



**ATTENDANCE**

**Education Council Members**

Natasha Mandryk (Chair)  
 Shantel Ivits (Vice-Chair)  
 Ali Oliver  
 Andy Sellwood  
 Dave McMullen  
 David Wells  
 Heidi Parisotto  
 Janita Schappert  
 Jo-Ellen Zakoor  
 John Demeulemeester  
 Lucy Griffith  
 Sarah Kay  
 Todd Rowlatt  
 Vivian Munroe

**Regrets**

Louise Dannhauer  
 Marcus Ng

**Recording Secretary**

Darija Rabadzija

**Guests**

Adrian Lipsett  
 Carmen Kimoto  
 Claire Sauvé  
 Clay Little  
 Dawn Cunningham Hall  
 Dennis Innes  
 Elena Kuzmina  
 Ellen Squires  
 Jennifer Gossen  
 Joy Dalla-Tina  
 Julie Gilbert  
 Ling Lo Yan  
 Monique Paassen  
 Nicole Degagne  
 Reba Noel  
 Sarah Desbiens  
 Shirley Lew  
 Stefan Nielsen  
 Tannis Morgan  
 Virginia Adams  
 Willy Aroca Aguirre

**1. CALL TO ORDER**

- The meeting was called to order at 3:31 p.m.

**2. ACKNOWLEDGEMENT**

- N. Mandryk acknowledged the College’s location on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skw̓x̓ wú7mesh (Squamish), and səliłw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

**3. ADOPT AGENDA**

**MOTION:** THAT Education Council adopt the September 13, 2022 agenda as presented.  
**Moved by S. Ivits, Seconded & CARRIED (Unanimously)**

**4. APPROVE PAST MINUTES**

**MOTION:** THAT Education Council approve the June 7, 2022 minutes as presented.  
**Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

## 5. ENQUIRIES & CORRESPONDENCE

- There were none.

## 6. BUSINESS ARISING

### a) Concept Paper: Event Management Short Certificate

- J. Dalla-Tina presented the concept paper for the new Event Management Short Certificate, following the renewal of the Leadership suite of programs in Continuing Studies. Based on industry recommendations, event management and wedding planning were separated from the other components of VCC's Leadership programming. With the post-pandemic surge in events, labour market demand for trained event management professional is growing, and several industry organizations submitted letters of support for the revised program.
- The redesigned short certificate program will consist of two streams – Wedding Planning and Event Operations – with four required common core courses. Students can also choose to complete only elective courses in one stream to obtain an Award of Achievement. The program would be the only credential in the area of wedding planning in BC offered by a recognized public institution. The only comparable certificate is a part-time sustainable event management certificate at BCIT.
- In terms of delivery format, the goal is to bring back in-person components, such as tours of event venues and participation in trade shows. Delivery will be blended or potentially fully in-person.
- There were questions about the proposed number of credits (7); the revised draft of policy C.1.3 Granting of Credentials stipulates a minimum of 9 credits for short certificates. J. Dalla-Tina noted that the program was pared down significantly, and additional material, e.g., on conferences and conventions, could easily be added to boost the number of credits.
- Regarding Indigenization and decolonization, it was noted that wedding planning touches on different cultures and includes an Indigenous component, which could be expanded. While there are currently no Indigenous representatives on the Program Advisory Committee (PAC), the department is open to this possibility.

### b) Education Council & Standing Committees Meeting Schedule 2023

**MOTION:** THAT Education Council approve the 2023 Education Council and Standing Committees meeting schedule as presented.

**Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

### c) Education Council Elections

- The terms of several faculty and student EdCo members are ending on October 31. Elections are taking place on the following timeline:
  - Nominations: Monday, September 12 to Friday, September 23, 2022 (4:00 p.m.).
  - Campaign Period: Monday, September 26 to Thursday, September 29, 2022.
  - Voting (online): Wednesday, October 5 to Tuesday, October 11.
  - Results: announced by October 14.

### d) EdCo Planning Day November

- N. Mandryk invited members to suggest topics for EdCo Planning Day in November. The date is still to be determined.

## 7. COMMITTEE REPORTS

### a) Curriculum Committee

#### i) Program Update: Occupational/Physical Therapist Assistant Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Occupational & Physical Therapist Assistant Diploma.

**Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal to adjust the English language requirements. Students will need to have either English 12 or provide proof of English Language Proficiency (ELP), not both. This was what the department originally intended. A few additional minor adjustments were made to clarify terminology. Curriculum Committee had questions around students' preparedness for the academic demands of the program in view of the updated language requirements. The department felt the required completion of Human Biology 12 within the last five years was sufficient to ensure students are academically prepared for the program.

#### ii) Program Updates: Bachelor of Science in Nursing (First-Year Entry & Advanced Entry)

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guides for the Bachelor of Science in Nursing (First Year Entry) and the Bachelor of Science in Nursing (Advanced Entry), four new courses (NURS 1150, NURS 1153, NURS 4064 and NURS 4165) and six revised courses.

**Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- S. Desbiens presented the proposal, which included shifting hours and credits among courses to spend more time on pharmacotherapeutics and immunizations. Admission requirements were clarified, including math and English requirements. The Registrar's Office identified some issues around co-requisites and will work with the department to clarify co- and pre-requisites; changes will be presented for approval later in the fall.

#### iii) Program Update: Dental Reception Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Dental Reception Certificate program and five new courses: DREC 1111 Dental Practice Theory, DREC 1112 Dental Practice Communication and Professionalism, DREC 1113 Dental Practice Administration, DREC 1114 Dental Practice Software, and DREC 1121 Dental Practice Practicum.

**Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- L. Lo Yan and E. Squires presented program revisions arising from the program renewal. Changes included reducing the length of the program from 5 months to 15 weeks, allowing it to be taught in one term. The number of credits was reduced from 40 to 20. The dental radiography module was removed since this falls outside the scope of typical dental reception work. (Students can choose to take this additional course after completing the program). Concepts of cultural safety, equity, and the impacts of colonialism on the health of Indigenous people in Canada were added to the program. In addition to these changes, the term "coordinator" was struck from the program name, in line with industry practice.
- Delivery will move from blended to fully online, followed by an in-person practicum. This approach will expand the program's reach beyond the Lower Mainland.
- T. Rowlatt added that Curriculum Committee requested only minor adjustments. There was a longer discussion about the number of quizzes and exams in evaluation plans, and the department will work on assessment options with J. Gilbert from the Centre for Teaching, Learning, and Research (CTLR).

#### iv) New Courses: Chef de Cuisine

**MOTION:** THAT Education Council approve, in the form presented at this meeting, six new Chef de Cuisine courses: CUIS 3201 to 3206.

**Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal. The “Chef de Cuisine” designation is certified by the Canadian Culinary Institute (CCI) and is usually pursued by professionals already working in higher-level roles. In contrast to other institutions, VCC’s offering will be taught as a series of courses, rather than a program. Cooks could begin taking courses in earlier stages of their careers and upgrade their skills over time, eventually completing the certification and moving into management positions. CCI was consulted and agreed with this approach.
- Two of the six courses are designed to allow students to sign up for exams through VCC. No credits are attached to the courses since students obtain external certification through CCI. The offering will run through Continuing Studies. D. Innes added that these courses will provide chefs in BC with the opportunity to take CCC exams, for which they would currently have to go through institutions in Alberta.

#### v) Program Update: Hospitality Management Diploma & New Certificate Exit Credential

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised Hospitality Management Diploma program content guide, 12 revised and 8 new courses, and recommend the Board of Governors approve the new Hospitality Management Certificate exit credential.

**Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- W. Aroca Aguirre and M. Paassen presented the proposal for revisions following the program renewal. Changes made based on industry recommendations included an increased focus on business communications, training in Opera software to prepare students for front-office operations, and creation of an 8-week co-op course at the end of the program. Students will be trained in catering and event management to meet labour market demand around major events in Vancouver, such as the FIFA World Cup.
- T. Rowlatt added that Curriculum Committee requested mostly minor edits. While there are not a lot of specifics around Indigenization, the committee is working with C. Little, Associate Director, Indigenous Education and Community Engagement, to add depth in this area.
- There was a longer discussion about the benefits and challenges of the innovative approach to the program redesign: an intensive one-month curriculum development sprint. This pilot project included department faculty (during their assigned duty month), two external instructional designers, extensive internal consultations, and an industry panel. The process was highly collaborative and benefited from strong connections to industry. The goal is to set up another sprint next spring to continue working on course design.

#### vi) English Language Requirement Updates: Certified Dental Assisting (Distance & Onsite) and Dental Reception Coordinator

- T. Rowlatt reported that English language requirements for the Certified Dental Assisting (Distance & Onsite) and Dental Reception Coordinator programs were adjusted to reflect the departments’ original intent. These edits were completed as administrative changes during the summer and presented to Education Council for information. Members had no concerns about this approach. D. Cunningham Hall is working on clarifying and simplifying the English Language Proficiency website and equivalencies.

## b) Policy Committee

### i) C.1.3 Granting of Credentials

**MOTION:** THAT Education Council recommends the Board of Governors approve, with the change approved at this meeting, C.1.3 Granting of Credentials policy and procedures.

**Moved by S. Kay, Seconded & CARRIED (Unanimously)**

- S. Kay presented the revised policy and procedures that underwent a scheduled five-year review. A key change was to narrow credit ranges for different credentials to align with other post-secondary institutions. The original proposal was to make ranges recommended, rather than required. However, there were concerns that this could lead to proposals being rejected at a late stage in the approval process. Ultimately, credit ranges will be required, but Education Council can approve exceptions. Members requested a small edit: adding a range for Associate Degrees (60–65 credits).

### ii) D.3.10 Indigenous Education Enrolment

**MOTION:** THAT Education Council recommends the Board of Governors approve, with changes approved at this meeting, D.3.10 Indigenous Education Enrolment policy and procedures.

**Moved by S. Kay, Seconded & CARRIED (Unanimously)**

- S. Kay presented the policy, which had also gone through a scheduled review and was revised in collaboration between Indigenous Education and Community Engagement and the Registrar's Office and. A key change was to specify that two designated seats are held in every program or course, and to outline associated timelines. These changes are intended to set accurate expectations and provide a clear path for Indigenous learners; mitigate potential risk to the College; and improve consistency across departments serving students.
- The registration system used in Continuing Studies currently does not have the capability to hold designated seats; options are being explored. In the meantime, Indigenous learners have priority registration in courses (2 days before the general registration period opens).
- Members requested two edits:
  - Policy principle #2: VCC is committed to redressing the underrepresentation of Indigenous learners **in its classrooms**.
  - Procedure #2 d: "...before withdrawing the **completed** application of an Indigenous learner."

### iii) D.1.3 Copyright

- S. Kay presented the fully reviewed policy. The main change was to add recognition of Indigenous Peoples' rights regarding Indigenous knowledge as outlined in the [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#). Education Policy Committee requested inclusion of intellectual property in policy principle #2. The suggestion of creating a separate policy on Indigenous knowledge and intellectual property was brought forward.
- As this policy is solely approved by the Board, it was presented to EdCo for information only.
- At its last meeting, the committee discussed edits to policy and procedures D.3.5 Prior Learning Assessment and Recognition and voted to post the drafts for College feedback. However, as this policy will now undergo a full review instead, it will not be posted for feedback at this time.

## c) Appeals Oversight Committee

- N. Mandryk and C. Munro, Associate Vice President Students & Enrolment Services, have been discussing the possible dissolution of the Appeals Oversight Committee and distribution of its work and responsibilities among Education Council and Student Services. These conversations are ongoing.

#### **d) Education Quality Committee**

- No report. There were no meetings over the summer; the committee will reconvene on September 28.

### **8. RESEARCH REPORT**

- D. Wells reported that the Research Ethics Board (REB) will meet on September 22 and vote for a new chair. The Research Advisory Committee (RAC) will also meet to formally approve its terms of reference. A presentation to Education Council on the RAC was requested.

### **9. CHAIR REPORT**

- N. Mandryk reported on conversations with D. Wells about a new program creation and renewal framework, which is in its early stages. More information will be shared with Education Council as the framework evolves.
- Members were encouraged to share giving the land acknowledgement at EdCo meetings. C. Little, Associate Director, Indigenous Education & Community Engagement, can provide support around preparing land acknowledgements.

### **10. STUDENT REPORT**

- S. Nielsen, new SUVCC Organizer, Advocacy and Governance, introduced himself. He is taking on some duties from the previous SUVCC Executive Director and representing students on several EdCo standing committees.

### **11. NEXT MEETING AND ADJOURNMENT**

- The next Education Council meeting will be held on October 11, 2022, 3:30-5:30 p.m., via Zoom.
- The meeting was adjourned at 4:34 p.m.

#### **APPROVED AT THE OCTOBER 11, 2022 EDUCATION COUNCIL MEETING**

**Natasha Mandryk**  
**Chair, VCC Education Council**