



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

January 9, 2018, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by A. Candela and seconded THAT Education Council adopt the agenda for the January 9, 2018 meeting as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by P. Yeung and seconded THAT Education Council approve the minutes of the December 12, 2017 meeting as amended. All in favour. Motion carried. N. Coles clarified that the Adler program is not accredited by the Canadian and American Association of Psychologists, and that the visiting students should read “masters-level practicum students.”
5.	Enquiries & Correspondence	There were none.
6.	Business Arising a) Integrated Plan 2018/19	K. McNaughton engaged the Council in an activity to brainstorm Integrated College Plan initiatives for 2018-19. Initiatives could be carried over from this year, removed, or new initiatives added. 2017-18 ICP Initiatives: <ul style="list-style-type: none"> • Increase in international student • partnership development • Increase in university transfer programs • Creating new transitional bridging programs • Increase in online course offerings • Increase in technology programs 2018-19 Suggested ICP Initiatives: Group 1: <ul style="list-style-type: none"> • identify key or critical operational procedures and evaluate their effectiveness • improve registration process • entrepreneurial/branding opportunities – explore • workplace improvement to attract staff, faculty, and students • ensure online/all course offerings are responsive

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		<p>Group 2:</p> <ul style="list-style-type: none"> • domestic student enrolment • UT opportunities • partnership development • transitional/bridging programs • online offerings • technology programs • support for Indigenous students • research profile <p>Group 3:</p> <ul style="list-style-type: none"> • partnership development seems common across departments • bridging/transitional • Add - Indigenization <p>Group 4:</p> <ul style="list-style-type: none"> • ILOS • Support for online learning and infrastructure • technology support for programs • UT transfer – “cross-disciplining” • increase domestic enrolments • staying focused and not creating so many projects/initiatives that we cannot execute <p>K. McNaughton will take these ideas to the leadership group for further consideration.</p>
	<p>b) Student Mental Health Presentation</p>	<p>N. Coles presented, reporting that, of the 1500 personal student counselling sessions, there were 117 crises situations in the last fiscal year. She noted that VCC does not have a formal strategy for mental health and wellbeing, but that initiatives are moving forward to integrate these aspects into classroom environments and the overall College plan. The Counselling department is working with HR to look at the College holistically, and include initiatives for faculty, instructors, staff, and students. From a governance perspective, N. Coles noted that it is about the quality of service and student experience, particularly in building mental health and wellbeing into College policies.</p> <p>N. Coles highlighted the UBC Wellbeing strategies. She stressed how creating a culture of inclusion, safety and wellbeing in a campus and classroom directly affects the student learning</p>

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		<p>experience. Providing support for instructors is also a critical aspect, and through HR will be providing workshops. N. Coles encouraged the Council to take these ideas back to their departments for discussion.</p> <p>N. Coles also let the Council know that the Counselling department will be undergoing a service review, which will include a self-study and fieldwork to discover the best practices to create strategic initiatives.</p> <p>K. McNaughton shared that N. Coles and M. Wiik are trained socio-cultural competence professionals, and a panel will be held at February’s D2 on inter-cultural competence and how to make opportunities for training more accessible across the College. She noted that budget support for mental health and wellbeing initiatives will hopefully be forthcoming.</p> <p>T. Rowlatt asked if there was sense that VCC will be looking to formalize a mental health and wellbeing strategy like UBC. N. Coles explained that the plan is to combine the work of the Wellness Committee and HR Wellness Committee to create formal strategic initiatives, particularly around instructor support. They are also looking to expand the current peer helper program to include a more social aspect.</p>
	<p>c) English Language Requirement Update</p>	<p>Motion: Moved by D. McMullen and seconded THAT Education Council provisionally approves the documents pending recommended changes. All in favour. Motion carried.</p> <p>R. Warick presented. The initial goal of this project was to clear up the ELP Requirement tables on the website, and significant consultation was done across the College to improve this system. R. Warick noted that program areas maintain ownership of setting requirements, but that these documents will provide a guide and support services implementation of admission requirements. Overall changes include separating academic English from English proficiency. These grids and strategies generally do not apply to Health Sciences, which has developed its own table (Item 6d). The goal now is to continue cleaning up how admission requirements are presented in PCGs and course outlines. This is intended to be a living document, and will be housed in the office of the VP Academic Curriculum and Policy Coordinator. R. Warick thanked everyone who contributed to the project.</p> <p>R. Warick noted that a few small typos need clarification. P. Yeung inquired about the English 12 “C+” grade and English 12 “Pass” grade columns, which the VCC ABE Reading and Writing Assessment is listed as “n/a see scores for Eng 12 with a B.” R. Warick explained that this is partly due to the assessments not testing to the nuances of grade levels, such as the difference between</p>

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		<p>a B and C+ level, and partly that ESL classes do not utilize the grade 11/12 levels. She noted that for practical purposes, these testing levels work for VCC.</p> <p>T. Thomson asked about the term “essay” on page 17, and recommended it be changed to “writing sample,” as students only write a paragraph. E. Ting asked about the repetition of marks on page 17, under the VCC ELA test. She noted that there is no differentiation between English 10 or 11. R. Warick will double check this. D. Sargent recommended that the N/A’s are removed and replaced with the B scores.</p> <p>Council thanked R. Warick for her work on this project.</p>
	<p>d) Health Sciences English Language proficiencies table</p>	<p>Motion: Moved by D. Sargent and seconded THAT Education Council approve the new Health Sciences Admission Requirements Summary Grid to be included as a link on the ELP Requirement webpage.</p> <p>D. Sargent presented the table. She explained that all information is from the current PCGs. She will follow up on a discrepancy with the Pharmacy Technician section. T. Rowlatt noted that an additional change to this table is the addition of CELBAN to Practical Nursing and Health Care Assistant programs.</p> <p>Both this format and the above ELP Requirement tables will be tested on the website. D. McMullen suggested gathering focus groups with students to solicit feedback on which would be easier for a potential student to understand.</p> <p>All in favour. Motion carried.</p>
<p>7.</p>	<p>Committee Reports</p> <p>a) Curriculum Committee Reports</p> <p>i) Update: MDRT Admission Requirements</p>	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve the updates to the Medical Device Reprocessing Technician admission requirements.</p> <p>G. McIvor explained the changes, including the addition of the already existing 90% attendance requirement to the PCG, as well as removing CPR as it is not a requirement to work in any health authority in B.C.</p> <p>All in favour. Motion carried.</p>
	<p>ii) Update: Legal Admin Assistant Admission Requirements</p>	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve the updates to the Legal Administrative Assistant Full-Time admission requirements.</p>

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		<p>H. Roberts explained the changes, including the removal of a required letter from an applicant’s employer. This will now be upon request by the department.</p> <p>All in favour. Motion carried.</p>
	<p>b) Policy Standing Committee i) D.1.2 Selection of Library Materials</p>	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve the revised D.1.2 Selection of Library Materials policy and procedures.</p> <p>T. Rowlatt explained that the policy and procedure returned from community feedback with minor edits. D. Branter noted that there is some concern among the Music department about the deselection process. T. Rowlatt noted deselection allows for improved access to materials, and that consultation is typically done during the deselection process.</p> <p>All in favour. Motion carried.</p>
	<p>ii) C.3.2 Program Review & Renewal</p>	<p>T. Rowlatt explained the major revisions to the policy include integrating the Program Review and Renewal Committee into the process in terms of review, tracking and accountability. The 5-7 year renewal cycle now only includes degree programs; other programs are as needed or as identified. The annual program review process is robust enough to catch programs that may need improvements.</p> <p>Council agreed to send C.3.2 Program Review & Renewal policy and procedures out for community feedback.</p>
	<p>c) Appeals Oversight Committee</p>	<p>D. Sargent reported that the next meeting is on February 7, 2018.</p>
	<p>d) Program Review and Renewal Committee</p>	<p>J-E. Zakoore let the Council know that more information on the QAPA process will be forthcoming, and a QAPA planning group has been formed.</p> <p>J-E. Zakoore reported that the budget for CD Funds this year is \$400 000, but accreditation funds have been removed and the amount that would have gone to accreditation has been kept in the fund. Annual Program Review Action Plan presentations are coming to PRR Committee in February, with curriculum development funds adjudication occurring in March. The Council was very pleased with this news.</p> <p>K. McNaughton let the Council know that P. Fahim’s position will be backfilled as she works on the QAPA project.</p>
<p>8.</p>	<p>Chair Report</p>	<p>T. Rowlatt reported that the Registration Policy discussion will be held on Monday, January 15, 2018. He will report out on this at the next EDCO meeting.</p>

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9.	Student Report	<p>K. Sanchez followed up on the decision of the SUVCC to leave the national Canadian Federation of Students. Previously, P. Yeung had inquired if the SUVCC would align with another federal body. K. Sanchez explained that the one possibility, the Canadian Alliance of Student Associations (CASA) does not align with the initiatives of the SUVCC, and thus the SUVCC will not be aligning with another federal group.</p> <p>K. Sanchez reported that in February the SUVCC will be looking at internal policy review.</p>
10.	Next meeting	February 13, 2018, 3:30-5:30pm, Room 240 DTN
11.	Adjournment	Motion: Moved by D. Sargent and seconded THAT Education Council adjourn the January 9, 2018 meeting. All in favour. Motion carried. The meeting was adjourned at 5:01pm.

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	David Branter	Karen Crossett
Dave McMullen	Kathryn McNaughton	Andrew Candela	Taryn Thomson
Paul Yeung	Janet Theny	Nona Coles	Elle Ting
Debbie Sargent	David Wells	Kimberly Sanchez	Robert Kunka

REGRETS:

Ali Sayad Mousavi Azad	Mike Tunnah
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GUESTS:

Rachel Warick	Gordon McIvor	Helen Roberts	Nicole Degagne
Brett Griffiths	John Demeulemeester		

RECORDING SECRETARY: Carlie Deans



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

February 13, 2018, 3:30 – 5:30 pm, Room 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by D. Branter and seconded THAT Education Council adopt the February 13, 2018 agenda as presented. All in favor. Motion carried.
4.	Approve Past Minutes	Motion: Moved by K. Sanchez and seconded THAT Education Council approve the January 9, 2018 minutes as amended. D. Branter asked for clarification on the 5-7 year renewal cycle as being only for degree programs. T. Rowlatt confirmed that this language is correct. P. Yeung requested that his comment be included in the discussion section on ELPR. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising a) 2018/19 Enrolment Plan Update	<p>B. Beacham presented the first draft of the enrolment plan, which has data aggregated at the School level only. The second and final draft of the enrolment plan will be presented at the March meeting, and will include the program level data.</p> <p>T. Rowlatt asked how the enrolment plan compares to projected and actual numbers. B. Beacham explained that it is in alignment with the projection for this year, as well as with the previous year. He noted that the last two years have also been close between actuals and projected.</p> <p>A. Candela asked if there are significant changes in the projection of this year compared to last year at the School level. B. Beacham explained that when the plan returns from Finance, a greater level of detail at the lower levels will be available. In particular, he noted that Arts & Science is difficult to predict as it is done course by course versus by program.</p> <p>K. McNaughton began a discussion on the idea that more students at VCC are taking more courses. B. Beacham explained that IR has been looking at what the actual FTE's are in a comparison to enrolment numbers. FTEs are usually kept separately. However, IR has seen an increase in headcount with lower FTEs in some programs and vice versa in others. IR has been tracking these changes since 2011/2012 and will bring the report forward to Education Council when it is complete.</p>

Item	Topic	Discussion
		<p>D. Branter asked for clarification on international student reporting. B. Beacham explained that if there is a cohort that is entirely international, it would be assigned into a set of international students. Until students register into a course or program as an international student, there is some uncertainty as to where they will appear in the data. International student headcount will be finalized for the final draft of the enrolment plan, including what programs and courses the students have enrolled in.</p> <p>T. Rowlatt asked about the projected increase in international students for next year. B. Beacham noted it will likely be a healthy increase, estimating around a 30% increase. K. McNaughton noted that this growth is more than anticipated, but they are still trying to take a measured approach in where VCC will grow, particularly in ensuring increased domestic enrolment.</p>
	<p>b) Annual Update/Report – Deans and Directors</p>	<p>K. McNaughton outlined the Office of the VP Academic major accomplishments and priorities. Major accomplishments from 2017/18 include establishing the role of Coordinator, Curriculum & Policy, enhancing the annual Program Review process, and making refinements to program implementation. Improving department leader training and development has been done through Educational Technology day, the President’s Research Symposium, and Learning Conversations. Planning discussions with all schools and departments are now planned for twice a year across the College.</p> <p>Priorities for 2018/19 include the Quality Assurance Process Audit, which will include a site visit by auditors in the fall. Other priorities continue to revolve around training, development and partnerships, as well as research and scholarly inquiry, online learning strategies and strategic enrolment management. Work will also continue on refining the Institutional Learning Outcomes.</p> <p>Presentations were made by David Wells, Dean of Arts & Sciences; Dennis Innes, Dean of Hospitality, Food Studies & Applied Business; Shirley Lew, Dean of Instructor Education; Dave McMullen, Office of the Registrar; and Brian Beacham, Director of Institutional Research.</p>
	<p>c) Proposal: TESOL Suspension</p>	<p>D. Wells and C. Leggatt presented the information note to Council, requesting the formal suspension of the TESOL Certificate and Diploma program in order to better facilitate a program renewal. D. Wells noted that since the program was brought back in 2014, there have been numerous transitions with the program. In order to obtain financial aid for the diploma program, the curriculum requires renewal as well as alignment with VCC’s credit policy. D. Wells explained that TESOL Canada has ceased operating as an organization, though the credential still continues, creating a good opportunity to renew the program. There is high domestic and international</p>

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		<p>interest in the program, but D. Wells and C. Leggatt would like to ensure the program is fully realized in a renewal.</p> <p>C. Leggatt explained the challenges of the department, where not enough sections are taught to transition instructors from the recall list. Therefore, many of the recall instructors move to the auxiliary list, creating a sustainability issue within program functionality. There are also challenges with practicum placements. C. Leggatt noted that having the TESOL program undergo a renewal will allow developers to address these issues, and that thorough consultation has occurred within the department.</p> <p>D. Branter inquired if, given the concerns about leadership structure and faculty workload, there are concerns about the curriculum. C. Leggatt explained that there is due to the inability to sustain faculty. During the renewal, where curriculum materials reside and who they belong to would be looked at, including support for new faculty. C. Leggatt stressed that the leadership structure and sustainability in the program are key aspects of the renewal.</p> <p>D. Branter asked if the renewal would create a stronger TESOL program with the proper structural integrity in place, and inquired about funding. D. Wells expressed optimism, and noted there are pressure points that need to be addressed through the renewal, but overall there is high student interest in the program. C. Leggatt added that these are post-degree diplomas, which have a good reputation in the community.</p> <p>T. Rowlatt asked why they are looking to suspend the program, rather than undergo a renewal with the program still running. C. Leggatt explained that if the program continues through a renewal, they may not have enough faculty to teach the program. She added that this issue was encountered recently, where the entire TESOL auxiliary list was busy and emergency hiring of EAL faculty was required. It was also noted that leadership and faculty within the EAL department are stretched thin. D. Wells stressed that they do not want to misrepresent the program, and advocated for suspension.</p> <p>M. Tunnah asked, generally, if there should be more information on the renewal plan up front when a decision to suspend and/or renew comes forward. This question was put to Council for further consideration.</p>

Item	Topic	Discussion
		<p>Motion: Moved by P. Yeung and seconded THAT Education Council recommend the Board of Governors approve the suspension of the TESOL Certificate and Diploma program to facilitate the renewal process. All in favour. Motion carried.</p>
	<p>d) New Program Concept Paper: Computer Systems Technology Diploma</p>	<p>B. Griffiths presented the proposal for the new Computer Systems Technology Diploma program, noting that curriculum has come from Saskatchewan Polytechnic and is currently in the process of being transferred into VCC policy-compliant formats. This two-year diploma will include opportunities for students to develop projects for clients, such as website and application development.</p> <p>D. Branter why, if the program is open to all students, the initial recruiting target is for international students. B. Griffiths explained that base funding for this program will not start until 2019/2020, but they want to get the program running to ensure accreditation from PSIPS. D. Branter asked if there will be attraction and space for domestic students once funding is in place. B. Griffiths explained that the priority is for domestic students, as there is a large market for this type of work in the province. K. McNaughton noted that VCC only has permission from AEST to offer one complete international cohort, as the base funding is for domestic students.</p> <p>P. Yeung inquired about the math assessment levels, including whether VCC Math Assessments will be considered. B. Griffiths explained that the PCG has not yet been formalized, but VCC assessments will be considered.</p> <p>K. Sanchez noted that many large companies are included in the business plan and asked if there was an opportunity to see what level of credential and/or experience their network administrators and programmers have. She expressed concern in the accessibility of entry-level jobs a diploma student would have at these companies. She inquired as to whether there would be partnerships with these companies for practicums or co-op placements. B. Griffiths explained that the department is discussing partnerships opportunities. The plan is to get the program up and running, and then present the students and their skills to the companies for placements.</p> <p>M. Tunnah noted the \$750 000 capital cost for labs, and asked if there is perhaps a more mobile option for students, as many students have devices and laptops that could access course content. It was noted that some competitors are offering the program online. B. Griffiths said the department will be looking into ways to make it more flexible, but are mindful of tuition costs and supporting students. The department does not want to offload the cost of laptops onto the students for those who may not have portable devices.</p>

Item	Topic	Discussion
		<p>The concept paper for the new Computer Systems Technology Diploma program will be sent to the Board of Governors for information.</p>
7.	<p>Committee Reports</p> <ul style="list-style-type: none"> a) Curriculum Committee Reports <ul style="list-style-type: none"> i) Update: Drafting Admission Requirements (Architectural, CAD, Civil Structural, Steel Detailing) b) Policy Standing Committee <ul style="list-style-type: none"> i) D.2.2 Awards ii) A.1.2 Student Appeal to Board of Governors c) Appeals Oversight Committee d) Program Review and Renewal Committee 	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve the updates to the English and Math requirements for the Drafting Technician programs: Architectural, CAD, Civil/Structural, Steel Detailing. All in favour. Motion carried.</p> <p>M. Tunnah explained that this policy combines D.2.1 Student Academic Medal Awards with D.2.2 Awards, and that as this policy moves forward D.2.1 will be rescinded. He let Council know that N. Nesbitt was present during the discussion at Policy Committee, and Foundations is comfortable with the policy.</p> <p>K. Crossett noted some minor language issues that will be brought back to Policy Committee. She also requested clarification on how the notification process works. D. McMullen explained that his assistant, F. McLachlin, gives official notice students when they receive an award. P. Yeung added that references to the Governor General’s Bronze Medal should be “Governor General’s Collegial Bronze.”</p> <p>Council agreed to send D.2.2 Awards and D.2.1 Student Academic Medal Awards for Community Feedback.</p> <p>M. Tunnah explained that legal counsel was sought on this policy and feedback from the lawyer will be incorporated during the community feedback cycle.</p> <p>D. Branter expressed concern over the term “sufficient detail.” T. Rowlatt explained that it refers to including sufficient detail in the decision so that the person understands why the decision was made. M. Tunnah noted that T. Marks has looked at the policy and is comfortable with the language. D. Branter explained that as long as those delivering the process are aware of the definition of “sufficient detail,” he is comfortable with the language.</p> <p>Council agreed to send A.1.2 Student Appeal to the Board of Governors for Community Feedback.</p> <p>No report.</p> <p>J-E. Zakoore let Council know that the Program Review Action Plans Dean presentations will be coming to the Committee during two meetings this month. March 2, 2018 will be the Curriculum</p>

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		Development Fund Adjudication Process, and J-E. Zakoor reminded Council that all proposals due February 16. She briefly noted that she and P. Fahim are moving ahead working on Quality Assurance Process Audit.
8.	Research Report	<p>E. Ting noted that some numbers in the report are now slightly outdated. She explained that most Board ethics reviews are delegated; however, a proposal considered to have elevated risk will be undergoing a full Board review on February 23, 2018. She noted that the Board is seeing an increase in projects, many of which are attached to VCC employees, and will likely review over 30 proposals by June 2018, up from 7 proposals in 2015, and 14 reviews in 2016/17.</p> <p>D. Branter asked for clarification on “course designation.” E. Ting explained that course designations are given when courses with a student research component are reviewed by the REB. This method simplifies the process and approves the course as a whole, rather than requiring every student to submit an REB ethics review.</p> <p>E. Ting reminded Council that the President’s Research Fund application is now open, and offered assistance to those interested.</p>
9.	Chair Report	T. Rowlett let Council know that the Board approved the Heavy Mechanical program and the revised Board bylaws. Institutional Research gave a presentation. A 2% increase in domestic and international tuition was also approved. T. Rowlett reported on the proposal for the new Business and Project Management program, EDCO Planning Day, as well as the bi-yearly update on Policy and Curriculum. The Board Report will be included in the March package.
10.	Student Report	<p>K. Sanchez reported that in January there was a general meeting of the B.C. Federation of Students, where a motion was passed to endorse Canada’s Mental Health Association’s Stage 4 campaign. This campaign calls on the government to invest in affordable and accessible preventative mental healthcare support on post-secondary campuses. The BCFS is also requesting an update from the Minister of Education on the progress of implementation of the mandate to adopt United Nations Declaration of Rights of Indigenous People and protocols of the calls to action of Rights of Indigenous People in post-secondary institutions across B.C.</p> <p>P. Yeung added that the Sexual Violence and Sexual Misconduct Working Group has worked with the SUVCC to create an awareness campaign around sexual violence and misconduct. P. Yeung presented the cards created by the Graphic Design students to help promote awareness.</p>
11.	Next meeting	March 13, 2018, 3:30-5:30, Room 5025 BWY

Item	Topic	Discussion
12.	Adjournment	Motion: Moved by D. Branter and seconded THAT the February 13, 2018 meeting be adjourned. All in favour. Motion carried. The meeting was adjourned at 5:16pm.

ATTENDEES:

Todd Rowlatt
 Dave McMullen
 Robert Kunka
 David Wells

Jo-Ellen Zakoor
 Kathryn McNaughton
 Nona Coles
 Kimberly Sanchez

David Branter
 Andrew Candela
 Elle Ting

Mike Tunnah
 Paul Yeung
 Karen Crossett

REGRETS:

Jan Theny

Debbie Sargent

Taryn Thomson

Ali Sayad Mousavi Azad

GUESTS:

Brett Griffiths
 Shirley Lew

Brian Beacham

Carrie Leggatt

Dennis Innes

RECORDING SECRETARY: Carlie Deans



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MEETING MINUTES

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1.	Call to Order	The meeting was called to order at 3:31pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̣ʷməθkʷəỵəm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by D. Branter and seconded THAT Education Council adopt the March 13, 2018 agenda as presented. All in favour. Motion carried. It was noted that B. Griffiths' presentation in Item 6a will be deferred to the April meeting.
4.	Approve Past Minutes	Motion: Moved by J. Theny and seconded THAT Education Council approve the February 13, 2018 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	The second half of the Deans and Director presentations occurred, and each presenter highlighted accomplishments from 2017-18 and the priorities for 2018-19. Presentations were made by Angela Liang, Manager of Marketing & International Recruiting in International Education; Gordon McIvor, Dean of Continuing Studies; Debbie Sargent, Dean of Health Sciences; Jane Shin, Dean of Student Development; and Tami Pierce, Director of Indigenous Education & Community Engagement.
	a) Annual Update/Report Deans and Directors	K. McNaughton praised the ongoing work occurring around the College, and noted that further details of all of these initiatives, both complete and ongoing, can be found in the Academic Plan.
	b) Draft: Academic Plan	Motion: Moved by P. Yeung and seconded THAT Education Council recommends the Board of Governors approve the 2018-2023 Academic Plan. K. McNaughton presented the draft Academic Plan, noting that not every year for every goal has information in it, and urged Council to view this as a holistic and comprehensive plan as a whole. Missing information in later years may be due a number of reasons, including resources or a fast-paced, constantly changing environment. T. Rowlatt noted that several themes emerged through the Academic Plan, including growth and development/program renewal, improving critical practices (such as space and registration) as well as space challenges. K. McNaughton acknowledged these, and noted that another theme is VCC's mandate to help graduates become work-ready and how the above themes play a critical

Item	Topic	Discussion
		<p>role in this.</p> <p>D. Branter and D. Sargent both mentioned minor revisions to the Academic Plan, which they will forward to K. McNaughton.</p> <p>All in favour. Motion carried.</p>
	<p>c) Final Draft: Enrolment Plan</p>	<p>Motion: Moved by D. Branter and seconded THAT Education Council recommend the Board of Governors approve the 2018-19 Enrolment Plan. This is not the final draft, and Council agreed to provisionally approve the Enrolment Plan based on draft numbers. Should numbers change significantly, they have requested it return to Education Council.</p> <p>B. Beacham presented, explaining that this version of the Enrolment Plan is now based on the budget. The FTE numbers in the original draft were taken from last years Draft Two budget and have now been updated with the budget that was approved by the Board to make it consistent.</p> <p>T. Rowlatt inquired about the significant increase in enrolment in the Drafting and Graphic Design programs. B. Beacham explained that these are due to the program simultaneously teaching out the old program in addition to starting the new versions of the programs. R. Kunka asked if the numbers include ITA-funded programs. B. Beacham explained that yes, everything that VCC delivers within the budget is included in the plan.</p> <p>All in favour. Motion carried.</p>
	<p>d) Canadian Business Management Practicum Update</p>	<p>T. Rowlatt reminded Council that this update was requested by Curriculum Committee in August 2017. D. Innes presented the update, and advocated for continuing to consider built-in flexibility for new programs to make certain alterations to programs.</p> <p>D. Innes explained that the department is looking into a two-pronged approach with using faculty member’s industry contacts and, when necessary, using a third-party recruiter. There will no be extra cost to the students if the services of the recruiter are obtained.</p> <p>J-E. Zakoore asked about cohort numbers, and stressed the idea of equity in the placements between the industry contact placements and recruiter placements. She also referred to equity in whether certain placements are paid or unpaid. D. Innes assured Council that these are unpaid practicums. He also explained that all the proper affiliation agreements will be in place, and that an instructor will conduct site visits during the practicum.</p>

Item	Topic	Discussion
		<p>D. Innes explained that they are currently trying to set the students up for success in their practicums by preparing students for better jobs during their summer term this year. Through this, they will gain more experience for the practicum, which, in turn, will be beneficial when seeking employment after graduation. D. Innes noted that students will likely not be placed in supervisory roles, but will still hold positions with some responsibilities.</p> <p>T. Rowlatt inquired about the next steps. D. Innes explained that they have started the process for procurement with the third-party company, and that the department has secured some company interest. In September, the department will have a better idea of how to proceed.</p>
7.	<p>Committee Reports</p> <p>a) Curriculum Committee Reports</p> <p>i) New course: ELSK 0730 Communication for Engineering and Technology</p> <p>ii) New Course: VOV1 0100 Introduction to Assistive Technology for Visually Impaired</p> <p>iii) New Course: ENGL 0992 Technical and Professional English</p>	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve the new course: ELSK 0730 Communication for Engineering and Technology.</p> <p>D. Branter explained that this course was taught previously at VCC, and is now returning in response to a need. A minor grammatical error was noted in the second course learning outcome.</p> <p>All in favour. Motion carried.</p> <p>Motion: Moved by D. Branter and seconded THAT Education Council approve the new course: VOV1 0100 Introduction to Assistive Technology for Visually Impaired.</p> <p>R. Dilek explained that there have been many requests for this course, as instructors are teaching the assistive technology while they are teaching the courses. This takes away from teaching course content. As well, it will promote greater student success for those students who transfer departments with prior knowledge of what assistive technology is most beneficial to them.</p> <p>All in favour. Motion carried.</p> <p>Motion: Moved by D. Branter and seconded THAT Education Council approve the new course: ENGL 0992 Technical and Professional English.</p> <p>M. Buxton requested a change to the CDAF, as the course is not intended to <i>replace</i> 1084/1076, but offer students another option for English courses, particularly those who wish to enter the LPN program. D. Sargent clarified that it would be entry into the Practical Nursing program, not LPN. She also asked for clarification if this would be completed equivalent to English 12, and this was confirmed.</p> <p>R. Kunka expressed caution with using the “ABE” acronym, as not everyone may be familiar with</p>

Item	Topic	Discussion
		<p>it, and requested it be used in full at least once in the documentation. T. Rowlatt acknowledged this, and Council will keep an eye on future documentation.</p> <p>All in favour. Motion carried.</p>
	<p>iv) New Program documents: Associate of Science</p>	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve the new program documents for the Associate of Science program, including the PCG and eight new course outlines.</p> <p>D. Wells explained the process of crafting the PCG, which has attempted to keep the language simple and flexible to include later courses that may be developed. There are multiple specialized streams that students can create, such as the Biology Pre-Major flexible pathway.</p> <p>T. Thomson asked if there were courses in the PCG that do not exist yet. D-L. Van explained that through conversation with Curriculum Committee, it was recommended to remove these courses and include more flexible language that would encompass all future course development without needing to bring the PCG through governance with each addition.</p> <p>J. They asked if there is the physical capacity on campus for all of the expected facilities needs. D. Wells believes it will come through the campus master plan, as second-year science labs are required, particularly to teach the Organic Chemistry courses. T. Rowlatt noted that all of the new second-year courses have an implementation date of 2020.</p> <p>T. Rowlatt acknowledged that there was some concern around student support in the Learning Centre for these courses, and invited J. Wallace to speak. J. Wallace advocated for thinking about putting supports in place for these new courses, as the Learning Centre has indicated that they are not ready to tutor the second-year science courses. The Learning Centre will still provide support for the first-year courses. T. Rowlatt let Council know that initial conversations with S. Lew and E. Simpson have taken place, and D. McMullen added that there are scheduling changes that can be made to better accommodate labs.</p> <p>All in favour. Motion carried. T. Rowlatt will bring the documents forward to the next Board meeting for the credential to be approved.</p>
	<p>v) Revised Program documents: Music Diploma</p>	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve the revised Music diploma documents, including the PCG and course outlines.</p>

Item	Topic	Discussion
		<p>D. Branter explained that these are significant revisions to the Music diploma program, and noted that there are some errors in the documentation that have been revised.</p> <p>K. Morrison added that the current diploma has been around for more than 40 years, and this revision was intended to streamline the current diploma program. Students will still be able to specialize in addition to their core instrument/composition studies.</p> <p>D. Sargent noted that the Department Faculty and Staff consultation sections of the CDAF were blank, and requested these be updated. K. Morrison explained that continuous discussions have occurred within the department over the last 4-5 years, and this will be included in the documentation.</p> <p>All in favour. Motion carried.</p>
	<p>vi) New courses: Preparatory Music</p>	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve the eight new Preparatory Music courses.</p> <p>K. Morrison explained that these new courses will prepare applicants for the Music Diploma for successful entry into the program. In particular, these courses are aimed at students with non-traditional music backgrounds whose skills and theory knowledge need upgrading. These courses will greatly assist with retention, as students will be able to upgrade their skills as well as access some of the regular diploma courses at the same time without having to extend their program duration.</p> <p>All in favour. Motion carried.</p>
	<p>b) Policy Standing Committee i) C.3.2 Program Review & Renewal</p>	<p>Motion: Moved by J-E. Zakoor and seconded THAT Education Council recommend THAT the Board of Governors approve the revised C.3.2 Program Review & Renewal policy and procedures.</p> <p>All in favour. Motion carried.</p>
	<p>ii) D.3.6 Admissions</p>	<p>D. McMullen presented the revised policy. A new section on Other Admission Requirements has been added, which includes Criminal Record Checks and immunization requirements. A new Procedure #2 was also added in response to an ongoing province-wide issue. D. McMullen also noted that auditors will be present next week reviewing VCC’s processes for admission and registration. There was no discussion on these additions.</p> <p>Education Council agreed to send the revised D.3.6 Admissions policy and procedures out for Community Feedback.</p>

Item	Topic	Discussion
	iii) C.1.6 Registration	<p>T. Rowlatt let Council know that much discussion has occurred around this policy since December. The controversial clause still requires more time to discuss, however, the Registrar’s Office still has other items in the policy that are important to streamlining the process – such as deactivating inactive students. D. McMullen explained that, currently, no student is deactivated at the College, and this is creating huge licencing fees for Office 365 and greatly affects Student Development services.</p> <p>T. Thomson confirmed that if another version of the two-registration clause were to return, it would go through the governance cycle again. T. Rowlatt confirmed it would return through governance.</p> <p>Education Council agreed to send the new C.1.6 Registration policy and procedures out for Community Feedback.</p>
	c) Appeals Oversight Committee	<p>D. Sargent updated Council on the February 7, 2018 meeting, where the Committee looked at a draft structure for the online Tribunal Training program. Committee gave some feedback, and the next step will be working with CID. The next meeting will be held on April 4, with one agenda item reviewing the tribunal level of authority and recommendations and/or decisions each tribunal type can make.</p>
	d) Program Review & Renewal Committee	<p>J-E. Zakoor informed the Council know that Action Plan presentations from the Deans and the adjudication of Curriculum Development Funds have been completed. These funds have been decided and that information will be submitted to EDCO soon. The Quality Assurance Process Audit Institution Briefing will occur on April 12, 2018.</p>
8.	Research Report	<p>E. Ting reported that the current priority for the REB are the applications that have been submitted for the President’s Research Fund, and the Committee will be meeting on Friday to adjudicate. She updated Council that the higher risk proposal mentioned at the previous meeting was not ready to come forward to the REB, and will come through next month instead. She also detailed a new request from a researcher asking for an acknowledged completion form of their work. A flyer was included in the package for the REB workshops to be held this spring.</p>
9.	Chair Report	<p>T. Rowlatt reported that the next Board meeting will be held in early April. The last month has been full of various committee meetings, as well as intense preparation for the CourseLeaf rollout. He noted there are still a few tweaks to make with CourseLeaf, but overall the approval side is looking good.</p>
10.	Student Report	<p>K. Sanchez reported that the SUVCC held a General Meeting last month where bylaw changes were voted upon, and one noteworthy change was the organization of student representatives</p>

Item	Topic	Discussion
		and Board of Director participation. Previously, participation was related to the program the student was in. Now, participation is more flexible, and students are able to participate based on what identity group they identify with, their campus location, and/or the level of director engagement for their program.
11.	Pending Items	Annual Update/Report Deans and Directors – School of Trades, Technology & Design
12.	Next meeting	April 10, 2018, 3:30-5:30, Room 240 DTN
13.	Adjournment	Motion: Moved by D. Branter and seconded THAT Education Council adjourn the March 13, 2018 meeting. All in favour. Motion carried. The meeting was adjourned at 5:29pm.

ATTENDEES:

Todd Rowlatt
 Dave McMullen
 Janet Theny
 Kimberly Sanchez

Jo-Ellen Zakoor
 Kathryn McNaughton
 Elle Ting
 Karen Crossett

David Branter
 Andrew Candela
 Debbie Sargent
 Robert Kunka

Paul Yeung
 Taryn Thomson
 David Wells

REGRETS:

Nona Coles

Ali Sayad Mousavi Asad

Mike Tunnah

GUESTS:

Gordon McIvor
 Brian Beacham
 Ken Morrison

Jane Shin
 Rita Dilek
 Dennis Innes

Angela Liang
 Margaret Buxton
 Judith Wallace

Tami Pierce
 Karen Shortt
 Diem-Ly Van

RECORDING SECRETARY: Carlie Deans



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

April 10, 2018, 3:30 – 5:30 pm, Room 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:29pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by M. Tunnah and seconded THAT Education Council adopt the April 10, 2018 agenda as amended. Minor edits were noted, and Item 7ai was moved up to be discussed after Item 6b. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by D. Branter and seconded THAT Education Council approve the March 13, 2018 minutes as amended. D. Branter presented minor corrections to page 6 and 7 of the minutes. All in favour. Motion carried. All in favour. Motion carried.
5.	Enquiries & Correspondence	T. Rowlatt received correspondence from K. McNaughton on new guidelines around AUG funding, which will inform discussion on the Registration policy. T. Rowlatt provided a summary of the new Ministry guidelines.
6.	Business Arising	F. Ghesen reported on the achievements and priorities for the School of Trades, Technology & Design. There was some discussion around the start date for the new CST program, which has been pushed back to September 2019 for term scheduling reasons. T. Rowlatt also asked M. Kowalski where the Jewellery Art & Design space redevelopment was on the priority list. M. Kowalski noted that a new space has been identified and it is now just a matter of redesigning the space and ensuring the correct equipment is acquired. Preliminary discussions on the space are just beginning.
	a) Annual Update – Deans and Directors	
	b) 2018/19 Budget Presentation	M. Kowalski presented the 2018/19 Budget, and provided Council with a high-level summary. The 2018/19 budget was approved by the Board on April 4, 2018.
	c) 2019/20 Academic Schedule	Motion: Moved by D. Branter and seconded THAT Education Council recommend the Board of Governors approve the 2019/2020 Academic Schedule. B. Beacham presented the 2019/20 Academic Schedule. He noted that VCC day is tentative as the venue cannot be booked until the start of 2019. He explained that the Arts & Science program breakdown does not include areas such as UT, Visually Impaired or Music as those are scheduled on a course-by-course basis. This spreadsheet only includes self-paced or cohort programs. Any changes to the format would need to go through the Board for approval. There were minor corrections to the Family Day and B.C. Day dates. All in favour. Motion carried.

Item	Topic	Discussion
	d) Annual Update on Affiliation Agreements	<p>K. McNaughton presented the Affiliation Agreement update, explaining that some affiliations are school-specific, while others are college-wide. The list also includes new affiliation agreements as well as longstanding ones. She let Council know that the affiliation with the NEC will be undergoing some changes in the future. Changes can occur when either party wishes to alter the agreement.</p> <p>D. Sargent noted that the National Dental Assisting Examining Board agreement should be the Certified Dental Assisting program agreement, with no references to copyright. A. Candela noted that the Basic Ed and CCA agreement includes all levels, not just fundamental, and recommended the document be updated to include intermediate and provincial levels. There was also some discussion on the difference between articulation agreement and transfer agreement. K. McNaughton explained that some agencies use the term interchangeably.</p>
	e) Suspension: Applied Technology for the Visually Impaired and Office Administration for the Visually Impaired Certificates	<p>Motion: Moved by M. Tunnah and seconded THAT Education Council recommend the Board of Governors suspend the Applied Technology for the Visually Impaired Certificate and the Office Administration for the Visually Impaired Certificate effective September 2018.</p> <p>D. Wells presented, explaining that R. Dilek’s request to suspend these courses is due to declining enrolment over the last several years, and the challenge of keeping up-to-date technology and software required for the program. He noted that it is easier to prepare students to take Office Administration courses within the Office Administration program.</p> <p>All in favour. Motion carried.</p>
7.	Committee Reports a) Curriculum Committee Reports i) New Courses: MUSC 1155, 1255, 1399, 1499	<p>Motion: Moved by A. Candela and seconded THAT Education Council approve changes to the Music Diploma PCG and seven courses: MUSC 1030, MUSC 1031, MUSC 1033, MUSC 1155, MUSC 1255, MUSC 1399 and MUSC 1499.</p> <p>T. Rowlatt explained that these courses were brought forward due to an error with the previous month’s package. During this time, the Registrar’s Office also requested updates to some of the course numbers. K. Crossett noted that there were some instances of the old course numbers being used in course outlines. Those errors will be fixed.</p> <p>All in favour. Motion carried.</p>
	i) Program Update: Bachelor of Hospitality Management & Bachelor of Hospitality Management Executive	<p>D. Innes and M. Tittel presented the proposed updates, which centred around creating two distinct PCGs – one for the Daytime cohort, and one for the Executive cohort. D. Innes explained that the current cohort is just finishing the new program, and has been providing feedback alongside the PAC. T. Rowlatt explained to Council that the most significant discussion occurred around the required PLAR semester, and raised concerns from L. Apouchtine in the Registrar’s Office.</p>

Item	Topic	Discussion
	Cohort	<p>M. Tittel explained that the PLAR courses were easier to deal with as a group rather than spread out throughout the program. D. Sargent expressed concern around the process of accepting students who would be PLARing an entire term, and inquired as to why this is an admission requirement, as students would already be entering the program with this experience. M. Tunnah also requested clarity, as it seems that students need to be admitted to the program before attempting to PLAR these courses. He also asked why these courses were chosen, and suggested that perhaps the department should consider allowing the 75% maximum PLAR regardless of course.</p> <p>M. Tittel responded that the knowledge was taken from the current cohort, and that students indicated that these five courses have common PLARable components with their experiences, but would prefer to work together with other students during the other courses in place of PLAR.</p> <p>T. Rowlatt asked what would happen if a student did not have the skills to PLAR. M. Tittel explained that the student could study for an exam and write a challenge exam, or work on a portfolio and then write the challenge exam. T. Rowlatt noted that, effectively, these PLAR courses would be self-directed studies.</p> <p>D. Branter let Council know that Curriculum Committee stressed to the department that thorough advising around the PLAR courses is a necessity.</p> <p>T. Rowlatt suggested including a more explicit section in the PCG explained the structure of the program, particularly the PLAR semester. This section would indicate that if students did not have the experience, it would be treated as a self-directed study. M. Tunnah agreed, indicating that this model does not quite fit the definition of PLAR, but is more suited to self-directed study unless students are able to PLAR it.</p> <p>M. Tittel noted that three of these courses are already PLAR courses in the current cohort. A. Candela inquired as to what point in the current cohort were students able to PLAR these courses. M. Tittel explained that students could challenge the PLAR courses at any time during the program, which created a large operational challenge.</p> <p>Minor edits were suggested by Council, including changing certain course codes to GNED, removing the “3” from the third admission requirement, and explicitly referring to the PLAR policy in the PLAR section.</p> <p>Due to the nature of the discussion and extensiveness of the recommended changes around the PLAR courses, Council agreed that this proposal should return to the May meeting.</p>
	ii) New Course: DNTL 1107	Motion: Moved by D. Branter and seconded THAT Education Council approve/recognise the course DNTL

Item	Topic	Discussion
	Dental Radiography Module	1107 Dental Radiography Module. All in favour. Motion carried.
	iii) Program Update: Dental Reception Coordinator	<p>Motion: Moved by D. Branter and seconded THAT Education Council approve changes to the Admission Requirements for the Dental Reception Coordinator program, Certified Dental Assisting (Distance) program, and the Admission Requirements, course modifications and three new courses for the Certified Dental Assisting (Onsite) program.</p> <p>D. Sargent and M. Rosko explained that the radiography content has been pulled from the Certified Dental Assisting courses and three new radiography courses have been created for the program. Subsequent changes to the other programs admission requirements now allow students to get credit for radiography courses by other means, with a focus on transferability.</p> <p>N. Coles asked if there was a time limit for radiography transferability. M. Rosko explained that if a student has the standalone radiography credential the student only needs to apply for the credential once. However, the Dental Assisting department will inform students who have the credential that the technology has likely changed, and invite and encourage students to sit in on clinical experiences to familiarize themselves with the technology.</p> <p>P. Yeung asked for clarification on the asterisks in the Certified Dental Assisting Onsite and Distance Admission Requirements section. After some discussion, T. Rowlatt explained that if the student has completed the Dental Reception Coordinator program do not require the asterisked requirements, as they would have already met them for entry into the Dental Reception Coordinator program. M. Rosko added that this only applies for the VCC Dental Reception Coordinator program. Students with the credential from other institutions still require the asterisked requirements.</p> <p>All in favour. Motion carried.</p>
	iv) Program Update: Certified Dental Assisting Distance	
	v) Program Update/New Courses: Certified Dental Assisting Onsite	
	b) Policy Standing Committee i) D.2.2 Awards	<p>Motion: Moved by M. Tunnah and seconded THAT Education Council approves D.2.2 Awards policy and procedures and also recommends the Board of Governors approve the revised D.2.2 Awards policy and procedures. All in favour. Motion carried.</p>
	ii) D.2.1 Student Academic Medal Awards	<p>Motion: Moved by M. Tunnah and seconded THAT Education Council rescind D.2.1 Student Academic Medal Awards policy and procedures. All in favour. Motion carried.</p>
	c) Appeals Oversight Committee	<p>D. Sargent reported that the Committee met on April 4, 2018. Tribunal training for students was held earlier today. The Committee also discussed populating the appeals repository, which will be brought forward to the next ASR meeting. Creation of the online tribunal training course is underway with CID. The next Committee meeting is June 6, 2018.</p>
	d) Program Review and Renewal	<p>J-E. Zakoor let Council know that the Committee did not meet in March, and the next meeting will be</p>

Item	Topic	Discussion
	Committee	held on April 24, 2018. The QAPA Institutional Briefing will be held on Thursday, April 12, 2018, and the DQAB Secretariat will be coming to discuss what the QAPA process will look like.
8.	Research Report	<p>E. Ting reported that the REB had a busy March, with three approvals and one more pending. So far, the Council stands at 22 reviews, not including the two conclusions and six exemptions. She explained that the REB is still in the process of figuring out what to do with exemptions, as institutions are beginning to ask for official documentation of the exemption.</p> <p>E. Ting noted that the REB workshops will potentially occur in May, however, there is the possibility of two full Board reviews in the near future that may delay the workshops.</p> <p>Applications for the President’s Research Fund have been reviewed, and five projects received funding.</p>
9.	Chair Report	<p>T. Rowlatt reported that the Board of Governors approved the Enrolment Plan and Academic Plan, as well as C.3.2 Program Review and Renewal policy and procedures and Associate of Science credential. He also updated the Board on the upcoming Computer Systems Technology program.</p> <p>T. Rowlatt announced that this would be D. Branter’s last EDCO meeting, as he will be retiring at the end of April. Council applauded D. Branter’s long tenure and exceptional contributions to Education Council, Curriculum Committee, and the College as a whole.</p>
10.	Student Report	K. Sanchez reported that the SUVCC will be holding various events across campus, including Stress Buster days on April 18 and 19. A. Candela inquired when the vote to leave the Canadian Federation of Students would take place. K. Sanchez explained that the online vote to declare intent to leave has occurred in case of legal proceedings, and they are still gathering support for intent. The vote to separate has not yet occurred.
11.	Next meeting	May 8, 2018, 3:30-5:30pm, Room 5025 BWY
12.	Adjournment	Motion: Moved by T. Thomson and seconded THAT Education Council adjourn the April 10, 2018 meeting. All in favour. Motion carried. The meeting was adjourned at 5:15pm.

ATTENDEES: Todd Rowlatt Jo-Ellen Zakoor David Branter Mike Tunnah Robert Kunka
 Kathryn McNaughton Andrew Candela Taryn Thomson Paul Yeung Nona Coles
 Kimberly Sanchez Karen Crossett Debbie Sargent David Wells Elle Ting

REGRETS: Dave McMullen Janet Theny Ali Sayad Mousavi Azad

GUESTS: Feras Ghesen Marlene Kowalski Brian Beacham Michele Rosko
 Dennis Innes Monique Paassen Michael Tittel

RECORDING SECRETARY: Carlie Deans



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES
May 8, 2018, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̣ṃəθḳẉəỵəm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by M. Tunnah and seconded THAT Education Council adopt the May 8, 2018 agenda as amended. T. Rowlatt removed item 7avi – CourseLeaf Demo from the agenda. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by T. Thomson and seconded THAT Education Council approve the April 10, 2018 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising a) Online Learning Strategy Update	<p>S. Lew presented. The Online Learning Strategy writing group met for the first time last week. The writing of the strategy is based on the work of the Learning Management System working group.</p> <p>The Learning Management System group was comprised of representatives across the College, and discussed the LMS at VCC and evaluated where the College is at with online learning. Due to the vast scope of this topic, the group decided to focus on VCC’s LMS (Moodle) and how Moodle was being used at the College.</p> <p>S. Lew explained that the key items the group investigated were whether Moodle was the right platform for VCC, how it was being used, and the needs and gaps associated with it. The working group concluded that Moodle serves VCC’s needs, and it provides a range of uses from document repositories to blended or fully online courses. Staff and faculty familiarity and skill level with Moodle also varies across the College. The group noted that while Moodle is useful, more support for full online integration is required.</p> <p>The LMS group decided that Moodle would continue to be VCC’s LMS for the foreseeable future or until it no longer meets the needs of the College. The group also noted that the College needs to provide additional resources, and an Instructional Designer position in CTRLR is forthcoming, as well as a dedicated IT Moodle admin support position. S. Lew added that they are hoping to obtain Cultura soon, but this will require policies, procedures, governance support and IT knowledge for a successful launch.</p> <p>S. Lew explained that K. McNaughton struck the Online Learning Strategy writing group and kept membership intentionally small. The group is working under a tight timeframe with the goal of a four to five page strategy finalized by the end of June. A group of Critical Friends will also be consulted during the process. The writing group will be considering aspects such as the values that are driving online learning and the reasons behind wanting to improve the quality and grow online learning at the College.</p>

Item	Topic	Discussion
		<p>T. Rowlatt asked if the College has committed resources to moving online. S. Lew explained the group’s focus is not goal setting such as doubling the number of online courses by a certain date, but is more focused on the ways online learning will allow for more flexibility in programs and courses.</p> <p>T. Thomson asked if conversations are occurring with faculty who are currently engaged with online learning, as it may change their workload profiles. S. Lew acknowledged that this has been raised, but explained that this is outside the scope of the working group at this time.</p> <p>An update on the Online Learning Strategy group will come to Education Council in September.</p>
7.	<p>Committee Reports</p> <p>a) Curriculum Committee Reports</p> <p>i) Program Updates: ASL & Deaf Studies</p>	<p>Motion: Moved by T. Thomson and seconded THAT Education Council approved the updates to the ASL & Deaf Studies program, including moving the courses from non-credit to credit-based.</p> <p>D. Wells explained that the department is moving the ASL & Deaf Studies from non-credit to a credit-based post-secondary program. This will allow students to transfer to Douglas College and UFV, as well as offer opportunities with George Brown College, UBC and UVic. This change also enables students to apply for student loans for these courses.</p> <p>K. Crossett noted that some changes were not made, including hour to credit ratios and the minimum pass on the course outlines. T. Rowlatt explained that the course outlines would be updated to reflect the changes to the grading scale. K. Crossett expressed concern about this proposal moving forward without these changes being made. T. Rowlatt assured Council that these changes would be made to the documents within the week.</p> <p>All in favour. Motion carried.</p>
	ii) New Course: ELSK 1006 IELTS Test Prep	<p>Motion: Moved by A. Candela and seconded THAT Education Council approved the new course ELSK 1006 IELTS Test Prep – Academic. All in favour. Motion carried.</p>
	iii) Course Updates: NURS 1602 Human Anatomy & Physiology	<p>Motion: Moved by A. Candela and seconded THAT Education Council approved the updates to admission requirements to NURS 1602 Human Anatomy & Physiology. All in favour. Motion carried.</p>
	iv) Program Updates: PIDP	<p>Motion: Moved by D. Wells and seconded THAT Education Council approved the updates to the PIDP PCG, including revisions to the Admission Requirements, Course List and Instructional Strategies.</p> <p>K. Brooke presented the housekeeping changes, noting that major changes to the program will be brought forward next year. There was some discussion around the Recommended Characteristics of Students section. It was noted that these seem more like outcomes rather than characteristics. K. Brooke will take Council’s advice back to those making changes to the program. There was also discussion around the low threshold for the English requirement, and it was acknowledged that this is likely due to accommodating ITA-trained participants.</p>

Item	Topic	Discussion
		All in favour. Motion carried.
	b) Policy Standing Committee i) A.1.2 Student Appeal to the Board	<p>Motion: Moved by M. Tunnah and seconded THAT Education Council recommend the Board of Governors approve the revisions to A.1.2 Student Appeal to the Board policy and procedures.</p> <p>M. Tunnah reported that feedback was received from J. Shin on student accommodations, but the Committee decided to leave the policy unchanged regarding the number of days required for notice of accommodation. Otherwise, all other changes were made to bring it in line with the rest of the appeal policies.</p> <p>All in favour. Motion carried.</p>
	ii) D.3.6 Admissions	<p>Motion: Moved by M. Tunnah and seconded THAT Education Council recommend the Board of Governors approve the revisions to D.3.6 Admissions policy and procedures.</p> <p>M. Tunnah reported that minor changes were made to the policy, including an Other Admission Requirements section in preparation for the potential of rescinding the Criminal Record Check policy. D. McMullen added that the recent audit required some changes around follow up on domestic student status.</p> <p>All in favour. Motion carried.</p>
	iii) C.1.6 Registration	<p>Motion: Moved by M. Tunnah and seconded THAT Education Council recommend the Board of Governors approve C.1.6 Registration policy and procedures.</p> <p>M. Tunnah reported that this new policy was created by the Registrar’s Office as a part of the auditor’s recommendations, which includes the need to deactivate inactive students. D. McMullen added that the current inability to deactivate students creates huge issues with granting credentials and unnecessarily large IT costs.</p> <p>All in favour. Motion carried.</p>
	iv) C.1.3 Granting of Credentials	<p>M. Tunnah reported that a small working group met and felt that the policy was too restrictive around certain items, and suggested renaming the Citation credential “Short Certificate.” Council was asked for feedback and suggestions on this name. The credit range for a citation was also decreased to 17 credits, and the certificate range lowered to 18-59 credits. M. Tunnah noted that C.1.4 Assignment of Credits is currently being worked on.</p> <p>K. Crossett asked about the necessity of renaming the citation credential. T. Rowlatt explained that very few institutions use citation, and “short certificate” or “associate certificate” were used more widely.</p> <p>T. Thomson inquired about the reason for reducing the range of credits for a certificate. T. Rowlatt explained that the Ministry sets a certificate at 288-300 hours, while VCC’s certificates regularly run into 400 hours. It was decided to lower the range for consistency and pricing. T. Thomson asked if the tuition cost could be lowered while still keeping the hours, and is concerned that the lower range may affect quality.</p>

Item	Topic	Discussion
		<p>There was some discussion around whether or not the Registrar's Office should issue Continuing Studies credentials. D. McMullen will follow up. T. Rowlatt also let the Council know that they are currently soliciting a legal opinion on whether or not PCGs and course outlines are legally binding documents.</p> <p>Education Council agreed to send the revised C.1.3 Granting of Credentials policy and procedures out for Community Feedback.</p>
	c) Appeals Oversight Committee	No report.
	d) Program Review & Renewal Committee	No report.
8.	Research Report	<p>E. Ting reported that the REB has seen another busy month with seven new projects coming forward, four of which have been approved. She also reported on the Canadian Associate of Research Ethics Board conference, where the Executive Director deemed that the REB will remain responsible for training in research ethics. Previously, the federal government was contesting this due to perceived high cost. E. Ting noted that B.C. harmonization will likely be discussed at the REB West conference in June.</p> <p>A. Candela asked about the composition of the President's Innovation Council, and noted that there are members of Arts & Sciences interested in bringing forward ideas. E. Ting explained that the group is not yet ready to solicit ideas, but she will forward the information to A. Candela.</p>
9.	Chair Report	T. Rowlatt noted that the next Board meeting is at the end of this month. An EDCO Planning half day has been scheduled for June 4 and any topic suggestions should be forwarded to T. Rowlatt. A by-election for two faculty positions and two student positions will occur in early June.
10.	Student Report	No report.
11.	Next meeting	June 12, 2018, 3:30-5:30, Room 240 DTN
12.	Adjournment	The meeting was adjourned at 4:41pm. Moved by AC

ATTENDEES: Todd Rowlatt Mike Tunnah Dave McMullen Kathryn McNaughton
Andrew Candela Taryn Thomson Janet Theny Elle Ting
Karen Crossett David Wells Kimberly Sanchez

REGRETS: Jo-Ellen Zakoor Paul Yeung Nona Coles Robert Kunka
Ali Sayad Mousavi Azad Debbie Sargent

GUESTS: Shirley Lew Karen Brooke Jane Shin Karen Shortt

RECORDING SECRETARY: Carlie Deans



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES
June 12, 2018, 3:30 – 5:30 pm, Room 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31pm. T. Rowlatt welcomed J. Demeulemeester and D. Beerwald to the Council as new faculty representatives.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by D. Wells and seconded THAT Education Council adopt the June 12, 2018 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by D. Wells and seconded THAT Education Council approve the May 8, 2018 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	M. Kowalski presented the update, letting Council know that she is not able to share much due to procurement rules. The Campus Master Plan Project has just gone through an RFP process, and the proponent will likely be chosen within the next two weeks. The decision will be announced after the contract has been signed, and the proponent will spend 4-6 weeks with the working group on the next steps. M. Kowalski noted that once finalized, the project will take approximately 16 months. Extensive consultation with the College community will be done. This is only the first step in the plan, and if AST decides to give support, there will be an architectural redesign aspect attached to the project. The Campus Master Plan applies to both campuses. M. Kowalski explained that the short term plan is to begin classroom renewals.
	a) Space Utilization Update	
	b) Marketing Update	M. Capper said that the new Qbook and Continuing Studies flyer will be available shortly. He also explained that Marketing is looking to revamp the program and course page on the website to make it more student user-friendly. Marketing is hoping to have this redesign complete by the end of the year, along with a better method of displaying Continuing Studies courses. T. Thomson suggested including information for students on the difference between a private and community college. M. Capper acknowledged that this is something Marketing is investigating, particularly around how much “Community” plays into VCC’s brand and affects our image with students. A. Candela advocated that keeping the legacy of the institution is important in branding, giving examples of UBC and SFU. Both universities have a long history that includes aspects such as a variety in architecture, a crest, insignias and mottos that contribute to the visual legacy of these institutions. A. Candela cautioned against moving too far into a cohesive brand without considering

Item	Topic	Discussion
		VCC’s legacy. M. Capper assured Council that VCC’s legacy would remain as Marketing moves forward in creating a brand identity.
	c) Contract Training Update	<p>K. McNaughton let Council know that while there are some partnerships that are ending, others are in discussion to renew, such as the BC Hydro PIDP. Some partnerships are ongoing, such as the Squamish PIDP, and others, such as LINC, are multiyear contracts.</p> <p>K. McNaughton clarified some items:</p> <ul style="list-style-type: none"> • The Community Adult Literacy partnership is being taught at a number of community sites with instructors from the community • the Office Assistant training contract was funded by the Ministry of Jobs, Tourism and Skills Training, and targets a very specific group of people, similar to the Parq contract. • The Canadian Immigrant Program is part of a federal-based program to support people moving into Canadian culture, and is taught offsite • The government has provided funds for renovations for more accessible exam spaces through the Student Disability Support contract
	d) Non-credit course outlines (Continuing Studies)	G. Mclvor presented the information note, highlighting the new and successful Rick Hansen partnership and the Italian cuisine courses. All new non-credit courses are being entered into Courseleaf. G. Mclvor noted that 42% of the courses offered in the last year were non-credit, and the remaining 58% were for credit. He explained that Continuing Studies will be focusing on improving the College’s current offerings, such as CS Health courses.
7.	<p>Committee Reports</p> <p>a) Curriculum Committee Reports</p> <p>i) New Program Documents: Counselling Skills Foundational Certificate</p>	<p>Motion: Moved by K. McNaughton and seconded THAT Education Council approve the program and courses for the Counselling Skills Foundational Certificate, and recommend that the Board of Governors approve the credential.</p> <p>M. Stevenson explained that this the first part of a program redesign that will also include an Addictions Advanced program and, ultimately, a Counselling Diploma. All three programs will ladder into each other. The department is looking into transfer options to other institutions, and they are looking to extend the current transfer agreement into university-level Master’s programs.</p> <p>All in favour. Motion carried.</p>
	ii) Program Update: Culinary Arts Diploma (International)	Motion: Moved by T. Thomson and seconded THAT Education Council approve the updates to the Culinary Arts Diploma (International Cohort) program and the creation of CULI 1517 Flavour Principles & Menus IE. All in favour. Motion carried.
	iii) Program Revision: Bachelor of Hospitality Management	Motion: Moved by D. Sargent and seconded THAT Education Council approve the removal of all references to the Executive Cohort from the Bachelor of Hospitality Management Daytime PCG, the

Item	Topic	Discussion
	iv) Program Revision: Bachelor of Hospitality Management (Executive Cohort)	<p>creation of a separate PCG and two new courses for the Bachelor of Hospitality Management (Executive Cohort).</p> <p>D. Innes explained that the Registrar’s Office requested this change for a variety of operational reasons. Some changes were made to the Executive Cohort, including enabling students to PLAR a certain percentage of courses and redesign of two courses.</p> <p>All in favour. Motion carried.</p>
	v) Program Update: Pharmacy Technician	<p>Motion: Moved by T. Thomson and seconded THAT Education Council approve the updates to the admission requirements of the Pharmacy Technician Diploma program.</p> <p>S. Aro explained that these changes have been made to maintain accreditation status and assist retention rates. She acknowledged that this has the potential to add barriers, but current students are not succeeding with the current requirements. T. Thomson agreed with the changes, noting that an English assessment test would be much more beneficial.</p> <p>All in favour. Motion carried.</p>
	vi) Program Update: Acute Care for Health Care Assistants Citation	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council approve the updates to the Acute Care for Health Care Assistants Citation program, including program admission requirements and course credits. All in favour. Motion carried.</p>
	vii) Program Update: Health Care Assistant Certificate (ESL Cohort)	<p>Motion: Moved by K. McNaughton and seconded THAT Education Council approve the updates to the Health Care Assistant Certificate (ESL Cohort), including the separation of two courses into four new courses: HRCA 1130, HRCA 1140, HRCA 1230 and HRCA 1240.</p> <p>J. Christie explained that the two courses have been split for better student success. T. Rowlatt let Council know that Curriculum Committee recommended a minor name change to Health Care Assistant Certificate (ESL Cohort). J. Christie let Council know that changing to EAL was briefly discussed with C. Leggatt, but it was decided to keep ESL for now.</p> <p>All in favour. Motion carried.</p>
	viii) Program Revision: Hairstylist Certificate	<p>Motion: Moved by D. Wells and seconded THAT Education Council approve the revisions to the program and courses for the Hairstylist Certificate program.</p> <p>B. Griffiths and S. Belton presented the program revision. B. Griffiths explained the revision better reflects what goes on in the program and the salon, and allows for greater flexibility.</p> <p>T. Rowlatt noted that the most significant discussion at Curriculum Committee was around the large</p>

Item	Topic	Discussion
		<p>one course per term, and it was recommended that B. Griffiths discuss this with the Registrar’s Office. T. Rowlatt asked B. Griffiths and D. McMullen if the RO was comfortable with this approach. D. McMullen said that they are comfortable with this for now, as it arrived for discussion too late in the process to alter. Both B. Griffiths and S. Belton advocated that despite the potential challenges, the design of the course will promote a much higher student success rate.</p> <p>A. Candela asked what the operational challenges would be for one large course. D. McMullen explained that funding will be a significant issue, as will navigating what happens if a student is unsuccessful in one part of the course, among other aspects. D. McMullen noted that the RO will be producing a style guide on course structure that will address operational considerations.</p> <p>All in favour. Motion carried.</p>
	<p>ix) New Program Documents: Computer Systems Technology</p>	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council approve the curriculum for the new program Computer Systems Technology Diploma, and recommend the Board of Governors approve the implementation of the program.</p> <p>B. Griffiths presented the new two-year diploma purchased from Saskatchewan Polytechnic, explaining that it is designed to ensure graduates are job-ready in the CST industry. A government base grant of \$200 000 was received, with additional \$400 000 every year after to support the program. Once accredited here, the department will look into laddering options at other institutions. B. Griffiths will begin working with the FA and HR soon to being hiring a department head, followed by faculty. B. Griffiths noted that this program will be run at the Downtown campus, and that they are looking at renovating the basement.</p> <p>All in favour. Motion carried.</p>
	<p>x) Program Update: Drafting Suite Admission Requirements</p>	<p>Motion: Moved by D. McMullen and seconded THAT Education Council approve the revisions to the admission requirements for the CAD Technician Citation, the Civil/Structural Technician Certificate, the Architectural Technician Certificate, and the Steel Detailing Certificate.</p> <p>B. Griffiths explained that this change is to correct an error from the previous admission requirement, which had been made unintentionally higher. Current students that have been accepted will be grandfathered into the updated program. Students do not require the previous high levels of Math to succeed in the program.</p> <p>All in favour. Motion carried.</p>
	<p>xi) Update: Terms of Reference</p>	<p>Motion: Moved by D. Wells and seconded THAT Education Council approve the updates to the</p>

Item	Topic	Discussion
		<p>Curriculum Committee Terms of Reference. All in favour. Motion carried.</p> <p>A. Candela inquired about an IECE representative on Education Council. T. Rowlatt said that this has been discussed with T. Pierce, but remains a workload issue for the department and will continue to be explored.</p>
	<p>b) Policy Standing Committee i) C.1.1 Grading, Progression and Withdrawals</p>	<p>T. Rowlatt that the policy has been adjusted with the Ministry’s language regarding repeated attempts at courses (Procedure 25c). It also now includes language around instructors monitoring student progress. K. McNaughton noted that progress committees are currently being discussed at the ASR meetings.</p> <p>K. Sanchez recommended that references to timely feedback be included in the policies. T. Rowlatt explained that the length of a course might be challenging for this, but agreed to bring it back to Policy Committee. K. Sanchez then suggested a progress report at the halfway point in the course.</p> <p>A. Candela noted that there may be certain unique situations with students where the repeat clause could difficult to navigate. D. McMullen explained that there will be a repeat rule for registration, and ongoing discussions are occurring around progress committees where unique situations would be discussed. He let Council know that the RO is looking at creating a form for students, as well as implementing an educational success plan for returning students and other methods for ensuring students are more successful. T. Rowlatt added that these unique situations are what progress committees would capture.</p> <p>Education Council agreed to send C.1.1 Grading, Progression and Withdrawals policy and procedures out for community feedback.</p>
	<p>c) Appeals Oversight Committee</p>	<p>D. Sargent reported that the Committee met on June 6 to review the progress of the online Tribunal Training course. A. Sellwood is designing the course, and is now a faculty representative on the Committee. The next steps are working on registration for the course and adding people to the roster. D. Sargent noted that the course should be ready to launch by Fall. The Committee is also creating tools for future appeals, such as T. Marks’ Fact Patterns. The repository of appeals is also now being populated by relevant departments.</p>
	<p>d) Program Review and Renewal Committee</p>	<p>J-E. Zakoor reported that the QAPA worksheet was submitted in May and that the programs were selected at the June 4 meeting were: PIDP/ONEL, Bachelor of Science Nursing, and Jewelry Art & Design. The institutional report is due in September, with the site visit tentatively scheduled for November 21/22.</p> <p>The CD fund and Program Review report updates will be submitted at the September meeting.</p>

Item	Topic	Discussion
8.	Research Report	<p>E. Ting reported that this month there were three approvals, two amendments and four proposals in progress, three of which had been held over from May. The current issue faced by the REB is that the ethics training program is not recognized across all B.C. institutions, and this will likely be discussed at REB West. This is causing some projects to be held up. Another issue is the harmonization of B.C. Ethics does not include colleges and institutions, only four universities and the health authorities.</p> <p>The Canadian Foundation for Innovation has funding available for infrastructure but an institutional application needs to be submitted. The REB is also looking at extending the existing MOU with BCIT. E. Ting let Council know that a full report will be brought to EDCO in the Fall.</p>
9.	Chair Report	<p>T. Rowlatt let Council know that all items brought to the Board on May 30 passed, including the Academic Schedule, suspension of the Visually Impaired programs, and policies C.1.6 Registration, D.3.6 Admissions, and D.2.2 Awards. T. Rowlatt also noted that the Planning Day on June 4 was excellent, with many interesting discussions taking place.</p>
10.	Student Report	<p>K. Sanchez reported that the Canadian Federation of Students expelled the BCFS, and this ends formal relationship with other student unions. The overall outcome for students in B.C. will be lower student fees.</p>
11.	Elections i) Curriculum Committee Chair	<p>Election of Curriculum Committee Chair: First call for nominations: Jo-Ellen Zakoor nominated T. Rowlatt. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none.</p> <p>By acclamation, T. Rowlatt was announced the Chair of Curriculum Committee.</p>
	ii) Education Policy Committee Chair	<p>Election of Education Policy Committee Chair: First call for nominations: J-E. Zakoor nominated J. Demeulemeester. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none.</p> <p>By acclamation, J. Demeulemeester was announced Chair of the Education Policy Committee.</p>

Item	Topic	Discussion
12.	Next meeting	September 11, 2018, 3:30-5:30, Room 5025 BWY
13.	Adjournment	T. Rowlatt acknowledged and thanked M. Tunnah, D. Sargent and K. Sanchez for their service on Education Council. Motion: Moved by K. McNaughton and seconded THAT Education Council adjourn the June 12, 2018 meeting. All in favour. Motion carried. The meeting was adjourned at 5:01pm.

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	Dave McMullen	
Kathryn McNaughton	Andrew Candela	Taryn Thomson	Karen Crossett
Paul Yeung	Nona Coles	Elle Ting	Denise Beerwald
Debbie Sargent	David Wells	Kimberly Sanchez	John Demeulemeester

REGRETS:

Paul Yeung	Robert Kunka	Ali Sayad Mousavi Azad	Janet Theny
Mike Tunnah			

GUESTS:

Matthew Stevenson	Claire Sauve	Sally Gibson	Nicole Degagne
Brett Griffiths	Gordon McIvor	Matt Capper	Marlene Kowalski
Monique Paassen	Dennis Innes	Collin Gill	Judy Christie
Sue Aro	Susan Belton		

RECORDING SECRETARY: Carlie Deans



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

September 11, 2018, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by P. Yeung and seconded THAT Education Council adopt the September 11, 2018 meeting as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by J. They and seconded THAT Education Council approve the June 12, 2018 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	K. McNaughton presented the Program Renewal Schedule for 2018-2022, noting that the Admin Assistant renewal has been put on hold until next year. Additional renewals may be included for 2019/2020. T. Rowlatt asked for an update on the Music degree renewal. D. Wells explained it is currently in progress and will enter the governance process soon.
	a) Program Renewal Schedule	
	b) ELPR Website Update	
	c) SIE Action Plan	<p>S. Lew and K. Brooke presented the action plan. Completed in March, it outlines the renewal recommendations for both the PIDP and ONEL programs in a three-year action plan. A final renewal report has been produced that summarizes the recommendations from the self-study and external reports.</p> <p>K. Brooke explained that work is well underway on the renewal recommendations, with the concept paper and business case to come forward in October. She noted that the department is currently on track with the action plan progress. K. Brooke gave a brief overview, explaining that two short certificates will feed into the PIDP. A three-course equivalent is also being constructed for Trades with ITA assistance. The department is aiming to have all courses revised by the end of this year.</p> <p>T. Rowlatt asked for an update on PAC development. S. Lew explained that twelve inquiries have gone out to potential members and confirmations are incoming. The department was seeking individuals who have expertise in the industry, practitioners in adult education, online learning facilitation and an ITA representative.</p> <p>K. McNaughton noted that the PIDP renewal was one of the three programs chosen for the Quality Assurance Process Audit in November.</p>

Item	Topic	Discussion
	d) Concept Paper: Access to Salon and Spa Citation	<p>B. Griffiths explained that both the new Access to Salon and Spa (September 2019) and Access to Computer Systems Technology (September 2020) have secured funding through Vancouver Foundation in conjunction with VCC Foundation. These will serve as sampler programs for the Deaf and Hard of Hearing community with a cohort size of eight. B. Griffiths explained that the goal is to reuse these types of programs in the future for various special interest groups once funding blocks become available.</p> <p>K. McNaughton asked about the types of resources VCC would need to run these programs. B. Griffiths explained that, currently, the Access to Salon and Spa can be run as-is. B. Griffiths noted that the main resource would be interpreting services, which has already been budgeted.</p>
	e) Concept Paper: Access to Computer System Technology	See above discussion. The CST department needs to be in place prior to this program running.
	f) Concept Paper: Transportation Trades Sampler	<p>B. Griffiths explained that this program is similar to the current Access to Transportation Trades. It is a longer 12-week program for high school students, currently ITA-funded and run through Continuing Studies as a pilot. Students will receive forklift training certification by the end of the program. The Royal Bank of Canada has offered funding for the upcoming year to ensure the program is tuition free.</p> <p>K. Crossett confirmed that there are no admission requirements to the program. B. Griffiths confirmed there are none, and explained that the only ITA requirement is that twelve of eighteen students need to be high school aged youth. The remaining seats can be adult learners.</p>
	g) Concept Paper: Mechanical Technician Certificate	<p>B. Griffiths explained this new program proposal is the result of combined industry feedback and PAC recommendations. He noted there is currently a large gap in B.C. with Mechanical Technician programs, and that this program will allow students to complete the certificate and combine it with BIM training for further specializations.</p> <p>T. Rowlatt enquired about the requirement for another lab space and if this was a significant concern for receiving funding. B. Griffiths explained that the program is still in development, so there is ample time to secure funding for additional space. He noted that the department is open to offering evening and weekend classes if needed. K. McNaughton acknowledged administrative support for finding the requested space.</p>
7.	Committee Reports a) Curriculum Committee Reports i) Professional Cook 1 ITA Youth Consent Resolution	This item was included for the record, having passed by consent resolution in July 2018.
	ii) New Course: CULI 1520 Korean Cuisine	Motion: Moved by K. Crossett and seconded THAT Education Council approves the new course CULI 1520 Korean Cuisine.

Item	Topic	Discussion
		<p>D. Innes explained that an MOU was signed with the Korean Food Promotion Institute to offer this professional upgrading course. The Institute will be funding development, delivery, and both capital and food supplies. Currently, this standalone course is a pilot with the intention to renew and perhaps make it a part of Asian Culinary. The course will be taught at VCC.</p> <p>All in favour. Motion carried.</p>
	<p>iii) Program Updates: PC1 Plus & PC2 Admission Requirements</p>	<p>Motion: Moved by D. Wells and seconded THAT Education Council approves the updates to the admission requirements to Professional Cook 1 Plus and Professional Cook 2.</p> <p>D. Innes presented the updates, explaining that the name change to PC1 Plus was a request from Marketing for internet search purposes. The remaining updates were to add admission requirement language around vaccinations and food allergies. He noted that food allergies can be mitigated in some cases, but the department needs to know ahead of time in order to try to accommodate the student.</p> <p>P. Yeung noted that these new requirements could have significant impact on enrolment since acquiring a TB skin test and immunizations may delay a student’s application. D. Innes acknowledged this possibility. P. Yeung recommended these be a part of the admission requirements, not the application requirements. T. Rowlatt said Curriculum Committee recommended these requirements be placed under an “Upon Admission” section.</p> <p>J-E. Zakoor inquired as to the record type the department will be using, and D. Innes noted that Curriculum Committee recommended Y. Sukic connect with J-E. Zakoor regarding operationalization of these requirements.</p> <p>All in favour. Motion carried.</p>
	<p>iv) New Program: Business & Project Management</p>	<p>Motion: Moved by D. Wells and seconded THAT Education Council approves the curriculum for the new Business & Project Management Post-Degree Diploma, and THAT Education Council recommends the Board of Governors approve the credential for the new Business & Project Management Post-Degree Diploma.</p> <p>D. Innes presented, noting that this is the second post-degree diploma for the Department of Business Management marketed to international students. Going forward, the plan is to have a common first year of courses for all Business Management students, with the second year moving into specializations, such as Business & Project Management. The updated first year of Canadian Business Management will be coming through governance soon to align with the September 2019 start date.</p> <p>K. Crossett asked for clarification on the two intakes of the first year for both programs. D. Innes explained that students will have to register in one program or the other from the outset to preclude</p>

Item	Topic	Discussion
		<p>them from jumping between programs.</p> <p>A. Candela asked about certification for the Project Management Professional Certification within the program. D. Innes explained the program is intended to give students a good handle on project management fundamentals in order to enter the workplace, but they would not have the required work experience for the certification. T. Rowlatt added that Curriculum Committee cautioned overpromising to international students. D. Innes added this may be something the department looks at providing in the future.</p> <p>All in favour. Motion carried.</p>
	<p>b) Policy Standing Committee</p> <p>i) Update: C.1.3 Granting of Credentials</p>	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council recommend the Board of Governors approve the revisions to C.1.3 Granting of Credentials.</p> <p>J. Demeulemeester reported that the most significant change is the shift from using “citation” to “short certificate.” K. Crossett asked for clarification if Policy Principle 7 regarding maximum duration time will apply if it is not stated in the PCG. T. Rowlatt explained this statement was intended as a guide only.</p> <p>Regarding Procedure 6c, K. Crossett asked for clarification on “point of student’s entry to the program,” particularly for reactivated students. After some discussion, it was explained that, for a reactivated insert student, the point of entry to a program would be when they reinsert into the program, not when they first registered in the program. T. Rowlatt noted that there are certain clauses in a handful of policies, such as this point, that should be reviewed simultaneously for clarity.</p> <p>All in favour. Motion carried.</p>
	<p>ii) Update: C.1.1 Grading, Progression and Withdrawals</p>	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council approve the revisions to C.1.1 Grading, Progression and Withdrawals policy and procedures.</p> <p>J. Demeulemeester explained that the central discussion at Education Policy Committee was regarding the number of times a student could repeat a course and where the approval authority on repeats sits. It was decided that students can repeat a course once, and decisions regarding further repeats lie with the Dean, with a Progression Committee providing recommendations.</p> <p>J. They asked whether this applies to LINC students. K. McNaughton noted this would be a ministry exemption.</p> <p>A. Candela asked how the Registrar’s Office views repeats. D. McMullen explained there are several codes for repeats, but a Drop-Delete (DD) would mean the registration attempt never existed. This code</p>

Item	Topic	Discussion
		<p>is usually used within the first few days of the course, and an updated Refund policy is coming soon with standardized dates. A. Candela inquired if there was a way to accommodate self-paced courses within these drop dates. D. McMullen noted that there is some degree of flexibility here, but, ultimately, VCC needs to report back to the Ministry. D. Wells noted that this would be a situation the Progression Committee would take into account, and a self-paced student would need to demonstrate commitment.</p> <p>J. They asked how long a student would need to wait to reregister. D. McMullen explained that the Ministry will only fund a certain amount of attempts. T. Rowlatt added that this is another aspect a Progressions Committee would consider. D. Wells noted that a student would likely need to attempt the course at another institution before returning to VCC.</p> <p>K. Crossett inquired about the evaluation of attendance requirements and other assessments within self-paced courses. A. Candela noted that attendance tracking depends on the department. D. Wells added that CCA is working towards attendance management, however, data and reporting oddities occur with self-paced courses.</p> <p>K. McNaughton expressed that it is critical students understand their responsibilities and the potential consequences around this clause, whether this is through advising or in class. However, she noted that part of this needs to be students taking on their own responsibility, but it is important they do not approach this blind.</p> <p>A. Candela expressed concern over the time commitment for Department Leaders, Deans and support services. K. McNaughton noted that the people responsible for the decision will recognize that certain times will have higher volume than others, and that a Progression Committee will make the process more fair and inclusive. N. Coles expressed some concern that the need for a Progression Committee and Dean decision occurs so quickly in the process. K. McNaughton explained she is hoping for upfront information regarding the policy to circumvent this.</p> <p>A. Candela expressed concern around how the policy will affect students with disabilities. D. McMullen noted that Duty to Accommodate supersedes any policy language. D. Wells added that all Progression Committee recommendations and Dean decisions must be made on reasonable grounds, as they could be audited by the Ministry.</p> <p>11 approved, 1 objection, no abstentions. Motion carried.</p>
	<p>iii) Rescind: C.3.8 Criminal Record Check</p>	<p>J. Demeulemeester explained that this policy has been brought forward for rescinding based on the question of necessity. Many other institutions do not have this policy. The language for CRC's and other</p>

Item	Topic	Discussion
		admission requirements has been included the Admissions policy, as well as included on the website. Education Council agreed to send C.3.8 Criminal Record Check policy and procedures out for community feedback.
	iv) Update: C.3.14 Curriculum Development and Approval	J. Demeulemeester explained that the majority of the changes are to align the policy and procedures with the processes around the new CourseLeaf curriculum management software. K. Crossett requested that the definition of “Start Date” change to “Effective Date.” She will submit further feedback on the policy and procedures via community feedback. Education Council agreed to send C.3.14 Curriculum Development and Approval policy and procedures out for community feedback.
	v) Terms of Reference	Motion: Moved by D. McMullen and seconded THAT Education Council approve the updates to the Education Policy Terms of Reference. All in favour. Motion carried.
	c) Appeals Oversight Committee	No report.
	d) Program Review and Renewal Committee	J-E. Zakoor reported that the QAPA final draft report has been emailed to College stakeholders for a final look, as it will be submitted on Friday, September 14, 2018 in preparation for the on-site audit on November 21-22.
	i. Curriculum Development Fund Report 2018-19	J-E. Zakoor explained that the documents included in the package outline projects that received funding this year, as well as the final project standing with last year’s funding. P. Fahim is looking into the unspent funding from 2017 to ensure the correct salary codes were used. Due to the unspent funds, the Committee is requesting quarterly progress reports to ensure all funded projects are on target. J-E. Zakoor noted that the big change from 2017’s funding process was the removal of accreditation costs. P. Yeung asked if the remaining amount of unspent funds rolls over into next year. J-E. Zakoor explained the funding does not roll over and returns to the College. J. Demeulemeester asked what happens if a program received funding for renewal, but the renewal gets put on hold, such as the Admin Assistant program. J-E. Zakoor said the Committee will discuss reallocating the funding and placing the Admin Assistant renewal at the top of the funding list for the 2019 allocation. K. McNaughton noted that sometimes things happen, and while money cannot be rolled over to the next year the needs of the department can be recognized and treated accordingly. E. Ting asked if another callout would occur or if the previous submissions be reconsidered. J-E. Zakoor acknowledged this and noted it would be discussed at the next PRRC meeting. A. Candela inquired about the vetting process of the donor-funded programs, and wondered if College members could get involved in the decision. K. McNaughton explained that it may be an idea from the

Item	Topic	Discussion
	<p>ii. Annual Program Review Report 2017</p>	<p>community, Foundations, or from an industry partner and discussions would happen in these forums.</p> <p>J-E. Zakoor reported that the Committee is working on a tracking system to compare Annual Program Review Report progress across several years. Workshops on the Review Report progress, run by CTLR and IR, have been scheduled for late September.</p> <p>P. Yeung asked for an update on the TESOL renewal. D. Wells explained it is in process and the department is working with CTLR to complete the renewal for September 2019.</p>
8.	Research Report	<p>E. Ting reported that she is currently writing the annual report for the REB, which will come forward to EDCO in October. She noted three new community members have joined, with the REB now totalling sixteen. The first meeting will be held on October 26. For added confidentiality, a Moodle site has been set up for REB business.</p> <p>E. Ting reported that the CFI plan will soon be seeking data regarding research conducted around VCC in the last three years.</p> <p>The next President’s Research Symposium will be held on Thursday, October 11, 2018. More information to follow.</p>
9.	Chair Report	<p>T. Rowlatt let Council know that there has been significant turn over in the Board of Governors membership, and that a new Board Chair will likely be elected at the end of September.</p> <p>T. Rowlatt spoke with Curriculum Committee regarding Provisional Approval, noting that the Committee liked the idea. He is currently developing a draft Terms of Reference to circulate for discussion.</p> <p>T. Rowlatt thanked J-E. Zakoor for her long service and support as Vice-Chair and Chair of Program Review and Renewal Committee as she moves to her new position as Dean of Health Sciences.</p>
10.	Student Report	No report.
11.	<p>Elections</p> <p>a) Appeals Oversight Committee Chair</p>	<p>T. Rowlatt turned over the Chair to D. McMullen to run the election.</p> <p>Election of Appeals Oversight Committee Chair:</p> <p>First call for a volunteer to stand as Chair:</p> <p>A. Candela volunteered. Nomination accepted.</p> <p>Second call:</p> <p>There were none.</p> <p>Third call:</p> <p>There were none.</p> <p>By acclamation, A. Candela was announced the Chair of Appeals Oversight Committee.</p>
12.	Next meeting	October 9, 2018, 3:30-5:30, Room 240 DTN

Item	Topic	Discussion
13.	Adjournment	Motion: Moved by K. McNaughton and seconded THAT Education Council adjourn the September 11, 2018 meeting. All in favour. Motion carried. The meeting was adjourned at 5:19pm.

ATTENDEES: Todd Rowlatt Jo-Ellen Zakoor Denise Beerwald John Demeulemeester
 Dave McMullen Kathryn McNaughton Andrew Candela David Wells
 Paul Yeung Janet They Nona Coles Elle Ting Karen Crossett

REGRETS: Taryn Thomson Robert Kunka

GUESTS: Dennis Innes Shirley Lew Karen Brooke Brett Griffiths (teleconference)
 Karen Shortt Tim Conklin Marilyn Heaps Sydney Sullivan

RECORDING SECRETARY: Carlie Deans



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

October 9, 2018, 3:30 – 5:30 pm, Room 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tseil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by P. Yeung and seconded THAT Education Council adopt the October 9, 2018 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by P. Yeung and seconded THAT Education Council approve the September 11, 2018 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	T. Rowlatt reported on the Decanal representation to Education Council and the Standing Committees. J-E. Zakoor is replacing D. Sargent; all other appointments remain the same.
6.	Business Arising a) BCCAT Presentation	<p>Rob Fleming and Mike Winsemann from the British Columbia Council for Admissions and Transfers (BCCAT) presented to Education Council on VCC’s articulation trends. Much of the information they provided is available on the BCCAT website.</p> <p>There was some discussion around whether there was a role for Education Council in approving articulations between institutions. R. Fleming noted that there is reference to this in the <i>College and Institute Act</i>, but many institutions create a standing committee to oversee it. J. Demeulemeester noted that at VCC this is usually done by the Registrar’s Office. D. McMullen added that this is outlined in the Transfer Credit policy, and that the Registrar’s Office is looking to hire someone for this specific purpose. T. Rowlatt noted, in the policy, that any agreements from BCCAT are allowed without needing to go through EDCO.</p> <p>G. McIvor inquired about the articulation of new courses after a program renewal. M. Winsemann explained that the Institutional Contact Person (ICP), D. Seremba, is responsible for this if it is a new course. However, if the course has been substantially revised, the department needs to send it for re-articulation. Minor changes are able to be updated in the system without re-articulation.</p>
	b) Concept Paper: Provincial Instructor Diploma Program	K. Brooke presented the renewed program, which now consists of two short certificates and the diploma. K. Brooke explained that the short certificates were created from student feedback requesting specializations and electives within the diploma. She noted that the program is moving to 30 credits, up from 23. The additional credits will come from elective courses. All courses will be blended learning. She noted that the Business Case numbers are slightly incorrect. K. Brooke also acknowledged that there are other aspects still in development.

Item	Topic	Discussion
		<p>T. Rowlatt noted that this is an unusual diploma in that it does not meet the required 60 credit minimum. However, he explained the department consulted with him extensively, and he believes it is a reasonable request due to the amount of expertise the program is requiring upon admission. D. McMullen agreed that this is reasonable, and requested the experience level is explicit in the admission requirements.</p> <p>The concept paper for the Provincial Instructor Diploma Program will be presented to the Board of Governors for information in November.</p>
	<p>c) Concept Paper: Certificate in Educational Leadership</p>	<p>G. Galy presented the new 21-credit certificate, explaining that students will be able to choose from 11 courses to complete their certificate. The drivers behind this certificate were the changes made to the PIDP program and the student feedback around electives.</p> <p>A. Candela inquired about the qualification for the TQS 5+ category, which requires enrollment in a program with more than 30 credits. G. Galy explained that while the certificate is 21 credits, the entire suite of eleven courses total 33 credits. Students could take a larger version of this program and gain both credentials.</p> <p>The concept paper for the Certificate in Educational Leadership will be presented to the Board of Governors for information in November.</p>
	<p>d) Online Learning Strategy</p>	<p>S. Lew and A. Sellwood presented. The overall goal is to increase high quality online learning resources at VCC, with a focus on quality over quantity of online learning. This includes increased Moodle support and staff training. They noted that some action items in the strategy are already underway, such as consultation with IT.</p> <p>One of the goals is to hire a manager of online strategy and design. T. Thomson asked if this position will be a faculty position, and when the hiring process would start. S. Lew explained it is not posted yet; however, it will be an exempt position due to the administrative nature of the position.</p> <p>T. Rowlatt asked what the strategy is envisioning for governance change, and inquired about the difference between curriculum development and delivering the course. A. Sellwood explained they want to ensure quality assurance for the online courses. T. Rowlatt asked if course outcomes needed to be designed differently for an online course, and noted that Curriculum and EDCO do not see the syllabus or Moodle shells for courses. S. Lew acknowledged that the next steps will include a conversation with EDCO.</p>

Item	Topic	Discussion
7.	Committee Reports a) Curriculum Committee Reports i) Course Updates: CNSK 1401 and CNSK 1505	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council approves the revisions to CNSK 1401 Basic Counselling Skills and CNSK 1505 Individual Counselling Skills.</p> <p>M. Stevenson and C. Sauvé presented the revised courses. M. Stevenson explained that the revisions to CNSK 1401 are to align it with the upcoming renewed Counselling program in September 2019. This foundational course will be launched in January 2019 so students can enroll in this course prior to enrolling in the certificate program in September.</p> <p>All in favour. Motion carried.</p>
	ii) Course Updates: MATH 0863 & MATH 0873 and MTSK 0750 & MTSK 0760	<p>Motion: Moved by K. McNaughton and seconded THAT Education Council approves the four new courses: MATH 0863 Business/Technical Math 11 Part 1, MATH 0873 Business/Technical Math 11 Part 2, MTSK 0750 Math 10 Skills Part 1, and MTSK Math 10 Skills Part 2.</p> <p>D. Wells explained that the MATH and MTSK courses were split in two, with minor changes recommended at Curriculum Committee. No other content has changed. T. Thomson noted a correction in the Decision Note that CCA is “College and Career Access.” This will be corrected.</p> <p>All in favour. Motion carried.</p>
	iii) New Courses: ENGL 0985 & ENGL 0995	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council approves the new courses: ENGL 0985 English 12 First Peoples Part 1 and ENGL 0995 English 12 First Peoples Part 2.</p> <p>J. Parker presented, explaining that these hybrid-delivery courses meet the learning outcomes for the English Provincial level course. The course content is from the FNEC First People’s 12 with some updates to include contemporary writers.</p> <p>T. Rowlatt noted that one change was requested at Curriculum Committee, which was to assign the remaining 5% of the evaluation plan for ENGL 0985. J. Parker assigned it to the midterm exam, bringing it up to 20%. K. Crossett noted the effective date for ENGL 0985 should be January 2019.</p> <p>All in favour. Motion carried.</p>
	iv) Program Updates: Civil/Structural Technician Certificate	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council approve revisions to the Civil/Structural Technician Certificate program, including the creation of two new courses (DRFT 1330 Advanced Road Design and DRFT 1331 Civil Utility Services) and the deactivation of two courses (DRFT 1320 Architectural Concepts and DRFT 1386 Residential Wood Framing).</p> <p>B. McGarvie and K. Wightman explained these changes were recommended by the PAC. Two residential architecture courses are being replaced with two civil engineering courses to better prepare students for greater success in the industry.</p>

Item	Topic	Discussion
		All in favour. Motion carried.
	v) ITA Automotive Program Updates: <ul style="list-style-type: none"> • Auto Collision Repair Technician Certificate & Auto Collision Repair Technician (High School) Certificate • Auto Collision Repair Apprentice • Auto Refinishing Prep Technician Apprentice • Auto Paint & Refinishing Technician Apprentice • Auto Refinishing Prep Technician Certificate 	<p>Motion: Moved by T. Thomson and seconded THAT Education Council approve revisions to the program content guide and courses for the Auto Collision Repair Technician Certificate and the Auto Collision Repair Technician Certificate (High School Cohort) programs.</p> <p>All in favour. Motion carried.</p> <p>Motion: Moved by J. They and seconded THAT Education Council approve revisions to five apprentice courses: ACAP 1001 Auto Collision Repair Technician Apprentice Level 1, ACAP 2001 Auto Collision Repair Technician Apprentice Level 2, ACAP 3001 Auto Collision Repair Technician Apprentice Level 3, ARAP 1001 Auto Refinishing Prep Technician Apprentice, and APAP 1001 Auto Paint and Refinishing Technician Apprentice.</p> <p>All in favour. Motion carried.</p> <p>Motion: Moved by D. Wells and seconded THAT Education Council approve revisions to the program content guide and courses for the Auto Refinishing Prep Technician Certificate program.</p> <p>All in favour. Motion carried.</p> <p>B. Griffiths, explaining that this is mainly documentation updates with a few ITA-mandated minor changes. Many of these programs only existed in PCG format, with no official course outlines. K. Crossett noted that the January 2019 effective date is tight, but Records can manage. T. Rowlett noted that with ITA changes there is not much control over when changes come through.</p> <p>There was some clarification needed around the High School designation versus Youth Train in Trades. P. Yeung also requested clarification for advising purposes. B. Griffith explained that the high school counsellors manage advising for the high school designated programs, not VCC.</p>
	b) Policy Standing Committee i) C.1.6 Registration	<p>D. McMullen explained that this is a revision to include audit students. D. McMullen has had some initial conversations with Finance about halving tuition for audit students. It was confirmed that this policy applies to all courses except Continuing Studies non-credit courses. There was some discussion on whether students can switch from being a credit student to an audit student, and vice versa.</p> <p>Education Council agreed the send the revised C.1.6 Registration out for community feedback.</p>
	c) Appeals Oversight Committee	A. Candela reported that several action items came out of the meeting, including the formation of a subcommittee to look at documentation for appeals, such as templates and checklists.
	d) Program Review and Renewal	J-E. Zakoor reported that the two workshops for Annual Program Reviews have occurred with good

Item	Topic	Discussion
	Committee	<p>attendance from across the College. Schools have begun work on their program reviews, with a deadline of October 31, 2018. The Dean presentations to the Committee will occur in January/February.</p> <p>J-E. Zakoor reminded Council that the QAPA site visit will be November 21 and 22. J-E. Zakoor and P. Fahim are currently creating an agenda.</p>
8.	Research Report	<p>E. Ting noted that the REB now has 15 members. She also reported that in the report’s comparison between last year’s approval numbers and this year’s numbers, if administrative reviews are added into the approval numbers, it jumps to 270% above last year’s numbers.</p> <p>The President’s Research Symposium is on Thursday, October 11, 2018.</p>
9.	Chair Report	<p>T. Rowlatt reported that the Board approved Business and Project Management, Computer Systems Technology, and the changes to credentials policy. A new Chair and Vice-Chair were elected.</p>
10.	Student Report	<p>No report. T. Rowlatt noted that two students are running in the election.</p>
11.	<p>Elections</p> <p>a) Interim Vice-Chair</p>	<p>T. Rowlatt turned the Chair over to D. McMullen.</p> <p>Election of Interim Vice-Chair:</p> <p>T. Thomson nominated J-E. Zakoor. Nomination accepted.</p> <p>Second call for nominations: There were none.</p> <p>Third call for nominations: There were none.</p> <p>By acclamation, Jo-Ellen Zakoor was announced Interim Vice-Chair of Education Council.</p>
	<p>b) Interim Program Review & Renewal Committee Chair</p>	<p>Election of Program Review & Renewal Committee Chair:</p> <p>First call for nominations: P. Yeung nominated J-E. Zakoor. Nomination declined.</p> <p>Second call for nominations: T. Rowlatt nominated E. Ting. Nomination accepted.</p> <p>Third call for nominations: There were none.</p> <p>By acclamation, Elle Ting was announced Chair of the Program Review & Renewal Committee.</p>
12.	Next meeting	<p>November 13, 2018, 3:30-5:30pm, Room 5025 BWY</p>
13.	Adjournment	<p>Motion: Moved by A. Candela and seconded THAT Education Council adjourn the October 9, 2018 meeting. All in favour. Motion carried. The meeting was adjourned at 5:26pm.</p>

ATTENDEES: Todd Rowlett
Dave McMullen
Paul Yeung
Karen Crossett

Jo-Ellen Zakoor
Kathryn McNaughton
Janet Theny
Robert Kunka

John Demeulemeester
Andrew Candela
Denise Beerwald

David Wells
Taryn Thomson
Elle Ting

REGRETS: Nona Coles

GUESTS: Rob Fleming
Brett Griffiths
Claire Sauvé
Sydney Sullivan

Mike Winsemann
Jane Parker
Matthew Stevenson
Andy Sellwood

Karen Brooke
Shirley Lew
Kelly Wightman

Glenn Galy
Gordon McIvor
Denis Seremba

RECORDING SECRETARY: Carlie Deans



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

November 13, 2018, 3:30 – 5:30 pm, Room G217 BWY-B

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30pm. T. Rowlatt welcomed H. Parisotto, N. Mandryk, D. Puri, and I. Belhacene to Education Council.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by K. Crossett and seconded THAT Education Council adopt the November 13, 2018 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by K. Crossett and seconded THAT Education Council approve the October 9, 2018 minutes as amended. E. Ting corrected that there are only 15 members of the REB, not 16, and that there was no drop in membership numbers. All in favour. Motion carried.
5.	Enquiries & Correspondence	On behalf of the Faculty Association, K. Shortt expressed appreciation for T. Rowlatt's years of service as Chair of Education Council.
6.	Business Arising a) Concept Paper: Gladue Report Writing	<p>G. Mclvor and C. Sauvé presented the concept paper. Ministry funding was provided last year to run a three-course pilot, and curriculum development funding has been used to create the final product: a five-course short certificate, with the option of an additional capstone course to earn a certificate. C. Sauvé added that the PAC is in favour of a mentorship-type capstone in order to bridge the credit jump from the short certificate.</p> <p>J. Demeulemeester expressed the importance of this program, and thanked C. Sauvé and G. Mclvor for their work on developing the concept paper.</p> <p>A. Candela inquired about the tuition fee for the program. C. Sauvé noted that the draft costing was included on CourseLeaf, though there are some uncertainties with budgeting for travel cost for the instructors so the total cost is currently unknown. She noted that the long-term plan is to move the program online. G. Mclvor explained that the average cost to have a report written is \$2500, and that three reports written by a graduate of the program would pay off tuition.</p> <p>A. Candela followed up with an inquiry about instructor qualifications, particularly for VCC faculty. G. Mclvor explained that instructors will need the experience of writing Gladue Reports to teach this course, which is currently a challenge to find. D. Wells noted that many of the writers are indigenous writers, which would be an opportunity for VCC to bring in experienced indigenous faculty.</p> <p>T. Rowlatt will bring the concept paper to the Board of Governors for information at the November meeting.</p>

Item	Topic	Discussion
	b) UT Science Certificate Transfer Agreement	D. Wells explained this agreement is similar to other university transfer agreements with SFU. It creates assured and competitive entry pathways. This agreement works with all existing courses, and contains the flexibility to add courses and streams.
	c) Approve 2019 Meeting Dates	Motion: Moved by D. McMullen and seconded THAT Education Council approve the 2019 Meeting Schedule as presented. All in favour. Motion carried.
	d) Notice of Elections	T. Rowlett let Council know the elections for all Chair positions and the EDCO executive will be held at the next meeting.
7.	Committee Reports a) Curriculum Committee Reports i) Program Update: UT Science Certificate	<p>Motion: Moved by P. Yeung and seconded THAT Education Council approve the revisions to the University Transfer Science Certificate to include assured and competitive transfer pathways to SFU.</p> <p>D-L. Van presented. T. Rowlett noted that Curriculum Committee had some concerns with the length of the course lists. D-L. Van and A. Sellwood are working with Marketing to find different ways of presenting the various pathways, though nothing concrete has been developed yet.</p> <p>There was some discussion around the English Language Proficiency admission requirements. After some discussion, it was decided that a C+, or IELTS 6.5, would be considered equivalent.</p> <p>N. Mandryk inquired about how the various pathways would be offered, as some courses are not run or could be removed at a later time. D. Wells acknowledged that this is the current challenge with the UT Environmental Science Certificate. He noted that Advising will need to work closely with the department in order to let students' know the status of the various pathways. P. Yeung asked if it would be possible to increase the assured pathway maximum completion time to 20 months to allow students some leeway. D. Wells explained that the 16 months is to satisfy the assured pathway to SFU and cannot be increased given the terms of the agreement.</p> <p>All in favour. Motion carried.</p>
	ii) New Course: ELSK 0925 EAL Pathways to University Transfer English	<p>Motion: Moved by I. Belhacene and seconded THAT Education Council approve the new course: ELSK 0925 EAL Pathways to University Transfer English.</p> <p>C. Leggatt presented the new course, explaining that this is a second part-time course created from a current full-time course. It will help prepare students for greater success in high-level courses, as well as ENGL 1001 and 1101. This course is only transferrable to other VCC courses.</p> <p>15 approved, 0 abstentions, 1 opposed. Motion carried. K. Crossett opposed the proposal on behalf of Support Staff, expressing concern that the turnaround for the proposed Effective Date of January 2019 is too tight given the current demands of the support departments.</p>

Item	Topic	Discussion
		<p>T. Thomson asked if there is a way to address the concern around the effective date, as this comes up regularly. T. Rowlatt noted that he met with D. Seremba and L. Apouchtine regarding this, and conversations around this have begun. D. McMullen added that he is putting together a visual diagram of the process after a course is approved. T. Rowlatt added that the RO is regularly flexible in order to better assist students, and he expressed appreciation for their work.</p>
	<p>iii) Program Update: Auto Collision & Refinishing Diploma</p>	<p>Motion: Moved by T. Thomson and seconded THAT Education Council approve the ITA-mandated revisions to the program content guide and course outlines for the Auto Collision & Refinishing Diploma.</p> <p>D. Cross and B. Griffiths presented. D. Cross explained that this program is based on three different trades, and the ITA has updated all three to give students the opportunity to write the credentials for each trade at the end of the program. B. Griffiths noted that harmonization is currently taking place, so further, more in-depth changes will occur in the next few years.</p> <p>A. Candela asked for clarification on this program and the apprenticeship programs. B. Griffiths explained that this program is more for international students, though domestic students could take it, although they would need to pay international tuition. However, this program does not have the same funding as the ITA foundation and apprenticeship programs. Domestic students would follow each pathway separately for the same training. The department is currently trying to have the ITA recognize this program for credit. No tuition increases will occur despite the credit change.</p> <p>All in favour. Motion carried.</p>
	<p>iv) Program Update: Esthetics Certificate</p>	<p>Motion: Moved by T. Thomson and seconded THAT Education Council approve the name change and updates to the admission requirements for the Esthetics Certificate program.</p> <p>B. Griffiths explained that the department would like to change the name back to Esthetics for Marketing and applicant search purposes. The admission requirements have also been adjusted to match the Hairstylist certificate. The Hairstylist Certificate will be updated with the Esthetics name change if needed.</p> <p>All in favour. Motion carried.</p>
	<p>b) Policy Standing Committee i) Rescind: D.3.8 Criminal Record Check</p>	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council rescind D.3.8 Criminal Record Check policy and procedures. All relevant information from the policy and procedures has been moved to the Admissions policy, as well as the external website. No feedback was received. All in favour.</p> <p>Motion carried.</p>

Item	Topic	Discussion
	ii) C.3.14 Curriculum Development and Approval	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council recommend the Board of Governors approve the revisions to C.3.14 Curriculum Development and Approval policy and procedures.</p> <p>J. Demeulemeester reported that Committee discussed introducing a rule around appropriate timeframes for changes, but did not come to a decision. D. McMullen noted that the Timetabling policy denotes an 11-month process for changes. However, he noted that if the College moves to a College calendar, a publishing timeframe will need to be established. T. Rowlatt noted that there is a distinction between calendar-published items versus classroom items, and expressed concern around putting a year in advance timeline for minor changes not published in the calendar.</p> <p>R. Kunka asked why the policy uses the term “Program Outline Form” rather than “Program Content Guide.” T. Rowlatt will inquire with N. Degagne and report back. P. Yeung also noted that Procedure 30 is missing the addition of VP ASR.</p> <p>All in favour. Motion carried.</p>
	iii) D.1.4 Curriculum Materials	<p>Due to potential conflicts with the Faculty Association Collective Agreement, J. Demeulemeester pulled this item to return to Education Policy Committee at the December meeting for further discussion.</p>
	c) Appeals Oversight Committee	<p>A. Candela reported that the smaller Committee working group has begun work on creating a template repository, including templates for letters, as well as opening and closing statements. This project has a tentative completion date of February 2019. These documents will be housed in the j:drive, and myVCC in the future.</p> <p>A. Candela let the Council know that there have been two Student Tribunal Training sessions held by T. Marks this month. I. Belhacene asked for more information about the Tribunal Training course. A. Candela and T. Rowlatt explained there are three levels of training available: a one-hour overview, a ninety-minute training session, and the all-day College-wide Tribunal Training day. Tribunal Training Day 2019 is tentatively set for February.</p>
	d) Program Review and Renewal Committee	<p>E. Ting reported that the QAPA site visit will be conducted on November 21 and 22, with J-E. Zakoor and P. Fahim continuing to lead this process. E. Ting also let the Council know that draft feedback surveys were presented at the meeting, and will be going to the next Leader’s Forum for wider feedback. She noted that volunteers will likely be sought to pilot these surveys in January.</p>
8.	Research Report	<p>E. Ting reported that the October President’s Research Symposium was well attended by instructors and faculty. However, there were fewer students this year, perhaps due to short notice. The planning group is looking at solidifying a yearly date.</p>

Item	Topic	Discussion
		E. Ting reported that this time of year is slower for the REB, which generally sees significant increases in proposals in April and June. The REB met on October 22, where three new community members joined.
9.	Chair Report	T. Rowlatt reported that he will be participating in the QAPA site visit review sessions next week. He also let the Council know that two appeals to Education Council have come forward and been settled, and the thanked those who volunteered to sit on the panels. The next Board meeting is November 28. Education Council Planning Day will be held on December 7, 2018 and T. Rowlatt issued a callout for discussion topics.
10.	Next meeting	EDCO Planning Day: December 7, 2018 8:30am-12:00pm Room 1228 BWY-B EDCO Planning Day Lunch: December 7, 2018 12:00-1:00pm Room 1227 BWY-B Next Regular Meeting: December 11, 2018, 3:30-5:30, Room 240 DTN
11.	Adjournment	The meeting was adjourned at 4:47pm.

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	John Demeulemeester	Dave McMullen
Andrew Candela	Taryn Thomson	Paul Yeung	Natasha Mandryk
Nona Coles	Elle Ting	Heidi Parisotto	David Wells
Dharuv Puri	Ilyes Belhacene	Karen Crossett	Robert Kunka
Denise Beerwald			

REGRETS: Kathryn McNaughton

GUESTS:

Claire Sauve	Gordon McIvor	Diem-Ly Van	David Cross
Brett Griffiths	Carrie Leggatt	Karen Shortt	Sydney Sullivan

RECORDING SECRETARY: Carlie Deans



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES
December 11, 2018, 3:30 – 5:30 pm, Room 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30 p.m.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by P. Yeung and seconded THAT Education Council adopt the December 11, 2018 agenda as presented. All in favour. Motion carried. K. McNaughton to talk about points 6c) and 6d).
4.	Approve Past Minutes	Motion: Moved by I. Belhacene and seconded THAT Education Council approve the November 13, 2018 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	
	a) Short Certificate Omnibus	<p>T. Rowlatt presented the omnibus motion to change the name of the credential from “Citation” to “Short Certificate” for three programs: Acute Care for Health Care Assistants (next intake April 24, 2019), Renal Dialysis Technician (next intake as needed, probably April 2019), CAD Technician (next intake April 8, 2019). EDCO has previously approved the change of the credential name.</p> <p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve the renaming of these three program credentials. All in favour. Motion carried.</p>
	b) Program Suspension: Interior Design	<p>G. McIvor reported that the Interior Design program is facing several challenges, including instability due to high turnover of Program Coordinators, difficulty evaluating the program in the market, and lack of facilities for experiential learning. Since BC requires a degree for the Interior Designer designation and VCC does not offer a degree program, he recommended suspending the program and planned to request CD funds to complete a needs assessment. One option would be to offer an Interior Decorating program instead of an Interior Design program.</p> <p>J. Demeulemeester asked if the program could be brought back in the form of a degree program. G. McIvor responded that the needs assessment has to take place first, but a degree program is not being contemplated at the moment since BCIT is already offering a degree program.</p>

Item	Topic	Discussion
		<p>T. Thomson inquired about the steps for suspension. T. Rowlatt explained that after the Board approves the suspension, the department has a two-year window to report a plan for adjusting the program or decide to discontinue it. If the department and Dean are in agreement to suspend a program, the EDCO can recommend suspension to the Board, and an immediate suspension is possible.</p> <p>P. Yeung asked whether the VCC website will refer students to other institutions that offer this program. G. McIvor responded that he will look into options to communicate alternatives in the FAQ section of the VCC website.</p> <p>T. Rowlatt asked about student numbers. G. McIvor gave an approximation of about 200. Due to the registration model, the number of students can only be approximated since students may be enrolled but might not have taken classes in several years.</p> <p>On January 15, 2019, the end of enrolment will be communicated. G. McIvor stated that courses will still be offered to allow existing students to complete the program.</p> <p>Motion: Moved by I. Belhacene and seconded THAT Education Council recommend suspension of the Interior Design Certificate program to Board of Governors. All in favour. Motion carried.</p>
	<p>c) Budget Update</p>	<p>K. McNaughton reported a healthy budget overall. In some areas domestic numbers are lower than expected, but international students made up for shortfalls. This development needs to be monitored. The budget is only a snapshot. Some changes are based on demographic change, but enrolment is moving in a positive direction.</p> <p>Responding to a question from A. Candela, D. Wells explained that a misallocation of Tuition Replacement Funds was corrected in the School of Arts and Sciences, where less than the due funds had been received from the ministry. EAL Pathways growth was around 48 percent above last year.</p> <p>K. McNaughton thanked all those involved in enrolment planning for their work.</p>

Item	Topic	Discussion
		J. Demeulemeester inquired how a surplus would be used by the College. K. McNaughton explained that the budget was on the conservative side. If there was a surplus, it would be used for things such as needed maintenance and repairs.
	d) Update on the Integrated College Plan	K. McNaughton summarized that all departments are doing the most with a minimum of resources. There were no questions.
7.	Committee Reports	
	a) Curriculum Committee Reports i) Program Updates: Bachelor of Hospitality Management	<p>D. Innes presented the revisions to the Bachelor of Hospitality Management aligning the PLAR policy for this program with VCC policy. Students will be able to receive up to 75 percent of the credits from PLAR, instead of a maximum of six (6) credits.</p> <p>Motion: Moved by P. Yeung and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the PLAR for the Bachelor of Hospitality Management program. All in favour. Motion carried.</p>
	i) Program Update: Hospitality Management Diploma	<p>D. Innes presented the revisions to the Hospitality Management Diploma admission requirements adding Communications 12 as an equivalent to English 12 for domestic students, which is already departmental practice. There was discussion about simplifying the language around English and Math requirements so that not all equivalent internal courses are listed. D. McMullen explained that listing all individual equivalent courses presents a challenge for website updates. D. McMullen stated that there is a person working on equivalencies internally. N. Mandryk asked how equivalencies are communicated to prospective students. D. McMullen recommended having equivalencies listed in one specific section of the website.</p> <p>T. Thomson asked if Communications English is now called Essentials English. D. McMullen will look into this in January. E. Ting noted that the language proficiency level of a C- in Communications 12 is lower than English 12. T. Rowlatt acknowledged that the courses are not truly equivalent and Communications 12 is usually aligned with English 11. However, it has been departmental practice to accept Communications 12, and Curriculum Committee approved.</p> <p>D. Innes will take the feedback back to the department for discussion. He reiterated that the department has been accepting Communications 12 for years with no detriment to students' success. A. Candela asked if there was a taskforce integrating the RO and Advising to work on how to communicate this change on the website. D. McMullen acknowledged the importance of</p>

Item	Topic	Discussion
		<p>effective external communication. The RO is working on content management with more centralized references, which is a challenge with more than 11,000 courses in total.</p> <p>Motion: Moved by P. Yeung and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the Hospitality Management Diploma program. All in favour. Motion carried.</p>
	<p>ii) Program Update: AST Harmonized Foundation Certificate</p>	<p>R. Kunka presented, explaining that the goal of the revisions is to strengthen language around absenteeism and participation.</p> <p>Motion: Moved by I. Belhacene and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the Automotive Service Technician Harmonized Foundation Certificate program. All in favour. Motion carried.</p>
	<p>iii) New Course: ATAP 4011 AST Harmonized Apprentice Level 4</p>	<p>R. Kunka introduced the new course ATAP 4011 AST Harmonized Apprentice Level as the final of the four levels of AST apprenticeship training across the country. The ITA requested a start date of September 2019 for the course, which will replace the currently taught Level 4 Apprenticeship course. A. Candela asked if the nationwide harmonization presented a conflict with BC’s future plan to have only electric cars in the province. R. Kunka explained that there was no conflict. The idea is to make the courses the same across the nation (except QC), and new technologies will be incorporated into the course content.</p> <p>Motion: Moved by A. Candela and seconded THAT Education Council approve, in the form presented at this meeting, the new course ATAP 4011 Automotive Service Technician Harmonized Apprentice Level 4. All in favour. Motion carried.</p>
	<p>iv) Course Updates: ENGL 0661 & 0662</p>	<p>D. Wells explained the proposed changes to ENGL 0661 & 0662 from Letter Grades to Satisfactory/Unsatisfactory, while maintaining the Letter Grade approach for the third course, ENGL 0663. According to A. Candela, the goal is to increase the focus on mastery and to reduce students’ anxiety over grades. P. Yeung noted some inconsistencies in the lowest passing Letter Grades between courses. T. Rowlatt acknowledged that there is no college-wide grading scale.</p> <p>Motion: Moved by E. Ting and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to ENGL 0661 Fundamentals of English 6A and ENGL 0662 Fundamentals of English 6B. All in favour. Motion carried.</p>

Item	Topic	Discussion
	<p>v) Program Updates: UT Arts Certificate & UT Pathway to Health Sciences</p>	<p>D. Wells introduced the changes as an update to the English admission requirements. There was discussion about listing old course numbers. E. Ting questioned the use of listing old course numbers if the last course was offered before the cut-off date and would no longer be accepted as an admissions prerequisite. D. Wells prefers to list both course numbers.</p> <p>Motion: Moved by I. Belhacene and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the University Transfer Arts Certificate program and the University Transfer Pathway to Health Sciences Certificate. All in favour. Motion carried.</p>
	<p>vi) New Program: Associate of Arts</p>	<p>D. Wells explained that the Associate of Arts program draws from BCAAT and is similar to the recently approved Associate of Science. Students have four years to complete their choice of courses, as long as they fulfill the minimum number of credits in each required area.</p> <p>J. Demeulemeester inquired about articulation. As per D. Wells, SFU accepts Associate of Arts programs for articulation as long as they are BCAAT-specific. P. Yeung suggested emphasizing in Marketing that completion of the Associate of Arts program makes students better candidates for SFU than just taking a mix of courses.</p> <p>Motion: Moved by K. McNaughton and seconded THAT Education Council approve, in the form presented at this meeting, the curriculum for the Associate of Arts Degree, and recommend approval of the credential to the Board of Governors. All in favour. Motion carried.</p>
	<p>vii) New Program Documents: Trades Instructor Short Certificate</p>	<p>D. Mauger introduced the Trades Instructor Short Certificate as a short version of the PIDP suitable for people in the trades.</p> <p>T. Rowlatt summarized the conversation from Curriculum Committee around the fact that the PIDP incorporates more reflective writing than this program. D. Mauger explained that the idea is to incorporate debriefs that support experiential education and instructors modeling to students.</p> <p>K. Crossett pointed out the different course names in PCG and Course Outline, which T. Rowlatt identified as an issue in CourseLeaf. P. Yeung asked about options to move on to complete a Certificate, which D. Mauger confirmed is possible.</p> <p>Motion: Moved by K. McNaughton and seconded THAT Education Council approve, in the form presented at this meeting, the curriculum for the Trades Instructor Short Certificate, and recommend approval of the credential to the Board of Governors. All in favour. Motion carried.</p>

Item	Topic	Discussion
	viii) Program Renewal Documents: Provincial Instructor Diploma	<p>D. Mauger gave a background of the PIDP, which kept the “Diploma” designation at the last renewal. The number of credits is now increased to a total of 30, with students expected to bring in content expertise from prior credentials or experience. The program has added electives, allowing students choices to customize the program for the first time, with more online and inclusive classrooms. There is demand from current students for electives, and alumni of the program can also be approached to take additional elective courses.</p> <p>K. Crossett noted that the hours for PIDP 3310 do not match the number of credits. T. Rowlatt stated that this will be fixed.</p> <p>A. Candela inquired about consultation with Marketing if revisions pass. D. Mauger confirmed that talks with Marketing are on the horizon.</p> <p>Motion: Moved by P. Yeung and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the Provincial Instructor Diploma Program. All in favour. Motion carried.</p>
	b) Policy Standing Committee i) C.1.6 Registration	<p>J. Demeulemeester presented the proposed revisions to C.1.6 Registration Policy and Procedures, which include the removal of Policy Principle 5 and a change in wording for the Admissions definition. T. Rowlatt explained regarding the removal of Policy Principle 5 that guiding students to services is already included in the C.1.1 Grading, Progression and Withdrawal Policy.</p> <p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council recommend the Board of Governors approve the changes to C.1.6 Registration Policy and Procedures. All in favour. Motion carried.</p>
	c) Appeals Oversight Committee	<p>A. Candela reported that the December meeting was canceled. At the previous meeting, the Committee reviewed the Terms of Reference and considered recommending the inclusion of references to procedural fairness and natural justice. Several recommendations regarding Student Conduct Policies will be worked on. The Committee has also collected several template documents and letters. The next step is to make these accessible to the Deans via the website or the J: drive. Tribunal Training days need to be determined.</p>
	d) Program Review and Renewal Committee	<p>E. Ting chaired the meeting on November 27 with J.-E. Zakoor. Tentative adjudication dates for CD funding were set for March. The QAPA visit was debriefed; the feedback was positive. A working group is looking into CD funding guidelines. Feedback surveys were also discussed. There</p>

Item	Topic	Discussion
		is still discussion regarding which programs will pilot the surveys. A membership review is set for the January meeting.
8.	Research Report	E. Ting stated it was quiet except for two amendments to current projects. There have been inquiries for collaboration with BCIT for a baking study—a meeting is planned for December 12, 2018. Mitacs provides a funded internship program for students who perform research at school. Capstones that include research may receive government funding. K. McNaughton will meet Mitacs at the December 14 REB meeting. REB workshops are being considered. E. Ting also attended the CARA West Conference. She explained that the Tri-Council will provide more funds for research but is changing the guidelines regarding ways to access these funds. Discussions need to include equity and diversity in research.
9.	Chair Report	T. Rowlatt reported from the final Board meeting in late November. There were slight revisions to the Curriculum Development and Approval Policy. The Board expressed interest in the Gladue Report Writing program and ILOs.
10.	Student Report	Deferred to the January meeting. S. Sullivan reported that there is a full board this year and high interest from new students.
11.	Elections	T. Rowlatt turned the Chair over to D. McMullen. D. McMullen explained the voting process and thanked everyone who had previously served on the Committees.
	a) Chair	<p>Election of Chair: J. Demeulemeester nominated A. Candela. Nomination accepted. P. Yeung nominated E. Ting. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none.</p> <p>Ballots were counted by D. McMullen, C. Deans and D. Rabadzija.</p> <p>With a majority of the votes, E. Ting was elected Chair of Education Council.</p>
	b) Vice-Chair	<p>Election of Vice-Chair: N. Mandryk nominated A. Candela. Nomination declined. E. Ting nominated D. Beerwald. Nomination accepted. I. Belhacene nominated J.-E. Zakoor. Nomination declined. Second call for nominations:</p>

Item	Topic	Discussion
		<p>There were none. Third call for nominations: There were none. By acclamation, Denise Beerwald was announced Vice-Chair of Education Council.</p>
	<p>c) Two Executive Committee Members</p>	<p>Election of Two Executive Committee Members: K. Crossett nominated P. Yeung. Nomination accepted. A. Candela nominated N. Mandryk. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none. By acclamation, P. Yeung and N. Mandryk were announced Executive Committee Members of Education Council.</p>
	<p>d) Standing Committee Chairs</p>	
	<p>i) Curriculum Committee</p>	<p>Election of Curriculum Committee Chair: D. Beerwald nominated T. Rowlatt. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none. By acclamation, T. Rowlatt was announced Chair of the Curriculum Committee.</p>
	<p>ii) Education Policy Committee</p>	<p>Election of Education Policy Committee Chair: P. Yeung nominated J. Demeulemeester. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none. By acclamation, J. Demeulemeester was announced Chair of the Education Policy Committee.</p>
	<p>iii) Program Review & Renewal Committee</p>	<p>Election of Program Review & Renewal Committee Chair: N. Coles nominated T. Rowlatt. Nomination accepted. P. Yeung nominated E. Ting. Nomination declined. Second call for nominations: There were none.</p>

Item	Topic	Discussion
		<p>Third call for nominations: There were none. By acclamation, T. Rowlatt was announced Chair of the Program Review & Renewal Committee.</p>
	iv) Appeals Oversight Committee	<p>Election of Appeals Oversight Committee Chair: T. Thomson nominated A. Candela. Nomination accepted. D. Puri nominated K. Crossett. Nomination declined. Second call for nominations: There were none. Third call for nominations: There were none. By acclamation, A. Candela was announced Chair of the Appeals Oversight Committee.</p> <p>T. Rowlatt expressed gratitude for J.-E. Zakoor’s support during his last four years as Chair of EDCO. He thanked N. Degagne and C. Deans for their assistance, initiative, and thoughtfulness and everyone on the Council for their work.</p> <p>J.-E. Zakoor thanked T. Rowlatt on behalf of EDCO for his leadership, sense of humour, and collegial attitude.</p>
12.	Next Meeting	January 8, 2018 3:30-5:30pm 5025 BWY-A
13.	Adjournment	Motion: Moved by J. Demeulemeester and seconded THAT Education Council adjourn the December 11, 2018 meeting. All in favour. Motion carried. The meeting was adjourned at 5:03 p.m.

ATTENDEES:

Todd Rowlatt
Dave McMullen
Paul Yeung
Heidi Parisotto
Ilyes Belhacene

Jo-Ellen Zakoor
Kathryn McNaughton
Natasha Mandryk
David Wells
Dharuv Puri

Denise Beerwald
Andrew Candela
Nona Coles
Karen Crossett

John Demeulemeester
Taryn Thomson
Elle Ting
Robert Kunka

GUESTS:

Gordon McIvor
Doug Mauger

Dennis Innes
Nicole Degagne

Carlie Deans
Claire Sauvé

Sydney Sullivan
Shirley Lew

RECORDING SECRETARY: Darija Rabadzija