



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Derek Sproston	Shirley Lew
Andy Sellwood	Heidi Parisotto	Todd Rowlett
Belinda Kaplan	Janita Schappert	Vivian Munroe
Dave McMullen	Louise Dannhauer	

Regrets

Ali Oliver	Emmy Cheung
Dennis Innes	Sonal Singh

Guests

Adrian Lipsett	Feras Ghesen	Marnie Findlater
Alicia Copp	Herbie Atwal	Michael Yue
Andrew Dunn	Jennifer Kelly	Rachel Warick
Claire Sauv�	Jo-Ellen Zakoor	Stefan Nielsen
Clay Little	John Demeulemeester	Tannis Morgan
David Kirk	Ling Lo Yan	Taryn Thomson
Dawn Cunningham Hall	Lucy Griffith	Venecia Williams

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 pm.

2. ACKNOWLEDGEMENT

- S. Kay acknowledged the College's location on the traditional unceded territories of the x^wm  k^w y  m (Musqueam), Skw  w 7mesh (Squamish), and s il   ta?  (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 October 10, 2023 agenda as presented.

Moved by D. McMullen, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the September 12, 2023 minutes as presented.

Moved by L. Dannhauer, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Academic Planning Engagement

- Following the discussion at the last EdCo meeting about the restructuring of the Academic Plan, D. Wells presented a timeline for the engagement process with the College community and external guides/knowledge holders over the next year. The first step will be establishment of a working group.
- The importance of multiple perspectives was emphasized. It was suggested to review results from the recent survey conducted as part of the brand refresh project.

b) Program Suspension: VR/AR Design and Development Diploma

MOTION: THAT Education Council recommend the Board of Governors suspend the VR/AR Design and Development Diploma program.

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

- S. Lew and J. Kelly presented the proposal to suspend the VR/AR Design and Development program, a joint offering with Vancouver Film School (VFS). Students complete foundational courses at VCC, VR/AR courses at VFS, and an extended practicum at VCC. Due to ongoing low enrolment, the dean and department agreed to pursue program suspension in accordance with policy C.3.3 Suspension and/or Discontinuance of Programs. Once approved by the Board, the suspension would be reviewed in two years for a final decision on program cancellation.
- The program will be taught out to current students. VFS was notified of the intent to terminate the Memorandum of Understanding (MOU) before the next intake. The associated affiliation agreement is being reviewed.

c) Approval of New Programs Committee & Process

MOTION: THAT Education Council approve the provisional approval of new programs process on a permanent basis and approve the revised Provisional Approval of New Programs Committee Terms of Reference.

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

- T. Rowlatt presented the proposal to approve the provisional approval of new programs process on a permanent basis. The process launched in 2019 as a pilot, to be reviewed after two years. A dedicated ad hoc committees is established for each new or significantly revised program that have opted into this process (frequently in cases where a new department is established). The committee provides guidance and support during the first run of the program and has the authority to approve minor curriculum adjustments. The experiences with the first five programs going through the process have been positive, and the proposal is to end the pilot and make the process permanent. The committee terms of reference were also slightly revised.

d) Work-Integrated Learning (WIL) Definitions

- T. Rowlatt, R. Warick and M. Yue presented on Work-Integrated Learning (WIL) at VCC. Following a presentation to Curriculum Committee earlier in the year, a working group was struck to develop definitions for different types of WIL at VCC, based on definitions from Co-operative Education and Work-Integrated Learning Canada ([CEWIL Canada](#)). Standardizing definitions provides benefits for data collection, reporting, and funding opportunities, both provincially and nationally.
- Definitions were presented to Education Council for feedback and informal agreement as part of a guiding framework for WIL at VCC, but not for formal approval. T. Rowlatt will work with the Registrar's Office (RO) to align terminology for courses with these definitions.
- Currently, WIL is supported by the Partnership Development Office (PDO), whose work has included surveys, reports, creation of a WIL database, and introduction of the [VCC Works](#) platform. Questions were raised around the responsibility for supporting WIL and its growth going forward, and where at

the College this support should be situated in the long term, particularly since VCC does not have a co-op office like other institutions. There was also a discussion about standardizing contract templates, as well as paid versus unpaid WIL.

e) IELTS One Skill Retake Test for English Language Proficiency

- D. McMullen presented a new option for students taking the IELTS test (International English Language Testing System) to demonstrate English language proficiency (ELP) for the purpose of admission to VCC. Students will now have the option to retake one of the four sub-components of the IELTS test to improve their results. This change has been adopted widely by institutions in BC and across Canada.
- N. Mandryk noted that changes around ELP admission requirements have come to EdCo for approval in the past. To simplify the process, EdCo could consider formally delegating authority to the RO to make minor ELP changes, as was recently done for adjustments to mathematics equivalencies. EdCo would receive regular updates from the RO.
- D. McMullen will provide a summary report on ELP for the next EdCo meeting, and EdCo will consider a motion to delegate authority at that time.

f) EdCo Elections & New Member Orientation

- EdCo elections are in progress; voting is open from October 11–17, with results announced by October 20. Departing EdCo members Ali Oliver, Andy Sellwood and Janita Schappert, Emmy Cheung and Sonal Singh were thanked for their contributions. A session will be set up to welcome and orient new members; current EdCo members are invited to join.

g) EdCo Planning Day

- EdCo Planning Day will be held on December 1, 9 a.m. – 12 noon, followed by lunch for EdCo and standing committee members. Education Policy Committee and Curriculum Committee will hold their planning session from 1–3 p.m.

h) EdCo Planning Calendar

- The 2024 EdCo Planning Calendar was presented for information. It was agreed to move the January 2024 EdCo meeting from January 9 to 16.

i) Benefits of Program-Level Standardization in Moodle

- A. Dunn, V. Williams and H. Parisotto presented on standardization of courses in Moodle (VCC's learning management system), following a previous presentation to Education Quality Committee. Standardization is part of a larger discussion around online course quality. Benefits of a consistent approach include accessibility/Universal Design for Learning (UDL), reduced cognitive load for students, and efficiency.
- A standard template was developed and is now the default for any new Moodle shell. The template can be customized according to program needs. However, importing previous course information overrides the template, and departments are not required to use the standard Moodle shell. The CTLR offers additional resources to support online course quality, such as checklists and 1:1 consultations.
- There was a discussion about delivery modes and the role of Moodle depending on the type of delivery.

j) Concept Paper: Clean Energy Technology Diploma

- L. Griffith and F. Ghesen presented the concept paper for the new Clean Energy Technology Diploma. This field is growing, and the goal is to provide students with a foundation to move into various career paths that are expected to emerge over the next years, including in the automotive and renewable energy sectors. VCC's planned Centre for Clean Energy and Automotive Innovation (CCEAI) will eventually house this program. The program launch is planned for 2025; the program can be delivered in existing campus facilities while the CCEAI is under construction.

- This proposed two-year program is geared towards international students but will be open to domestic enrolment. The department will work with SkilledTradesBC to determine if students can receive credit for the first year of an electrician apprenticeship.
- There was a discussion about Indigenization; it was recommended to review renewable energy curriculum from Nicola Valley Institute of Technology (NVIT), particularly around Indigenous people and the land.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Certified Dental Assisting Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Certified Dental Assisting Certificate program and 15 new course outlines; and recommend the Board of Governors approve the implementation of this significantly revised program.

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

- L. Lo Yan presented the proposal for the significantly revised program. Curriculum was purchased from Camosun College and adapted for VCC. The proposed program is more in line with other programs in BC in terms of the number of credits (45 instead of 52) and standard term structure.
- Curriculum Committee requested edits for clearer alignment of topics and course learning outcomes, which were completed. The department will work on diversifying course evaluation plans over time.
- The proposal is for the on-site version of the program, which is suitable for those new to the field. The distance program for students with prior work experience is not changing at this time.

b) Policy Committee

i) D.3.11 Transfer Credit

- S. Kay presented revisions to policy D.3.11 Transfer Credit, which underwent a full scheduled review. Revisions focused on clarifying language and definitions, and alignment with related recently revised policies.
- Education Policy Committee reviewed the policy at its October 4 meeting. There was a longer discussion about the governance aspect. The College & Institute Act Section 25(1) stipulates the joint role of Education Council and the Board of Governors in determining equivalencies. In practice, the authority to direct the evaluation of transfer credit requests is delegated to the Registrar's Office (except for those that fall under policy C.3.10 Educational Affiliations). An explicit policy principle to this effect was included (principle #3).
- Several other edits were suggested to clarify different scenarios for transfer credit, timing of transfer requests, time limits on the currency of courses, and requirements for documentation. The committee approved sending the policy and procedures for College feedback (open until October 27).
- S. Kay is working with T. Rowlatt on a joint planning session for Education Policy and Curriculum Committee on EdCo Planning Day.

c) Education Quality Committee (EQC)

- T. Rowlatt reported on the previous presentation to EQC on Moodle standardization. At the next meeting, C. Munro will present on mental health and well-being, and T. Morgan will share the Prior Learning Assessment and Recognition (PLAR) Environmental Scan.
- The 2023 Annual Program Review process is being finalized, and department heads will be notified in early to mid-November. This year, data from Institutional Research will be accessible in Power BI.

8. RESEARCH UPDATE

- Alicia Copp reported on VCC's [Research Data Management Strategy](#), a requirement for institutions receiving Tri-Council funding.
- The Teaching, Learning & Research symposium is planned for February 29 & March 1, 2024, and will again include a student showcase.
- The Research Ethics Board (REB) annual report will be published online next week. A new REB Chair will be elected in November to replace interim Chair A. Copp.
- The Library has several licenses for envivo.io, software that can be used to analyze qualitative research data.
- VCC's Research Fund is still accepting proposals; there is \$2,500 in remaining funds.
- VCC's online [Institutional Repository \(IR\)](#) is accepting submissions.

9. CHAIR REPORT

- N. Mandryk reported on an update on the Enrolment Plan process proposed by Institutional Research and the Registrar's Office. The proposal is to remove projected full-time equivalent (FTE) numbers and solely report projected registrations. Actual FTE numbers from the previous fiscal year would continue to be reported. The rationale is to simplify and streamline the reporting process. Registrations are the authoritative measure used in enrolment planning, and FTE calculations are not standardized between programs or registrations. Reporting projected FTEs is not a standard practice among other post-secondary institutions. There were some questions about the impact of this change on comparisons with previous years, and identification of discrepancies. More information will be provided at the next meeting, and the plan is to set up an educational session on enrolment planning for EdCo members in the new year.
- At the Board of Governors meeting, N. Mandryk reported on the Academic Governance Council session in June. At both meetings, Indigenous representation on Education Councils was discussed. N. Mandryk proposed resuming this conversation for VCC's EdCo.
- The Board of Governors approved a domestic tuition increase of 2%. International tuition will be increased by 3%; one-third of this increase will be used specifically to fund support for international students.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on November 14, 2023, 3:30–5:30 p.m.
- Education Council Planning Day will take place on December 1 (9:00 a.m. –12 noon), followed by lunch and Education Policy Committee and Curriculum Committee Planning Sessions (1:00–3:00 p.m.)
- The meeting was adjourned at 5:36 p.m.

APPROVED AT THE NOVEMBER 14, 2023 EDUCATION COUNCIL MEETING

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