



ATTENDANCE

Education Council Members

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|-------------------------|------------------|--------------|
| Natasha Mandryk (Chair) | David Wells | Marcus Ng |
| Sarah Kay (Vice-Chair) | Dennis Innes | Shirley Lew |
| Ali Oliver | Janita Schappert | Todd Rowlatt |
| Andy Sellwood | Louise Dannhauer | |

Regrets

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|----------------|-----------------|---------------|
| Belinda Kaplan | Emmy Cheung | Sonal Singh |
| Dave McMullen | Gabby Sarnoh | Vivian Munroe |
| Derek Sproston | Heidi Parisotto | |

Guests

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| Adrian Lipsett | Jo-Ellen Zakoor | Mari Klassen |
| Brenda Carmichael | John Demeulemeester | Mark Chiarello |
| Brendan Frith | Kamran Khan | Marnie Findlater |
| Claire Sauvé | Karen Brooke | Nicole Degagne |
| Dawn Cunningham Hall | Karen Wilson | Shiow Lin |
| Herbie Atwal | Lisa Beveridge | Sid Khullar |
| Jennifer Kelly | Lucy Griffith | Taryn Thomson |

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:32 pm.

2. ACKNOWLEDGEMENT

- D. Wells acknowledged the College’s location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵw̓x̓ wú7mesh (Squamish), and səliilw̓ 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 June 13, 2023 agenda as amended. New item 6g) Baking and Pastry Arts – Resolution Update was added.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the May 9, 2023 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported that the Academic Governance Council (AGC), a group consisting of EdCo Chairs and Vice-Chairs from across BC, will hold its first meeting after a hiatus next week.

6. BUSINESS ARISING

a) Course Content Guide: Academic Upgrading Grades 10–12

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course content guide for Academic Upgrading Grades 10–12.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- J. Kelly and S. Lew presented the proposal for the Academic Upgrading Grades 10–12 course content guide (CCG). This new type of document is intended to replace the program content guides for the ABE (Adult Basic Education) Graduation Program Certificate and ABE Intermediate Program Certificate (see item 6c).
- Both programs have seen a very low number of graduates, since most ABE students take courses à-la-carte to upgrade or complete required pre-requisites, as opposed to completing a full program of study for high school graduation. Since VCC's systems, including the website, are geared towards traditional program-based offerings, it has been challenging to market to and recruit these students.
- The CCG provides a way to group courses from different departments and present them on the website in a way that is more accessible and appealing to potential students. There is no VCC credential attached to the CCG, but students will still be able to earn credit towards a BC Graduation Certificate (Dogwood) or BC Adult Graduation Diploma.
- The CCG utilizes the program content guide (PCG) template in CourseLeaf; most sections are not applicable and have been left blank. The recommended characteristics of students section in the CCG was written to welcome and encourage students with different educational backgrounds and goals to register in courses.

b) Approval Process for Changes to Course Content Guides

MOTION: THAT Education Council approve that changes to a course content guide (CCG) which

- do not affect curriculum elements may be made by a CourseLeaf administrator without governance approval and will be reported to Curriculum Committee on a regular basis;
- affect curriculum elements require approval by Curriculum Committee and will be reported to Education Council on a regular basis.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- Related to item 6a), the creation of a new type of document, the course content guide (CCG), raised the question about the appropriate approval process for changes. The key question was whether the CCG is considered curriculum, in order to ensure the process is compliant with EdCo's responsibilities under the College & Institute Act. Three potential processes were outlined in the decision note (p. 10). VCC's policy C.3.14 Curriculum Development and Approval Process defines curriculum as "The planned sequence of instruction for a program or course. Curriculum comprises learning outcomes, teaching and learning methodology, and strategies for assessing and evaluating student learning."
- There was agreement that, while the CCG may touch on curriculum elements, it does not in itself constitute curriculum. The CCG provides a way to cluster courses so they can easily be posted online for marketing and recruitment purposes. Learning outcomes, methodology and evaluation plans are part of course outlines, which will continue going through the regular governance process.
- It was decided that CourseLeaf administrators can make changes to CCGs (e.g., removing or adding courses) that do not affect curriculum elements, as determined by the administrator; these changes will be reported to Curriculum Committee on a regular basis. Changes to CCGs with an impact on curriculum elements require approval by Curriculum Committee and will be reported to Education Council on a regular basis.

c) Program Suspensions: ABE Graduation Program Certificate & ABE Intermediate Program Certificate

MOTION: That Education Council recommend the Board of Governors suspend the ABE Graduation Program Certificate and ABE Intermediate Program Certificate.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- A. Sellwood presented the proposal to suspend the ABE Graduation Program Certificate and ABE Intermediate Program Certificate, following the approval of the new CCG for Academic Upgrading Grades 10–12. The CCG will create a more streamlined presentation of course offerings on the website, and removing the two programs will reduce confusion for students. As noted earlier, students completing courses will still be able to earn credit towards a BC Graduation Certificate (Dogwood) or BC Adult Graduation Diploma.

d) Concept Paper: Cybersecurity Risk Management

- S. Khullar presented the concept paper for a proposed two-year Cybersecurity Risk Management Post-Degree Diploma (PDD). This program addresses a critical and growing shortage of cybersecurity professionals in Canada and globally. VCC's program will have a unique focus on skills in governance, risk, and compliance (GRC) within the cybersecurity context, which are essential to protection of sensitive data, intellectual property, and critical infrastructure. International graduates will be eligible for a post-graduate work permit (PGWP). Opportunities to incorporate industry certification as well as develop cybersecurity micro-credentials are being explored.
- There was a discussion about the decision to run the program out of Continuing Studies (CS). This program complements existing information technology offerings in CS, which are seeing high student demand, and CS has instructors with expertise in this field.
- In terms of facilities, there is no need for specialized labs, since the program focus is on policies and compliance, rather than technology. In addition, VCC is exploring cloud-based software that can be accessed from any PC.
- There was a discussion about efforts to reach underrepresented groups, particularly Indigenous students; creation of micro-credentials and hybrid or online delivery and could improve accessibility, particularly for remote communities.

e) EdCo Planning Day Debrief

- N. Mandryk reported on the two sessions at EdCo Planning Day on June 12. A. Sellwood presented on academic freedom in governance, and D. Wells led a discussion about VCC's Academic Plan. A common thread in both sessions was the benefit of acknowledging tensions between different perspectives and priorities.

f) Brand and Web Project (BAWP) Update

- K. Wilson presented an update on the Brand and Website Project. The process included consultation with various Indigenous partners. The goal is to launch the brand internally on VCC Day in November.

g) Baking and Pastry Arts – Resolution Update

MOTION: THAT Education Council rescind the motions approved at the April 12, 2022 and October 11, 2022 meetings recommending the Board of Governors approve implementation of the significantly revised Artisan Baking Certificate, Pastry Arts Certificate, and Baking Foundation Certificate.

Tuition for these programs did not change, and therefore Board of Governors approval was not required for implementation. The curriculum was approved by Education Council.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- N. Mandryk reported that tuition for these three revised programs is not changing, and Board of Governors approval is not required for implementation. The original, now redundant, motions to recommend approval to the Board of Governors were therefore rescinded.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: Sign Language Interpretation Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, 20 new courses for the Sign Language Interpretation Diploma program.

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

- T. Rowlatt presented courses for the new Sign Language Interpretation Diploma, which is in the process of being transferred to VCC from Douglas College. The focus at Curriculum Committee was on determining credits, hours and course names to enable the Registrar's Office to set up courses for the September 2023 program start. Minor final adjustments to courses may come to Curriculum Committee in August; overall, the curriculum mirrors what has been taught at Douglas College.
- The hours:credits ratio will be reviewed at a later time, as both the Sign Language Interpretation Diploma and VCC's ASL & Deaf Studies Certificate will be evaluated to potentially create a combined program structure.

ii) Program Updates: Provincial Instructor Diploma Program (PIDP) & Train the Trainer Short Certificate and New Course: PIDP 3401 PID Independent Studies

MOTION: THAT Education Council approve, in the form presented at this meeting, updates to the program content guides for the Provincial Instructors Diploma Program (PIDP) and the Train the Trainer Short Certificate, and one new course: PIDP 3401 PID Independent Studies.

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

- K. Brooke presented proposed updates to the Provincial Instructor Diploma Program (PIDP) and Train the Trainer Short Certificate PCGs. The English language requirement was increased to English 12, in consultation with the Registrar's Office; policy D.3.6.1 Flexible Admissions allows for alternative options for students with non-traditional backgrounds that do not meet the English requirement, so this change should not create a barrier for these students. Other changes included clarifying the maximum time for completion and increasing the number of credits that can be obtained through Prior Learning Assessment and Recognition (PLAR).
- New elective course PIDP 3401 PID Independent Studies was developed to allow student to focus on areas of interest to their own development as instructors. The course can be taken multiple times for credit for different areas of interest (up to 3 credits).
- As PIDP 3401 is repeatable for credit, there were concerns about listing the same course name on the transcript multiple times without any indication of different course content. There was also a discussion about evaluation, which includes both student self-assessment and evaluation by the

instructor. Curriculum Committee was comfortable with the proposal. It was noted that the limit on course repeats (two, three with dean's permission) in policy refers to retakes of courses that were not successfully completed, which is a different scenario. The Registrar's Office is exploring ways to operationally address the point regarding transcripts.

iii) Program Update: Trades Instructor Short Certificate and Course Update: TRAI 3001 Trades Training Fundamentals

MOTION: THAT Education Council approve, in the form presented at this meeting, updates to the program content guide for the Trades Instructor Short Certificate and revisions to course TRAI 3001 Trades Training Fundamentals, including a course name change.

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

- K. Brooke presented the proposal to remove references to the Industry Training Authority (ITA), since it recently changed its name to Skilled Trades BC. In addition, the department has delivered this program internationally and would like to include other trades organizations outside of BC.

iv) Program Update: Heavy Mechanical Technology Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Heavy Mechanical Technology Diploma program content guide, including a program name change, and 18 new course outlines.

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

- B. Frith presented the proposal to restructure the program from over 50 to 18 courses, delivered over four terms. In addition to consolidating courses, some content around new industry trends, such as alternative fuels and electrification, was incorporated. The plan is to seek program recognition from Applied Science Technologists & Technicians of BC (ASTTBC) as Level 1 training. The program name was also updated – “International Cohort” was removed.
- Curriculum Committee had a longer discussion about communication skills and how they are embedded throughout the program.

v) Program Update: Health Care Assistant

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Health Care Assistant Certificate program content guide and 12 revised course outlines.

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

- L. Beveridge presented proposed revisions to the Health Care Assistant Certificate, bringing the program in alignment with the updated provincial curriculum. The evaluation and grading plan sections were updated to support the department's blended learning strategy. Some course learning outcomes were adjusted, but program learning outcomes remained the same (only formatting in CourseLeaf was updated).
- The high hours:credits ratio in this program will be reviewed and discussed at a later date.

vi) Minor Curriculum Changes January–May 2023

- The regular update on minor curriculum changes approved by Curriculum Committee was included in the meeting package. The committee approved some small edits to admission requirements, in consultation with the EdCo Chair, rather than bringing them for EdCo approval. There were no concerns about this approach.

b) Policy Committee

i) Committee Chair Report

- S. Kay reported that there was no committee meeting this month. Conversations around equity, diversity, and inclusion (EDI) in policy are in progress.

- The Board of Governors approved revised policies F.1.1 Ethical Conduct for Research Involving Humans and F.1.2 Ethics and Integrity in Research and Scholarly Activity, and rescinded policy F.1.3 Conflict of Interest Related to Research.

ii) Policy Renumbering and Recategorization Proposal

- A proposal to renumber and recategorize VCC policies was included in the meeting package. The goal is to make policies easier to identify and find on the website. Any questions or comments can be sent to N. Degagne.

c) Education Quality Committee

i) Annual Program Review Report

- T. Rowlatt presented EQC's Annual Program Review Summary Report. This year, the committee met with all deans for a conversation about annual program reviews, structured around five questions. Following this meeting, the committee had several discussions about main themes and possible next steps. Key discussion points included an intentional strategy around delivery methods; consistent student experience; student and employee mental health and wellbeing; and data collection and access. The committee will discuss its next steps and priorities at the upcoming EQC meeting.

S. Lew left the meeting at 5: 15 p.m.

ii) Program Renewal & Accreditation Reports: Legal Administrative Assistant and Auto Service Technician

- T. Rowlatt presented the renewal report and accreditation letter for information. Departments and the CTLR were commended for their work on program renewals and accreditations.

8. CHAIR REPORT

- N. Mandryk presented the Annual EdCo Report, summarizing work done by EdCo and its standing committees in 2022.

9. STUDENT REPORT

- M. Ng reported on SUVCC activities for Pride month.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on September 12, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 5:21 p.m.

APPROVED AT THE SEPTEMBER 12, 2023 EDUCATION COUNCIL MEETING

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