester in this program.

The passing grade for all courses is 74%. Courses that include labs require a passing grade of 74% for both the theoretical and lab components of the course.

Recommended Characteristics of Students

- Ability to communicate effectively with a diverse client population
- Attentive to detail, accurate and organized
- Strong time management skills
- Efficient and productive
- Ability to take initiative and handle responsibility
- Ability to concentrate and problem solve
- Good vision and hand/eye coordination
- Proficient in basic computer skills
- Ability to work varied shifts during practicums (e.g. evenings, weekends)

Courses

Term	Course #	Course Name and Description	Credits
One	PHAR 1101	Professional Practice 1	4.5
	PHAR 1102	Pharmacology & Therapeutics 1	3.0
	PHAR 1103	Pharmacy Calculations 1	1.5
	PHAR 1104	Pharmacy Communications 1	1.5
	PHAR 1105	Pharmacy Management 1	1.5
	PHAR 1106	Community Pharmacy	7.5
		Total Credits per Term:	19.5
Two	PHAR 1201	Professional Practice 2	2.0
	PHAR 1202	Pharmacology & Therapeutics 2	3.0
	PHAR 1203	Pharmacy Calculations 2	1.0
	PHAR 1204	Pharmacy Communications 2	1.5
	PHAR 1205	Pharmacy Management 2	1.5
	PHAR 1206	Hospital Pharmacy	7.0
	PHAR 1207	Sterile Products	3.0
	PHAR 1208	Practicum Preparation	1.5
		Total Credits per Term:	20.5
Three	PHAR 1309	Pharmacy Practicum	13.0
		Total Credits per Term:	13.0

Total Program Credits: 53.0

This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

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. 74% (C-) is the minimum pass in all courses in this program.
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+	98-100		4.33
A	95-97		4.00
A-	92-94		3.67
B+	89-91		3.33
B	86-88		3.00
B-	83-85		2.67
C+	80-82		2.33
C	77-79		2.00
C-	74-76	Minimum Pass	1.67
D	71-73	Failing Grade	1.00
F	0-70		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/

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: September 29, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
     New Program: Optician Diploma

BACKGROUND:

The proposed Optician Diploma is a four-term, full-time program designed to provide learners with the scientific knowledge and professional skills required to pass the rigorous national licensing exam[1] and work as Licensed Opticians.

The product of a VCC/Stenberg College (SCI) collaboration, this program addresses both a gap in student access and a growing labour shortage in the Canadian healthcare system. As provincial legislation prevents private postsecondary institutions from attracting international student cohorts, VCC's Optician Diploma would make this programming available to students outside Canada. (The only other public postsecondary option in BC is Douglas College's Dispensing Optician diploma, which is accredited to 2022.) Considering the growing need for new healthcare workers and increased demand among international students for healthcare programs, the primary audience for the Optician Diploma is expected to be international students, but domestic students will also be able to access the program.

Upon successful completion of the Optician Diploma, learners will satisfy the following program learning outcomes:

- *Apply the National Competencies for Canadian Opticians as set out by the National Alliance of Canadian Optician Regulators to provide the best care for patients*
- *Practice within relevant legislation, Standards of Practice & Guidelines, and Code of Ethics set out by the College of Opticians of BC*
- *Build and maintain collaborative relationships with patients, colleagues, and industry professionals*
- *Provide ethical and transparent patient-centred care and service that recognizes and respects the diverse needs of each individual*
- *Apply essential knowledge of optics, ocular anatomy, physiology, and pathology to make informed decisions about opticianry practice*
- *Demonstrate safe and competent practice in all aspects of dispensing eyeglasses, contact lenses, and low-vision devices*
- *Provide patient-centred care and education throughout the dispensing process from initial assessment to follow-up care*

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[1] The NACOR National Optical Sciences Examination, which all prospective opticians in Canada (excluding Ontario and Quebec) must pass to register with their Provincial Regulatory Agency/College of Opticians.

- *Integrate acquired knowledge and skills to recommend and sell products based on patient's lifestyle requirements*
- *Apply professional business management skills to opticianry practice*
- *Accurately perform vision assessments using an automated refraction system*
- *Recognize the need to engage in continuous learning to maintain and enhance ability to better serve patients*

This program will be delivered at Stenberg College's Central City campus in Surrey while VCC continues to explore the possibility of moving the program on-site in the longer term. As a new area of programming, the Optician Diploma curriculum will also be subject to provisional approval and will be supported in its first two years by the Provisional Approval of New Programs Ad Hoc Committee.

DISCUSSION:
Prior to the presentation of this curriculum at Education Council's September 14, 2021 meeting, the developers had successfully incorporated the minor revisions that Curriculum Committee had recommended to clarify language around program duration, course evaluation, and course learning outcomes. There were no questions or concerns raised by EdCo members.

RECOMMENDATION:
THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Optician Diploma program.

ATTACHMENTS: APPENDIX A – Program Content Guide (PCG) for Optician Diploma

PREPARED BY: Elle Ting, Chair, Education Council

DATE: September 17, 2021

Optician Diploma

Program Content Guide

Effective Date: <u>May 2022</u>

Purpose

The Optician Diploma Program provides students with the opportunity to develop the knowledge and skills required for practice within the field of opticianry. Graduates will have the knowledge, skills and attitudes consistent with industry expectations for entry-level practice.

Through theory and lab courses and clinical experience, students will gain comprehensive education in all areas of opticianry, including eyeglasses, contact lenses, low vision devices, and automated refraction. Along with learning the science of optics, students will develop professional skills in business management, communication, and customer service.

Graduates will be prepared to meet the competency requirements for the national licensing exam as set out by the National Association of Canadian Optician Regulators (NACOR).

Admission Requirements

- Grade 12 graduation or equivalent
- Knowledge of English demonstrated by *one* of the following:
  - English 12 or Communications 12 with a minimum 'C-' grade or equivalent, *or*
  - Academic IELTS 6.0 (no band lower than 6.0), *or*
  - TOEFL iBT 80
- Math 11 with a minimum 'C-' grade or equivalent

Upon Acceptance

- Criminal Record Check (CRC)
  - In accordance with the Criminal Records Review Act, all individuals who work with vulnerable adults and/or children must complete a Criminal Record Check through the Ministry of Justice. Applicants to this program will be responsible for any costs incurred in the Criminal record Check.
  - Prior to first practice experience, students may be required to complete site specific orientation

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 four (4) academic terms and must be completed within three (3) years from the date the student began studies in the first term of the program.

Program Learning Outcomes

Graduates of this diploma will have acquired the knowledge and abilities to:
1. Apply the National Competencies for Canadian Opticians as set out by the National Alliance of Canadian Optician Regulators to provide the best care for patients.
2. Practice within relevant legislation, Standards of Practice & Guidelines, and Code of Ethics set out by the College of Opticians of BC.
3. Build and maintain collaborative relationships with patients, colleagues, and industry professionals.
4. Provide ethical and transparent patient-centred care and service that recognizes and respects the diverse needs of each individual.
5. Apply essential knowledge of optics, ocular anatomy, physiology, and pathology to make informed decisions about opticianry practice.

6. Demonstrate safe and competent practice in all aspects of dispensing eyeglasses, contact lenses, and low-vision devices.
7. Provide patient-centred care and education throughout the dispensing process from initial assessment to follow-up care.
8. Integrate acquired knowledge and skills to recommend and sell products based on patient's lifestyle requirements.
9. Apply professional business management skills to opticianry practice.
10. Accurately perform vision assessments using an automated refraction system.
11. Recognize the need to engage in continuous learning to maintain and enhance ability to better serve patients.

Instructional Strategies, Design, and Delivery Mode

The Optician program is designed to provide students with practical and experiential learning with a focus on active student participation and hands-on practice.

Theory courses are delivered through lecture, small group discussion, case studies, demonstrations, guest speakers, student presentations and individual/group assignments. Students apply the theory in the lab courses, consolidated practice experiences and final preceptorship.

The lab components of the program provides the student with the opportunity to integrate practice and theory in a fully functioning Opticianry lab, where students gain hands-on skills in a real-world setting. Lab instructional strategies include videos, demonstration, clinical simulation, and hands-on practice.

Terms two and three are supported by a Consolidated Practice Experience (CPE) which reinforces the learning that has taken place within each term.

Term four includes a final preceptorship which prepares the student for the role and expectations of the graduate.

In addition to the diploma, students will also receive industry-relevant certifications: Standard First Aid & Basic Life Support, Body Mechanics & Back Safety, WHMIS, and Managing Hostile Interactions.

Evaluation of Student Learning

Evaluation of theoretical learning will include presentations, case studies, assignments, self-reflective evaluations, and quizzes and exams.

Evaluation of practical skills in the lab courses will be based on practice education assessments, clinical skills checklists and practical exams.

Students must receive a minimum 68% in all courses and a satisfactory (S) grade in the Consolidated Practice Experiences and Preceptorship in order to graduate.

Eligibility to enter the Consolidated Practice Experience at the end of terms two and three is dependent upon the successful completion of all of the other courses within each term. Eligibility to enter the final preceptorship at the end of term four is dependent upon the successful completion of all courses in terms one, two, three and four.

Students must successfully complete all courses in one term before enrolling in the next term. If a student fails a course, there is an opportunity to write a supplemental exam one time for a passing grade of 68%. Students have the opportunity to rewrite three final exams over the duration of the program.

If a course is not completed satisfactorily, a student may apply to repeat the course the next time it is offered, providing there is space available and the Program Coordinator's approval is granted.

Students must meet 80% attendance in order to pass all courses.

Recommended Characteristics of Students

- Ability to listen empathetically and communicate effectively with a diverse patient population
- Good computer skills including correct typing technique and experience with the Internet, Windows, and Microsoft Office
- A sincere interest in working with patients in a sales environment
- Ability to act respectfully, decisively, and professionally with patients and colleagues
- Good organization skills with an attention to detail
- Good eyesight (corrected vision is accepted), with excellent hand-eye coordination and manual dexterity
- Creativity and mathematical aptitude are assets

Courses

<table>
<tr><td colspan="4">First Year</td></tr>
<tr><td>Term</td><td>Course #</td><td>Course Name and Description</td><td>Credits</td></tr>
<tr><td rowspan="5">One</td><td>OPTC 1100</td><td>Customer Service & Professional Communications 1</td><td>1.5</td></tr>
<tr><td>OPTC 1110</td><td>Anatomy & Physiology of the Eye</td><td>4.0</td></tr>
<tr><td>OPTC 1120</td><td>Professional Practice & Office Procedures</td><td>1.5</td></tr>
<tr><td>OPTC 1130</td><td>Foundations of Optics</td><td>4.0</td></tr>
<tr><td>OPTC 1140</td><td>Eyeglasses Theory</td><td>8.0</td></tr>
<tr><td colspan="3" align="right">Total Credits per Term:</td><td>19.0</td></tr>
<tr><td rowspan="5">Two</td><td>OPTC 1210</td><td>Eyeglasses Lab</td><td>5.5</td></tr>
<tr><td>OPTC 1220</td><td>Eyeglasses Fabrication & Design</td><td>2.5</td></tr>
<tr><td>OPTC 1230</td><td>Customer Service & Professional Communications 2</td><td>1.5</td></tr>
<tr><td>OPTC 1240</td><td>Low Vision Conditions & Devices</td><td>2.0</td></tr>
<tr><td>OPTC 1250</td><td>Consolidated Practice Experience: Eyeglasses</td><td>4.0</td></tr>
<tr><td colspan="3" align="right">Total Credits per Term:</td><td>15.5</td></tr>
<tr><td colspan="4">Second Year</td></tr>
<tr><td rowspan="4">Three</td><td>OPTC 2310</td><td>Sales & Marketing Skills for the Entrepreneur</td><td>2.5</td></tr>
<tr><td>OPTC 2320</td><td>Contact Lens Theory</td><td>8.0</td></tr>
<tr><td>OPTC 2340</td><td>Contact Lens Lab</td><td>6.0</td></tr>
<tr><td>OPTC 2350</td><td>Consolidated Practice Experience: Contact Lenses</td><td>4.0</td></tr>
<tr><td colspan="3" align="right">Total Credits per Term:</td><td>20.5</td></tr>
<tr><td rowspan="4">Four</td><td>OPTC 2420</td><td>Business Management for the Entrepreneur</td><td>2.5</td></tr>
<tr><td>OPTC 2430</td><td>Refractive Conditions & Automated Refraction</td><td>2.0</td></tr>
<tr><td>OPTC 2450</td><td>Preceptorship</td><td>5.5</td></tr>
<tr><td>OPTC 2440</td><td>Program Review and License Exam Prep</td><td>1.0</td></tr>
<tr><td colspan="3" align="right">Total Credits per Term:</td><td>11.0</td></tr>
</table>

Total Program Credits: **66.0**

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+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71	Minimum Pass	2.67
C+	64-67		2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49		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

DATE: September 29, 2021

ISSUE: **Financial Performance (for the Five Months ended August 31, 2021)**

2021/22 Operating Overview (April 2021– August 2021)

Revenue for the period was $50.1 million compared to budget of $49.9 million ($204K above plan) and prior year of $45.4 million ($4.67 million above prior year) **(Table 4)**. Domestic tuition revenue is down by $46.6K compared to budget and international tuition revenue is down by $109K compared to budget for the period. **(Table 1, 2 and 3)**.

The School of Hospitality, Food Studies and Applied Business domestic revenue was $80.9K lower than budget.   However, international revenue was up by $119K; Culinary program is down by $157K but Hospitality program is up by $165K and Baking and Pastry program is up by $57K.   The School of Trades, Technology and Design domestic tuition revenue was lower than budget by $77.9K and international revenue was lower than budget by $303K, mainly coming from Hair Design and Skin and Body Therapy and Auto Collision Programs.

The School of Health and Science domestic tuition revenue was higher than budget by $45K.   The School of Arts and Sciences domestic tuition is higher than budget by $37K, but international tuition revenue is down by $69K.   For Adult Basic Education, College Foundations and ESL Pathway programs are down by $342K to budget, but College Career Access program domestic tuition is increased by $18K compared to budget.

Continuing Studies domestic tuition revenue was up by $386K and international tuition revenue was up by $111K.

Other revenues such as parking, movie rental, space rental, bookstore and interest income is higher by $348K.

Total expenses for the period were $51.7 million compared to budget of $51.89 million ($181K below budget) and prior year of $47.7 million ($3.9 million above prior year).

The deficit for period was $1.61 million compared to a budget deficit of $1.99 million ($385K more favourable than budget) and prior year deficit of $2.3 million ($723K favourable than prior year).

2021/22 Forecast to Budget Overview

2021/22 Forecast (5 months actual + 7 months forecast) in **Table 5** shows that VCC is projecting a deficit of $3.92 million to budget deficit of $4.06 million.   Revenue is forecasted to be $128.79 million compared to budget of $128.3 million ($441K above budget) and prior year of $122.69 million ($6.09 million above than prior year).   Expenses are forecasted to be $132.7 million compared to budget of $132.4 million ($304K higher than budget) and prior year of $125.8 million ($6.8 million above than prior year).

The College is waiting for the September enrolment to be finalized to update the financial forecast and the College's operating budget for 2021/22 will be revised further.   The updated forecast will be provided at the November Finance and Audit Committee meeting.

ATTACHMENTS: Table 1, 2 and 3: Summary – Year to date revenue by school
Table 4: Statement of Operations for the Five Months ended August 31, 2021
Table 5: Statement of Operations: 2021/22 Forecast with Five Months Actual (Ended August 31, 2021) and Seven Months Forecast

PREPARED BY: Jamie Choi, Executive Director, Finance and CFO

DATE: September 22, 2021

Summary - Year to Date Revenue by School

Table 1:

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

	2021/22 Actuals (Apr 2021 - Aug 2021)	2021/22 Budget (Apr 2021 - Aug 2021)	Variance (Actuals vs Budget)	20120/21 Actuals (Apr 2020 - Aug 2020)	Variance (2021/22 vs 2020/21 Actuals)
CENTRE FOR CONTINUING STUDIES	1,178,322	792,086	386,236	725,803	452,519
SCHOOL OF ARTS AND SCIENCES	436,819	399,781	37,038	426,494	10,326
ABE & EAL TUITION FREE	1,423,007	1,699,312	(276,305)	1,485,868	(62,861)
SCHOOL OF HEALTH	1,544,281	1,498,827	45,454	1,321,853	222,428
SCHOOL OF HOSP, FOOD & BUSINESS	476,048	556,953	(80,905)	502,156	(26,107)
DIVISION OF LIBRARY, TEACH & LEARN	303,823	384,049	(80,226)	382,052	(78,229)
SCHOOL OF TRADES, TECH & DESIGN	908,392	986,305	(77,913)	760,306	148,086
	6,270,692	**6,317,313**	**(46,621)**	**5,604,531**	**666,162**

Table 2:

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

	2021/22 Actuals (Apr 2021 - Aug 2021)	2021/22 Budget (Apr 2021 - Aug 2021)	Variance (Actuals vs Budget)	20120/21 Actuals (Apr 2020 - Aug 2020)	Variance (2021/22 vs 2020/21 Actuals)
CENTRE FOR CONTINUING STUDIES	132,028	20,835	111,193	40,378	91,649
SCHOOL OF ARTS AND SCIENCES	41,286	110,552	(69,266)	110,552	(69,266)
SCHOOL OF HEALTH	25,242	0	25,242	1,662	23,579
SCHOOL OF HOSP, FOOD & BUSINESS	6,454,232	6,334,605	119,627	5,026,822	1,427,411
DIVISION OF LIBRARY, TEACH & LEARN	6,654	0	6,654	5,267	1,387
SCHOOL OF TRADES, TECH & DESIGN	3,386,043	3,689,312	(303,269)	3,138,047	247,996
	10,045,484	**10,155,304**	**(109,820)**	**8,322,728**	**1,722,756**

Table 3:
Combined Domestic and International Revenue by School

	2021/22 Actuals (Apr 2021 - Aug 2021)	2021/22 Budget (Apr 2021 - Aug 2021)	Variance (Actuals vs Budget)	20120/21 Actuals (Apr 2020 - Aug 2020)	Variance (2021/22 vs 2020/21 Actuals)
CENTRE FOR CONTINUING STUDIES	1,310,350	812,921	497,429	766,182	544,168
SCHOOL OF ARTS AND SCIENCES	478,105	510,333	(32,228)	537,046	(58,940)
ABE & EAL TUITION FREE	1,423,007	1,699,312	(276,305)	1,485,868	(62,861)
SCHOOL OF HEALTH	1,569,522	1,498,827	70,695	1,323,515	246,007
SCHOOL OF HOSP, FOOD & BUSINESS	6,930,280	6,891,558	38,722	5,528,977	1,401,303
DIVISION OF LIBRARY, TEACH & LEARN	310,477	384,049	(73,572)	387,319	(76,842)
SCHOOL OF TRADES, TECH & DESIGN	4,294,435	4,675,617	(381,182)	3,898,353	396,082
	16,316,177	**16,472,617**	**(156,440)**	**13,927,259**	**2,388,918**

Statement of Operations –Comparison to Budget and Prior Year
2021/22 For the Five Months Ended August 31, 2021
Table 4:

(In $ Thousands)	2021/22 Actuals (Apr 2021- Aug 2021)	2021/22 Budget (Apr 2021 - Aug 2021)	2021/22 Actuals vs Budget	Comments	2020/21 Actuals (Apr 2020 - Aug 2020)	Variance favourable /(unfavourable)
Province of B.C. Grants	24,936	24,503	432	Year to date funding added for Sustainable Services Negotiating Mandate.	23,579	1,357
Adult Upgrading Grant (AUG)	131	207	(76)		167	(36)
Sales of goods and services	979	685	294	Mainly due to higher bookstore revenuess than budget	651	328
Tuition and student fees	16,203	16,114	89	Table 1,2 and 3	13,529	2,674
ABE/EAL Tuition Free	1,423	1,699	(276)	ABE $63K, CF $24K , ESL $254K less than budget; CCA $68K higher than budget	1,486	(63)
Other grants, fees & contract services	2,920	3,293	(373)	Health programs cotnact (HCA & PN) not delivered yet. Timing difference.	2,688	232
Miscellaneous income	804	662	142		662	142
Donation income (Foundation Related	246	333	(87)		308	(63)
Amortization of deferred capital contribution	2,304	2,283	21		2,246	58
Interest income	151	112	39		107	43
REVENUES	**50,095**	**49,892**	**204**		**45,424**	**4,672**
SALARY AND BENEFIT EXPENSES	**39,798**	**39,744**	**(54)**		**36,052**	**(3,746)**
Supplies and general expenses, othere	2,558	3,271	714	Travel and Conference, PD fund down by $250K, overall supplies expenses reduced by $450K, mostly timing difference. Some of supplies/software expenses reallocated to IT projects professional fees	2,647	90
AUG Financial Aid	131	207	76		167	36
Bursary/Scholarship (donation related	246	333	87		308	63
Professional fees	1,973	1,628	(345)	Mostly timing difference. To carry out IT projects and Campus Master Plan	1,636	(337)
Building and telecom	2,359	2,240	(119)	Cleaning, security, other faciliies expenses higher than budget to prepare return to campus plan	2,414	54
Cost of Goods Sold	759	531	(228)	Cost of goods sold higher due to higher bookstore revenues	677	(82)
Depreciation Expense	3,886	3,936	51		3,860	(25)
OPERATING EXPENSES	**11,911**	**12,147**	**236**		**11,709**	**(202)**
TOTAL EXPENSES	**51,709**	**51,891**	**181**		**47,761**	**(3,949)**
NET SURPLUS (DEFICIT)	**(1,614)**	**(1,999)**	**385**		**(2,337)**	**723**

*ABE : Adult Basic Education   *EAL : English as Additional Language   *SSNM: Sustainable Services Negotating Mandate
*CCA: College & Career Access   *CF: College Foundation

Statement of Operations – Comparison to Budget and Prior Year
2021/22 Forecast with Five Months Actual (Ended August 31, 2021) and Seven Months Forecast
Table 5:

(In $ Thousands)	2021/22 Current Forecast (5 + 7)	2021/22 Budget	Forecast vs Budget	Comments	2020/21 Actuals	2021/22 Current Forecast vs 2020/21 Actuals
Province of B.C. Grants	59,233	58,801	432	Year to date funding added for Sustainable Services Negotiating Mandate.	60,111	(878)
Adult Upgrading Grant (AUG)	324	400	(76)		295	29
Sales of goods and services	2,402	2,109	294	Higher bookstore revenuess than budget	2,329	73
Tuition and student fees	47,578	47,489	89	Detailed update will be provided in November.	41,140	6,438
ABE/EAL Tuition Free	4,288	4,698	(409)	ABE $63K, CF $61K , ESL $350K less than budget; CCA $568K higher than budget	3,868	420
Other grants, fees & contract services	6,771	6,774	(3)		6,447	324
Miscellaneous income	1,717	1,575	142		1,853	(136)
Donation income (Foundation Related)	673	760	(87)		687	(14)
Amortization of deferred capital contributio	5,501	5,480	21		5,678	(177)
Interest income	308	269	39		288	19
REVENUES	**128,795**	**128,355**	**441**		**122,697**	**6,099**
SALARY AND BENEFIT EXPENSES	**96,822**	**96,765**	**(57)**		**93,484**	**(3,338)**
Supplies and general expenses	10,457	10,427	(30)		8,445	(2,012)
AUG Financial Aid	324	400	76		295	(29)
Bursary/Scholarship	673	760	87		687	14
Professional fees	6,614	6,529	(85)		5,363	(1,251)
Building and telecom	6,475	6,356	(119)		5,948	(527)
Cost of Goods Sold	1,956	1,729	(228)	Cleaning, security, other faciliies expenses higher than budget to prepare return to campus plan	2,018	62
Depreciation Expense	9,398	9,448	51	Cost of goods sold higher due to higher bookstore revenues	9,617	219
OPERATING EXPENSES	**35,897**	**35,649**	**(248)**		**32,373**	**(3,524)**
TOTAL EXPENSES	**132,719**	**132,414**	**(304)**		**125,857**	**(6,862)**
NET SURPLUS (DEFICIT)	**(3,923)**	**(4,060)**	**136**		**(3,160)**	**(763)**

*ABE : Adult Basic Education   *EAL : English as Additional Language   *SSNM: Sustainable Services Negotating Mandate
*CCA: College & Career Access   *CF: College Foundation

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: September 29, 2021

ISSUE: **RECOMMENDATON FOR APPROVAL:**
TUITION: Revised Pharmacy Technician Certificate program

BACKGROUND:

The School of Health Sciences submitted a Health Education Program (Classification of Instructional Programs CIP 51) Review proposal to the Ministry of Advanced Education for major curriculum changes to the Pharmacy Technician program. The Ministry has concluded that the program has been substantially revised and therefore qualifies as a new program. The Ministry letter reference # 122327 dated July 26, 2021, allows VCC to establish tuition and mandatory fees in the first year based on the fees outlined in our proposal.

DISCUSSION:

VCC's Pharmacy Technician program started in 1974 as a 12-week program. It expanded to 22 weeks in 1987 to meet the needs of hospital pharmacies. In 2009/10, the program was expanded to 30 weeks to meet accreditation standards. The Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accreditation process was started in 2008 and VCC's Pharmacy Technician Program must comply with these accreditation standards. CCAPP requires the curriculum to address the Canadian Pharmacy Technician Educators Association (CPTEA) educational outcomes and enable students to achieve the entry-to-practice competencies from the National Association of Pharmacy Regulatory Authorities (NAPRA). The entry-to-practice competencies form the foundation for licensure of pharmacy technicians by the College of Pharmacists of British Columbia.

The last accreditation review of the program was conducted by CCAPP in April 2019. There were significant changes to the accreditation standards in 2019/20 and compliance with the new standards requires substantive changes to courses, learning objectives, curriculum, program delivery and grading systems.

The current Pharmacy Technician certificate is 32 credits (960 hours) delivered over 30 weeks.

The revised certificate will be 53 credits (1,200 hours) delivered over 37 weeks. The revised program is not sustainable with current funding/tuition levels, a revised tuition of $9,800 in line with other public post-secondary institutions in BC offering the Pharmacy Technician certificate, was submitted to the Ministry for approval in March 2021. VCC's Pharmacy Technician program is the only public offering in the Lower Mainland. There continues to be a strong demand for licensed

pharmacy technicians in hospitals and retail pharmacies. Due to the limited capacity of the Pharmacy lab (10 workstations), three intakes are scheduled every two years. Adding additional intakes and increasing enrolments will require capital funds to increase lab capacity.

Fees & Other Costs	Current Pharmacy Technician Program (30 weeks)	Revised Pharmacy Technician Program (37 weeks)
Tuition	$3035	$9,800
Student Union Fees	$160	$160
College Initiative Fee	$88	$88
Campus Resource Fee	$122	$122
Application Fee	$35	$35
Medical & Dental	$275	$275
U-Pass	$304	$304
Lab Kit/Fee	$15	$350
Graduation Fee	$40	$40
Total	**$4059**	**$11,174**

In recommending a new tuition for this program to the Ministry, VCC reviewed the tuition of competitive programs in the province. Comparable programs charge the following fees as of March 2021:

Institution	Credential/Length	Tuition	Other Fees	Books & Supplies	Total
Vancouver Community College	Certificate/ 30 weeks	$ 3,035	$ 1,024	$ 736	$ 4,795
Okanagan College	Certificate/ 36 weeks	$ 9,501		*	$ 9,501
Selkirk College	Diploma/ 2 years	$ 8,793	$ 1,671	$ 3,192	$ 13,656
Bow Valley College (Calgary)	Diploma/ 60 weeks	$ 9,603	*	*	$ 9,603
Norquest College (Edmonton)	Diploma/ 72 weeks	$ 11,870	$ 3,405	*	$ 15,275
Red Deer College (Red Deer)	Diploma/ 2 years	$ 7,552	$ 2,571	$ 2,407	$ 12,530

* Information not posted on website

OPTIONS:

Option 1:   0% increase in tuition will result in significant deficit of $322K
The revised program is not sustainable with current funding/tuition levels.

Option 2: $9,800 will result in a reduced deficit of $234K
This was the tuition that was accepted by the Ministry in the CIP 51 review. This option is comparable to the tuition charged by Okanagan College.

Option 3: $22,562 Break-even tuition
This option is higher than other public post-secondary comparable tuition levels and would not receive Ministry approval.

On Sept 14, 2021, the Senior Team approved Option 2tuition: $9,800 ($185 per credit), effective May 2022. It was subsequently approved by Finance and Audit Committee on Sep 22, 2021.

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of $9,800 ($185 per credit) for the revised Pharmacy Technician Certificate Program, effective May 2022.

ATTACHMENTS:

APPENDIX A: Financial Analysis
APPENDIX B: Ministry Letter Ref# 122327, dated July 26, 2021

PREPARED BY: Jo-Ellen Zakoor, Dean, School of Health Sciences

DATE: September 23, 2021

Pharmacy Technician Certificate - proposed implementation of revised curriculum May 2022

Scenarios	Deficit Current Tuition with Revised Curriculum	Deficit Proposed Tuition	0% Break-Even
Tuition per credit per student	$ 95	$ 185	$ 426
Tuition per student	$ 5,026	$ 9,800	$ 22,562
	Option 1	Option 2	Option 3
No. of Intakes	1	1	1
No. of students per intake - Domestic	20	20	20
Total students (with X FTE attrition) - Domestic	18	18	18
Student FTE	18	18	18
Duration - instructor months	9	9	9
Duration - days	303	303	303
Other days	12	12	12
Department head release days	56	56	56
Duty days per year	180	180	180
Instructor FTE required per intake	2.06	2.06	2.06
Number of credits	53	53	53
Tuition Fee per Credit -Domestic	$ 95	$ 185	$ 426
Support Staff FTE	1.03	1.03	1.03
Operational costs	$ 12,179	$ 12,179	$ 12,179
Revenue per **credit per student**	$ 261	$ 353	$ 599
Cost per **credit per student**	$ 599	$ 599	$ 599
Revenue per **student**	$ 13,852	$ 18,721	$ 31,738
Cost (breakeven tuition fee) per **student**	$ 31,738	$ 31,738	$ 31,738
Breakeven tuition fee per **credit per student**	$ 459	$ 459	$ 459
Tuition fees per student - Domestic	$ 5,026	$ 9,800	$ 22,562
Block fund per student	$ 7,417	$ 7,417	$ 7,417

Revenue

Tuition revenue -Domestic	90,468 $	176,404 $	406,110
Tuition revenue -Other Fees	25,356 $	27,075 $	31,669
Block funding	133,506 $	133,506 $	133,506
Total revenue	**249,330 $**	**336,985 $**	**571,286**

Instructor

Salary (step 1)	203,732 $	203,732 $	203,732
Benefits (26%)	52,970 $	52,970 $	52,970
Total instructor costs	**256,702 $**	**256,702 $**	**256,702**

Support Staff

Salary	67,825 $	67,825 $	67,825
Benefits (30%)	20,347 $	20,347 $	20,347
Total support staff costs	**88,172 $**	**88,172 $**	**88,172**
Total labour cost	**344,874 $**	**344,874 $**	**344,874**

Operational costs

Operational Expenses	12,179 $	12,179 $	12,179
Total operational costs	**12,179 $**	**12,179 $**	**12,179**

Indirect student support

Indirect student support	214,232 $	214,232 $	214,232
Total indirect student support	**214,232 $**	**214,232 $**	**214,232**
Total expenditures	**571,285 $**	**571,285 $**	**571,285**

Gross Margin Income Statement

Revenue from tuition and block fund allocation	**249,330 $**	**336,985 $**	**571,286**
Direct instructors cost	256,702 $	256,702 $	256,702
Direct non-labour cost	12,179 $	12,179 $	12,179
Direct support staff cost	88,172 $	88,172 $	88,172
Gross margin	**(107,723) $**	**(20,068) $**	**214,232**
Indirect IRA cost	- $	- $	-
Indirect support staff cost	- $	- $	-
Total indirect expenditures	**- $**	**- $**	**-**
Surplus / (Deficit) (prior VCC overhead)	**(107,723) $**	**(20,068) $**	**214,232**
VCC Institutional support	214,232 $	214,232 $	214,232
Net Surplus / (Deficit)	**(321,955) $**	**(234,300) $**	**0**

Gross margin breakeven tuition per student	*$ 19,837*	*$ 19,837*	*$ 19,837*
Minimum number of students to cover gross margin	*26*	*20*	*12*
Minimum number of students to cover direct + indirect	*26*	*20*	*12*
Minimum number of students to cover all costs	*42*	*31*	*18*

July 26, 2021

Our Ref. 122327

Ms. Jo-Ellen Zakoor
Dean, School of School of Health Sciences
Vancouver Community College
1155 East Broadway
Vancouver, B.C. V5T 4V5

Dear Ms. Zakoor:

Thank you for your proposal for major curriculum changes to the Pharmacy Technician Certificate program at the Vancouver Community College (VCC). I am writing to provide you with a decision on your request for exemption from the Tuition Limit Policy.

Under the Tuition Limit Policy, substantially revised programs may be submitted to the Ministry for determination as to whether the program qualifies as new for the purpose of being excluded from the policy.

As part of the review process, Ministry staff reviewed your proposal and worked with an independent third-party contractor. Based on these recommendations, the Ministry has concluded that the program has been substantially revised and therefore qualifies as a new program. VCC may establish tuition and mandatory fees in the first year based on the fees outlined in the proposal and must apply the Tuition Limit Policy thereafter.

If you have any questions regarding this decision, please contact Lisanne Watt, Acting Director, Research Universities and Institutional Policy at Lisanne.Watt@gov.bc.ca or (778) 698-9740.

Respectfully,

Nicola Lemmer
Assistant Deputy Minister

pc: Ajay Patel, President
           Vancouver Community College

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Pages 45 - 52

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: September 29, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
International Tuition: 2nd year courses in Associate of Science – Computer Science pathway: CMPT 2225, 2276 and 2295

BACKGROUND:

International Education has identified an opportunity recruit international students to our Associate of Science – Computer Science degree. A computer science pathway within the Associate of Science degree is a niche we wish to grow, building upon our existing *UT – Computing Science and Software Systems (UBC*) and *UT – Computer Systems (assured admission to SFU)* certificates.

This Associate of Science – Computer Science degree is comprised of first and second year UT courses mostly in math and computer science, as well as a few arts courses. Although first year UT courses are well-established, we are just building traction with second year courses mostly in computer science and math.

In order to offer this degree to international students, we are submitting approval for international fees for the second year computer science courses required in this credential. Three computer science courses, CMPT 2225, 2276 and 2295, were recently put through for domestic tuition but not for international fees.

The Associate of Science – Computer Science degree would be open to both domestic and international students as of January 2022.

DISCUSSION:

The following courses are courses requiring international fee approval:

- CMPT 2225 Data Structures and Programming
- CMPT 2276 Introduction to Software Engineering
- CMPT 2295 Introduction to Computer Architecture

OPTIONS:
CMPT 2nd Year assumes 34 seat enrolment (the maximum capacity of our computer labs).

The costing sheet includes one option: $732.01/credit. This is the same international rate which has been presented to FAC for other 2nd year CMPT courses, and reflects the higher cost of delivery for these kinds of courses.

Option 1 proposes the standard rate approach for all second year UT CMPT courses.

Option 1: $732.01 for all CMPT courses.

Implications: The $732.01 rate for CMPT is consistent with other CMPT 2nd year courses that are being delivered at VCC.

RECOMMENDATION: Option 1

This rate recovers direct and indirect costs and is competitive with comparable institutions. This rate allows for growth of second year CMPT science courses at fees that will recover costs.

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve international tuition of $1,028.16 ($732.01 per credit) for 2nd year courses in Associate of Science – Computer Science pathway (CMPT 2225, 2276 and 2295), effective January 2022.

ATTACHMENT: APPENDIX A – Financial Analysis

PREPARED BY: Shirley Lew, Dean, School of Arts & Sciences

DATE: September 23, 2021

APPENDIX A

Vancouver Community College
School of Arts and Sciences
CMPT 2nd Year Courses (2225, 2276, 2295)
Org 2023

Options *(Domestic students only)*	Option 1
Tuition fee per course	$ 1,028.16
Tuition fee per credit - Domestic	$ 342.72
Tuition fee per credit - International	$ 732.01
No. of Intakes	1
No. of students per intake - Domestic	0
No. of students per intake - International	34
Total students (with X FTE attrition) - Domestic	0
Total students (with X FTE attrition) - International	34
Students *(after attrition)*	34
Minimum number of students to cover gross margin	9
Minimum number of students to cover direct + indirect cost	10
Minimum number of students to cover all VCC costs	14
Instructor FTE required per course *(1 FTE = 24 credits)*	0.14
Number of billing hours	3.00
Tuition fee for new courses per billing hour - Domestic	$ 343
Tuition fee for new courses per billing hour - International	$ 732
Support Staff FTE	0.05
Operational costs	5 %
Revenue per **credit per student**	$ 7,320
Cost per **credit per student**	$ 4,383
Revenue per **student** (incl. Block Fund)	$ 2,196
Cost (breakeven tuition fee) per **student**	$ 1,315
Breakeven tuition fee per **credit per student**	-$ 294
Tuition fees per student - Domestic	$343
Student FTE per course *(1 FTE = 10 courses)*	3.40

Revenue

Tuition revenue - Domestic	$	-
Tuition revenue - International	$	74,665
Total revenue	$	**74,665**

Instructor

Salary (step 1)	$	13,301
Benefits (26%)	$	3,458
Total instructor costs	$	**16,759**

Support Staff

Salary	$	2,451
Benefits (30%)	$	735
Total support staff costs	$	**3,186**

Operational costs

Operational Expenses	$	997
Total operational costs	$	**997**

Indirect student support

Agency Fees 15% - International	$	11,200
Institutional support	$	12,565
Total indirect student support	$	**23,765**
Total expenditures	$	**44,707**
Net contribution to VCC overhead / (Deficit)	$	**29,958**

2

VANCOUVER
COMMUNITY
COLLEGE

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: September 29, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
International Tuition: 2nd year MATH courses in Associate of Science –
Computer Science pathway (MATH 2700, 2251, 2120 and 2310)

BACKGROUND:

International Education has identified an opportunity recruit international students to our
Associate of Science – Computer Science degree. A computer science pathway within the
Associate of Science degree is a niche we wish to grow, building upon our existing
UT – Computing Science and Software Systems (UBC) and *UT – Computer Systems (assured
admission to SFU)* certificates.

This Associate of Science – Computer Science degree is comprised of first and second year UT
courses mostly in math and computer science, as well as a few arts courses. Although first year
UT courses are well-established, we are just building traction with second year courses mostly in
computer science and math.

In order to offer this degree to international students, we are submitting approval for
international fees for the second year math courses required in this credential. Four second year
math courses, MATH 2700, 2251, 2120 and 2310, are being presented for fee consideration.
Note that MATH 2120 is a new course at the college; a proposal for domestic fees for this course
will be brought to FAC in a separate meeting.

The Associate of Science – Computer Science degree would be open to both domestic and
international students as of January 2022.

DISCUSSION:

The following courses are courses requiring international fee approval:

- MATH 2700 Probability and Statistics for Science and Engineering
- MATH 2251 Calculus 3
- MATH 2120 Discrete Mathematics 2
- MATH 2310 Ordinary Differential Equations

International fees for UT courses at comparable institutions:

Langara College	$625.40/credit
Douglas College	$612/credit
KPU	$684.61/credit

OPTIONS:

MATH 2nd Year costing sheet assumes 40 seat enrolment.

The costing sheet includes three fee options: $625.40/credit, $684/credit or $732.01/credit. The first two options are comparable to other institutions. The $732.01 rate is the rate currently set for 2nd year CMPT courses at VCC.

The options listed below are suggesting a standard rate approach for all second year MATH UT courses. Currently all first year UT courses have an established international fee rate that is lower than average at $555.87/credit.

Option 1: $625.40/credit for all MATH courses. Total fee per 3-credit course is $1,846.20.
Implications: A flat rate for math courses is simpler to administer.

Option 2: $684/credit for all MATH courses. Total fee per 3-credit course is $2,052.
Implications: A flat rate for math courses is simpler to administer. This rate is similar to the International tuition rate for 2nd year MATH courses at Kwantlen Polytechnic University.

Option 3: $732.01/credit for all MATH courses. Total fee per 3-credit course is $2,196.03.
Implications: A flat rate for math courses is simpler to administer.
                    This rate is similar to the International tuition rate for 2nd year CMPT courses at VCC.

RECOMMENDATION: Option 1 - $1,846.20 ($625.40 per credit)

This tuition rate recovers direct and indirect costs and is competitive with comparable institutions. The lower rate, relative to our 2nd year CMPT courses reflects the lower cost of delivery of 2nd year MATH courses (relative to CMPT) and our desire to remain competitive in the market.

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve international tuition of $1,846.20 ($625.40 per credit) for 2nd year MATH courses in Associate of Science – Computer Science pathway (MATH 2700, 2251, 2120 and 2310), effective May 2022.

ATTACHMENT: APPENDIX A – Financial Analysis

PREPARED BY: Shirley Lew, Dean, School of Arts & Sciences

DATE: September 23, 2021

Vancouver Community College
School of Arts and Sciences
MATH 2nd Year Courses (2700, 2251, 2120, 2310)
Org 2023

APPENDIX A

Options *(Domestic students only)*	Option 1	Option 2	Option 3
Tuition fee per course	$ 496.83	$ 496.83	$ 496.83
Tuition fee per credit - Domestic	$ 165.61	$ 165.61	$ 165.61
Tuition fee per credit - International	$ 625.40	$ 684.00	$ 732.01
No. of Intakes	1	1	1
No. of students per intake - Domestic	0	0	0
No. of students per intake - International	40	40	40
Total students (with X FTE attrition) - Domestic	0	0	0
Total students (with X FTE attrition) - International	40	40	40
Students *(after attrition)*	40	40	40
Minimum number of students to cover gross margin	11	9	9
Minimum number of students to cover direct + indirect cost	12	11	10
Minimum number of students to cover all VCC costs	17	15	14
Instructor FTE required per course *(1 FTE = 24 credits)*	0.14	0.14	0.14
Number of billing hours	3.00	3.00	3.00
Tuition fee for new courses per billing hour - Domestic	$ 166	$ 166	$ 166
Tuition fee for new courses per billing hour - International	$ 625	$ 684	$ 732
Support Staff FTE	0.05	0.05	0.05
Operational costs	5 %	5 %	5 %
Revenue per **credit per student**	$ 6,254	$ 6,840	$ 7,320
Cost per **credit per student**	$ 3,871	$ 3,862	$ 3,934
Revenue per **student** (incl. Block Fund)	$ 1,876	$ 2,052	$ 2,196
Cost (breakeven tuition fee) per **student**	$ 1,161	$ 1,159	$ 1,180
Breakeven tuition fee per **credit per student**	-$ 238	-$ 298	-$ 339
Tuition fees per student - Domestic	$166	$166	$166
Student FTE per course *(1 FTE = 10 courses)*	4.00	4.00	4.00

Revenue

Tuition revenue - Domestic	$	-	$	-	$	-
Tuition revenue - International	$	75,048	$	82,080	$	87,841
Total revenue	**$**	**75,048**	**$**	**82,080**	**$**	**87,841**

Instructor

Salary (step 1)	$	14,097	$	13,550	$	13,550
Benefits (26%)	$	3,665	$	3,523	$	3,523
Total instructor costs	**$**	**17,762**	**$**	**17,072**	**$**	**17,072**

Support Staff

Salary	$	2,451	$	2,451	$	2,451
Benefits (30%)	$	735	$	735	$	735
Total support staff costs	**$**	**3,186**	**$**	**3,186**	**$**	**3,186**

Operational costs

Operational Expenses	$	1,047	$	1,013	$	1,013
Agency Fees 15% - International	$	11,257	$	12,312	$	13,176
Institutional support	$	13,197	$	12,763	$	12,763
Total indirect student support	**$**	**24,454**	**$**	**25,075**	**$**	**25,939**
Total expenditures	**$**	**46,450**	**$**	**46,346**	**$**	**47,210**
Net contribution to VCC overhead / (Deficit	**$**	**28,598**	**$**	**35,734**	**$**	**40,631**

VANCOUVER
COMMUNITY
COLLEGE

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: September 29, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
                      TUITION: Optician Diploma Program

BACKGROUND:

This full-time, 16-month diploma program is designed to prepare graduates for a career in Opticianry, a health profession providing the services of dispensing vision appliances, conducting automated refractions and promoting eye health and proper use of vision appliances. Opticians are integral members of an eye care team who design, produce, and fit eyeglasses, contact lenses and specialized products for clients.

For the international diploma, the following tuition is based on the standard cost per credit per international education:

Institution	Program Name	Credential	Credits	Tuition	Cost/Credit
VCC	Optician Diploma	Diploma	66	$39,600	$600
Douglas	Dispensing Opticianry	Diploma	63	$37,800	$600

DISCUSSION:

This program is intended to meet the educational need for increased Health Sciences programming in B.C. as an increasing number of students (both international and domestic) are seeking careers related to emerging occupations in healthcare - including the need for more Opticians in the province. This need is compounded by a limited number of appropriate programming opportunities available to prospective students.

According to Work BC, Opticianry is a high opportunity occupation with projected job openings coming from retirements and new job creation. Compared to other occupations, the demand for optical services can be attributed to both provincial population growth and aging. British Columbia's growing population will require more optical products, such as glasses and contact lenses. In addition, as B.C.'s population ages, a larger portion of the population will need enhanced vision aids such as corrective lenses and bifocal contact lenses.

Information gathered from our partner agencies abroad suggests there is a strong demand among International students, particularly in Korea, the Philippines, and other South East Asian regions for programs related to Health Sciences. Additionally, similar programs at Douglas College and other institutions across Canada are consistently running at capacity enrolment. Note that this program's higher total credits (compared to that of Douglas College) reflects an increased focus on the role of sales in the field of Opticianry.

This program has been developed through both a curriculum licensing agreement and (draft) education affiliation agreement with Stenberg College and will be subject to accreditation by Accreditation Canada (https://accreditation.ca/) on an annual basis. Please note that the costing reflects indirect expenses of 38%, applied to all direct expenses including licensing fees, facilities rental, and accreditation expenses. As this program is primarily aimed at serving international students, the costing reflects the standard international tuition rate, shown in four scenarios: breakeven enrolment, then 5%, 10%, and 15% net contribution back to the College. Programming will be held entirely offsite at the Stenberg Campus, with all administration, quality assurance, and student services under the purview of Vancouver Community College. This program is expected to see a minimum of two intakes per year; therefore, selected expenses have been pro-rated accordingly to approximate the cost of delivery per cohort. Our desired initial intake is Spring 2022, which would require our International Education team's recruitment efforts to begin this summer.

OPTIONS:

We present here three distinct options for the international tuition rate of this program as follows. Specific criteria under consideration include: the competitive international tuition rates at other public post-secondary institutions; what the market can bear in terms of total tuition paid for a 16-month program; and a sustainable and impactful net contribution back to VCC in support of general operating expenses. For the sake of an equitable comparison, enrolment within the costing model has been set at 21 students per cohort (conservatively below the max capacity of 24).

OPTION 1:   Tuition to be set at $542 per credit, for a total program cost of $35,772.

    Implications:
- Total tuition undercuts local competition in the same field by a total of $2,028, and lands slightly below what the international market is willing to bear.
- Higher go / no-go rate puts added pressure on our International Education team to fill seats, decreasing likelihood of consistently viable intakes.

OPTION 2:   Tuition to be set at $600 per credit, for a total program cost of $39,600.

    Implications:
- Total tuition aligns with local competition in the same field, and lands within what the international market is willing to bear.
- Feasible go / no-go rate enables a strong probability of viable intakes.

OPTION 3: Tuition to be set at $691 per credit, for a total program cost of $45,606.

    Implications:
- Total tuition exceeds that of the local competition in the same field, and lands slightly above what the international market is willing to bear. This would likely result in lower overall enrolments than option 1 or 2.
- Low go / no-go rate enables a rather strong probability of viable intakes.

On June 1, 2021, the Senior Team approved Option 2, $39,600 ($600 per credit) for recommendation to the Finance and Audit Committee.

RECOMMENDATION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of $39,600 for the new Optician Diploma Program, effective September 1, 2022.

ATTACHMENT: APPENDIX A – Costing

PREPARED BY: Adrian Lipsett, Dean, Continuing Studies
                       Erin Lenz, Operations Manager, Continuing Studies

DATE: June 18, 2021

Vancouver Community College

School of Continuing Studies

Post-Degree Diploma - Optician

CS Health

Scenario Tuition per credit Tuition per student	OPTION 1 $542 $35,772		OPTION 2 $600 $39,600		OPTION 3 $691 $45,606	
Maximum number of students		24		24		24
Expected number of students		21		21		21
Credits		66.0		66.0		66.0
Instructors paid hours (IPH)		1,823		1,823		1,823
Direct Instructor rate per hour (excl. benefits)	$	50	$	50	$	50
Instructors' cost as % of Revenue		13 %		12 %		10 %
Department non-labour cost as % of Revenue		2 %		2 %		2 %
Instructors' cost as % of total cost		14 %		13 %		12 %
Department non-labour cost as % of total cost		2 %		2 %		2 %
Program Gross margin	$	236,718	$	288,970	$	370,952
Program Gross margin as % of Revenue		32 %		35 %		39 %
Net contribution to VCC overhead / (Deficit)	$	41,210	$	82,770	$	147,977
Cost per student	$	33,810	$	35,659	$	38,559

Revenue

Tuition fees	$	751,212	$	831,600	$	957,726
Total Revenue	**$**	**751,212**	**$**	**831,600**	**$**	**957,726**

Direct Program Expenditures

Labour

Instructors (incl. benefits)	$	100,265	$	100,265	$	100,265
Practicum Placement	$	6,000	$	6,000	$	6,000
Program Assistant (incl. benefits)	$	15,014	$	15,014	$	15,014
Program Coordinator (incl. benefits)	$	25,041	$	25,041	$	25,041
Total Labour Costs	**$**	**146,320**	**$**	**146,320**	**$**	**146,320**

Non-Labour

Department Supplies and General Expenses	$	15,750	$	15,750	$	15,750
Accreditation Expenses	$	7,000	$	7,000	$	7,000
Licensing Fees	$	150,242	$	166,320	$	191,545
Lab Rental Rate	$	60,000	$	60,000	$	60,000
Classroom Rental Rate	$	22,500	$	22,500	$	22,500
Agency Fees 15% - International	$	112,682	$	124,740	$	143,659
Total Non-Labour Costs	**$**	**368,174**	**$**	**396,310**	**$**	**440,454**
Total Direct Program Expenditures	**$**	**514,494**	**$**	**542,630**	**$**	**586,774**

Indirect Program Expenditures

Indirect Support	$	195,508	$	206,199	$	222,974
Total Indirect Expenditures	**$**	**195,508**	**$**	**206,199**	**$**	**222,974**
Total Direct and Indirect Cost	**$**	**710,002**	**$**	**748,830**	**$**	**809,749**
Net contribution to VCC overhead / (Deficit)	**$**	**41,210**	**$**	**82,770**	**$**	**147,977**

Gross Margin Income Statement

Revenue from tuition	**$**	**751,212**	**$**	**831,600**	**$**	**957,726**
CS direct expenditures	$	514,494	$	542,630	$	586,774
Gross margin	**$**	**236,718**	**$**	**288,970**	**$**	**370,952**
Indirect Support	$	195,508	$	206,199	$	222,974
Total CS expenditures	**$**	**710,002**	**$**	**748,830**	**$**	**809,749**
Net Surplus / (Deficit)	**$**	**41,210**	**$**	**82,770**	**$**	**147,977**