



**Board of Governors**  
**Public Meeting Agenda**  
February 5, 2025, at 5:45 p.m.

**ZOOM LINK:**

<https://vcc.zoom.us/j/61554978345?pwd=90amx9J1imbH0g44abb8FxBOXjJBCM.1>

**ATTENDANCE****Board Members**

Mahin Rashid (Chair, Board/HRC)  
Jeffrey Yu (Vice Chair/Chair, FAC)  
Chi Lo  
Christie Sparklingeyes  
Dilraj Sandhu  
Harleen Kaur  
Jennifer Cummins  
Joey Hartman  
Libby Davies  
Michele Guerin  
Paul Yeung  
Seung Oh

**Ex-Officio**

Ajay Patel                      President & CEO  
Natasha Mandryk    Chair, Education Council/GC

**Senior Team & Staff Resources**

David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Kate Dickerson	VP, People Services
Jane Shin	VP, Students & Community Development
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Surinder Aulakh	ED, Safety, Security & Risk Management
Charnelle McClure	ED, Marketing & Communications
Moira Gookstetter	ED, VCC Foundation
Deborah Lucas	EA, Board of Governors
Dennis Innes	Dean, Hospitality, Food Studies & Applied Business

**Guests**

Frank Cosco	President, VCCFA
Deanne Bates	Chief Shop Steward, CUPE Local 4627
Brynn Joyce	Executive Director, SUVCC

**We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.**

Item	Topic	Action	Speaker	Time	Attach	Page
1.	<b>CALL TO ORDER, LAND ACKNOWLEDGEMENT/ OPENING REMARKS</b>		M. Rashid / A. Patel / D. Sandhu	7 min		
2.	<b>APPROVAL OF AGENDA/CONSENT AGENDA</b>		M. Rashid	2 min		
	<i>"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."</i>	Decision				
	<b>2.1</b> Minutes: Nov 27, 2024, Public Meeting				✓	3
	<b>2.2</b> Minutes: Dec 17, 2024, Special Public Meeting				✓	10
	<b>2.3</b> Board Correspondence & Activity				✓	12
	<b>2.4</b> News and Events				✓	13
	<b>2.5</b> VCCFA Report				✓	16

Item	Topic	Action	Speaker	Time	Attach	Page
<b>3.</b>	<b>ACTION TRACKER</b>	Info	M. Rashid	1 min		
	No items				--	--
<b>4.</b>	<b>CONSTITUENCY GROUP REPORTS</b>	Info	Constituency Reps			
	<b>4.1</b> CUPE Local 4627			5 min	--	--
	<b>4.2</b> SUVCC			5 min	--	--
	<b>4.3</b> VCCFA			5 min	✓	16
<b>5.</b>	<b>EDUCATION COUNCIL REPORT</b>		N. Mandryk	30min		
	<b>5.1</b> Chair's Report	Info			✓	19
	<b>5.2</b> Credential: Health and Wellness Professional: Cosmetology Diploma	Decision			✓	21
	<b>5.3</b> Credential: IT Project Management Post-Degree Diploma and New Courses: IT Project Management Post- Degree Diploma	Decision			✓	29
	<b>5.4</b> Course Deactivations	Decision			✓	55
	<b>5.5</b> New Name – Hospitality & Food Services Systems Management Diploma	Decision			✓	57
	<b>5.6</b> New Courses: Accounting Diploma	Decision			✓	58
	<b>5.7</b> New Course: Hospitality Diploma	Decision			✓	59
<b>6.</b>	<b>FINANCE AND AUDIT COMMITTEE REPORT</b>		J. Yu	15 min		
	<b>6.1</b> Chair's Report	Info			--	--
	<b>6.2</b> 2023/24 Forecast to Budget	Info			✓	61
	<b>6.3</b> Tuition: IT Project Management Post-Degree Diploma	Decision			✓	66
<b>7.</b>	<b>GOVERNANCE COMMITTEE REPORT</b>					
	<b>7.1</b> Chair's Report	Info	N. Mandryk	2 min	--	--
<b>8.</b>	<b>HUMAN RESOURCES COMMITTEE REPORT</b>					
	<b>8.1</b> Chair's Report	Info	M. Rashid	5 min	--	--
<b>9.</b>	<b>INDIGENIZATION AT VCC</b>	Info	M. Guerin	10 min		
<b>10.</b>	<b>VCC FOUNDATION</b>	Info	J. Yu	5 min		
<b>11.</b>	<b>NEW BUSINESS</b>	Info	M. Rashid	5 min		
	<i>New business items approved under item 2.</i>					
<b>12.</b>	<b>NEXT MEETING &amp; ADJOURNMENT</b>	Info	M. Rashid	1 min		
	Next regular meeting: March 26, 2025					



## Board of Governors Public Meeting **DRAFT MINUTES**

November 27, 2024, at 5:30 p.m.  
VCC Broadway Campus, Building A, Room 5025  
Zoom option for Public & Guests

### ATTENDANCE

#### Board Members

Joey Hartman (Chair, Board)  
Mahin Rashid (Vice Chair/Chair, HRC)  
Jeffrey Yu (Chair, FAC)  
Chi Lo  
Christie Sparklingeyes  
Dilraj Sandhu  
Harleen Kaur  
Jennifer Cummins  
Libby Davies  
Michele Guerin  
Paul Yeung  
Seung Oh

#### Senior Team & Staff Resources

David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Kate Dickerson	VP, People Services
Jane Shin	VP, Students & Community Development
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Surinder Aulakh	ED, Safety, Security & Risk Management
Charnelle McClure	ED, Marketing & Communications
Deborah Lucas	EA, Board of Governors
Moira Gookstetter	ED, VCC Foundation
Dennis Innes	Dean, Hospitality, Food & Business
Jo-Ellen Zakoor	Dean, Health Sciences

#### Guests

Ajay Patel	President & CEO	Taryn Thomson	President, VCCFA
Natasha Mandryk	Chair, Education Council/GC	Deanne Bates	Chief Shop Steward, CUPE Local 4627
		Brynn Joyce	Executive Director, SUVCC

**We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.**

### 1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

J. Hartman called the meeting to order at 5:39 p.m. M. Rashid presented the land acknowledgement.

Opening remarks:

- Regrets: M. Guerin
- Welcomed newly elected student representatives Harleen Kaur and Dilraj Sandhu.
- The Board has conducted its annual election for the Chair, Vice Chair and Standing Committees, and effective Nov 28, 2025, M. Rashid is the Chair of the Board and Jeffrey Yu, Vice Chair. She expressed the honour of being VCC's Board Chair for six years.
- The Premier announced the new cabinet, and the Honourable Anne Kang has been reappointed to the position of Minister of Post-Secondary Education & Future Skills (PSFS). President Patel will connect with new MLA's and Ministers.

A. Patel's remarks:

- Welcomed new members and M. Rashid and J. Yu to their new roles. He expressed his sincere appreciation to outgoing Chair, J. Hartman.

- Welcomes the opportunity to work again with PSFS Minister Kang and to build strong connections with the newly appointed PSFS Deputy Minister, Trevor Hughes, as well as Sunity Dhir, Parliamentary Secretary for International Credentials.
- Thanked the organizers and volunteers who contributed to another successful VCC Day, with special thanks to People Services', Elaine Pederson.
- A Town Hall was held on Nov 14, 2024, to update the college community on the impact of recent international education policy reforms. He commended the community for its unity and active engagement in addressing this important issue.

## 2. APPROVAL OF AGENDA & CONSENT AGENDA

**MOTION:** THAT the Board of Governors approve the Nov 27, 2024 public meeting agenda, with the addition of item 12.1, IRCC LINC Announcement; and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1 Minutes: Sept 18, 2024, Public Meeting
- 2.2 Board Correspondence & Activity
- 2.3 News and Events
- 2.4 VCCFA Info Note: International Students

**Moved, Seconded & CARRIED**

## 3. ACTION TRACKER

No actions.

## 4. OATH OF OFFICE – NEW MEMBERS

The newly elected student representatives H. Kaur and D. Sandhu were sworn in. Their term runs from Nov 1, 2024 to Oct 31, 2025.

## 5. CONSTITUENCY REPORTS

### CUPE Local 4627 – Presented by D. Bates, Chief Shop Steward

The union is concerned for staff and students following the announcement of Immigration, Refugees and Citizen's Canada's (IRCC) announcement that VCC's Learning Instruction for Newcomers to Canada (LINC) program will not be renewed in 2025, after over thirty years of delivery.

With the Certified Dental Assisting Certificate being implemented, CUPE suggested there may be an opportunity to revisit the suspended denturist program with the new Canadian Dental Plan

### Student Union of Vancouver Community College (SUVCC) – Presented by B. Joyce, Executive Director

The SUVCC shares the same concerns as CUPE Local 4627 and the VCCFA regarding the announcement of VCC's LINC program contract not being renewed.

The SUVCC will be supporting members at convocation on Nov 28, 2024. Over the past couple of years, they have found great value in taking on a more active role and are enthusiastic about participating once again.

### Vancouver Community College Faculty Association (VCCFA) – Presented by T. Thomson, President

The VCCFA included a report in the board materials on their advocacy work regarding federal policy changes to visas and post-graduate work permits for international students.

The VCCFA invite collaboration opportunities with the SUVCC and CUPE Local 4627 on advocating for VCC's LINC program, that will not be renewed in 2025.

T. Thomson has been elected to the position of VCCFA Vice President after reaching the maximum number of terms as President. The voting period for the President role is still in progress. A. Patel extended thanks for her advocacy work in Ottawa with regards to international students, as well, J. Hartman acknowledged her dedication to advocating for all the members.

## 6. EDUCATION COUNCIL (EDCO) REPORT – Presented by N. Mandryk, EdCo Chair

### 6.1 Chair's Report

The Education Council (EdCo) Chair's Report was included in the meeting materials. N. Mandryk highlighted the recent election of new members, and acknowledged outgoing members, with special thanks to the student representatives, and faculty member Sarah Kay who has served in various roles during her four years. As well, Heidi Parisotto (faculty) who was first elected to EdCo in 2018.

The Academic Governance Council convened in November to discuss ongoing and emerging issues of interest to their institutions. Key topics included curriculum and program development to address the evolving landscape surrounding international students. A common theme among institutions was the commitment to collaborate on regionally responsible changes and responses.

### 6.2 Program Name Changes

As of Nov 1, 2024, for post-graduate work permit (PGWP) eligibility, Immigration, Refugee and Citizenship Canada (IRCC) require international college graduates to complete a program in a field of study listed under specific Classification of Instructional Program (CIP) codes.

VCC has reviewed this list and identified its programs that align with the CIPs list.

#### **MOTION:**

THAT, on the advice of Education Council, the Board of Governors approve the following program name changes:

- Business and Project Management Post-Degree Diploma to Project Management Post-Degree Diploma
- Automotive Collision and Refinishing Diploma to Automotive Repair and Refinishing Technician Diploma
- Marketing Technology Diploma to Digital Marketing Technology Diploma

THAT, on the advice of Education Council, the Board of Governors approve name changes for the following five programs, with the understanding that significant curriculum changes will be required:

- Rename Automotive Service Technology Diploma to High Performance and Custom Engine Technician Diploma
- Rename Culinary Arts Diploma to Culinary Arts and Food Service Management Diploma
- Rename Bachelor of Hospitality Management to Bachelor of Hospitality and Food Service Systems Management
- Rename Hospitality Management Diploma to Hospitality and Food Service Systems Management Diploma
- Rename Hospitality Management Post-Degree Diploma to Hospitality and Food Service Systems Management Post-Degree Diploma

**Moved, Seconded and CARRIED**

### 6.3 Revised: Certified Dental Assisting Certificate

The Certified Dental Assisting Certificate program has been significantly revised, with the curriculum purchased from Camosun College and tailored for VCC. This enhances transferability for students wishing to switch institutions within the province. After two years, VCC will fully own the curriculum. The total credits have been reduced from 52 to 45, making the program more manageable within a one-year timeframe and aligning with a standardized term structure for better operational efficiency. This change was made in consultation with the Registrar's Office, International Education, and relevant departments to ensure eligibility for financial aid and full-time status. The new curriculum has added learning outcomes focused on Indigenization, equity, diversity, and inclusion.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the significantly revised Certified Dental Assisting Certificate program.

**Moved, Seconded and CARRIED**

### 6.4 Revised Asian Culinary Arts Certificate Program

The Asian Culinary Arts Certificate program has been significantly revised based on recommendations from a program renewal and feedback from students and industry. The program was extended from five to eight months and aligns with a standardized term structure for better operational efficiency. The program content was also refocused on a smaller number of cuisines. With it being a one-year program, there is not strong demand by International students.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the significantly revised Asian Culinary Arts Certificate program.

**Moved, Seconded and CARRIED**

### 6.5 Revised Legal Administrative Assistant Certificate Program

The Legal Administrative Assistant Certificate Program has undergone significant revisions as part of a program renewal, incorporating valuable feedback from both students and practicum employers.

While students appreciated the program's shorter duration from a practical standpoint, they found it to be overly intense. In response, the revised program length has been extended by four weeks and 7.5 credits. This adjustment will provide students with more time to develop their skills, ensuring they are better prepared for their practicum experiences. D. Innes confirmed that the effective date is Sept 2025.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the significantly revised Legal Administrative Assistant Certificate program.

**Moved, Seconded and CARRIED**

## 7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT - Presented by J. Yu, FAC Chair

### 7.1 Chair's Report

The Finance and Audit Committee met on Nov 13, 2024. They received the financial report in item 7.2 and approved the tuition matters under items 7.3 to 7.6. The next meeting is Dec 11, 2024.

### 7.2 2024-25 Forecast to Budget

The 2024-25 Forecast to Budget Report (6 months actual + 6 months forecast) was included in the meeting materials. J. Yu highlighted an error for correction. The first line should read 2024/25 October Forecast (not August).

Even though VCC is projecting a small surplus, the college is closely monitoring enrolment for January 2025. As a result of recent changes in Immigration and Refugee Citizenship Canada policies, tuition revenue projections have been revised (decreased) to align with current enrolment trends.

### 7.3 Domestic Tuition: VCC's Post-Degree Diplomas

VCC currently offers Post-Degree Diploma (PDD) programs to international students, and with the change in international student policies, it would now like to expand access to include domestic students by setting a standard rate per credit for all PDD's.

To align with the newly implemented tuition bands, the Board approved a friendly amendment to the Motion, substituting the credit rate of \$281.21 with \$286.83 and striking out the total tuition.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the domestic tuition rate of \$286.83/credit for VCC's Post Degree Diplomas, effective August 1, 2025.

**Moved, Seconded and CARRIED**

### 7.4 Domestic Tuition: Substantially Revised Certified Dental Assisting Certificate Program

The Certified Dental Assisting (CDA) Certificate program has been revised due to a program renewal. It has strong enrolment with a waitlist, and graduates can expect hourly wages between \$25–35, with employers offering competitive compensation packages due to a CDA shortage.

The program has not been reviewed since its inception, affecting its financial sustainability. The Ministry recognized the revisions as substantial, allowing for a new tuition level to be established. A three-stage implementation plan for improving accessibility and affordability was approved by the Ministry.

Despite the tuition increase, delivery costs will be supported by revenue from other programs, and capital funds will be needed to maintain classroom equipment. While there are concerns about ongoing costs to VCC, FAC supports the recommendation.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the proposed staged tuition for the substantially revised Certified Dental Assisting Certificate program effective September 1, 2025:

Year 1: 2025/26 = \$6,500 (\$144.44/credit) with fee waiver of \$4,374

Year 2: 2026/27 = \$8,900 (197.78/credit) with fee waiver of \$2,191

Year 3: 2027/28 = \$11,313 (\$251.40/credit) no fee waiver

**Moved, Seconded and CARRIED**

### 7.5 Domestic Tuition: Substantially Revised Asian Culinary Arts Program

The Asian Culinary Arts Certificate program has been revised due to a program renewal. The Ministry recognized the revisions as substantial, allowing for a new tuition level to be established.

FAC are excited that the students learning experience will be enhanced with the recently approved downtown kitchens project which includes upgraded workstations.

To align with the newly implemented tuition bands, the Board approved a friendly amendment to the Motion, substituting the credit rate of \$162.52 with \$165.77 and striking out the total tuition.

**MOTION:** THAT, on recommendation of the Finance and Audit Committee, the Board of Governors approve the domestic tuition rate of \$165.77/credit for the substantially revised Asian Culinary Arts Certificate Program, effective August 1, 2025.

**Moved, Seconded and CARRIED**

## 7.6 Domestic Tuition: Substantially revised Legal Administrative Assistant Certificate Program

The Legal Administrative Assistant Certificate Program has been revised due to a program renewal. The Ministry recognized the revisions as substantial, allowing for a new tuition level to be established. The program has strong enrolment compared to other post-secondary institutions, some of which have discontinued this offering.

To align with the newly implemented tuition bands, the Board approved a friendly amendment to the Motion, substituting the credit rate of \$241.64 with \$246.47 and striking out the total tuition.

M. Rashid acknowledged that while decisions to increase tuition are challenging, they are essential for ensuring the long-term sustainability of the program.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve domestic tuition of \$246.47/credit for the substantially revised Legal Administrative Assistant Certificate Program, effective August 1, 2025.

**Moved, Seconded and CARRIED**

## 8. GOVERNANCE COMMITTEE (GC) REPORT - Presented by N. Mandryk, GC, Chair

### 8.1 Chair's Report

The Nov 7, 2024, Governance Committee (GC) meeting has been rescheduled to Dec 12, 2024, to consider revisions to VCC's Curriculum Development & Approval Policy (410), and the new Program Development & Approval Policy (409). If approved, the Board will consider these matters at Special Public Board Meeting, currently scheduled for Dec 17, 2024 at 9:30 a.m.

Effective Nov 28, 2024 for a term of one-year, H. Kaur and D. Sandhu, have been elected to the GC. All other standing committee members remain the same.

## 9. HUMAN RESOURCES COMMITTEE (HRC) REPORT - Presented by M. Rashid, HRC Chair

### 9.1 Chair's Report

On behalf of the Board, the Human Resources Committee (HRC) will be offering a new employment contract to President Patel, to be effective Jan 2025.

Effective Nov 28, 2024 for a term of one-year, C. Sparklingeyes has been elected to the HRC. All other standing committee members remain the same.

## 10. INDIGENIZATION AT VCC

J. Hartman introduced VCC's Orange Shirt Day video and highlighted events that VCC's Indigenous Education and Community Engagement (IECE) department has held since the last board meeting.

- Sept 23 - Indigenous flag raising ceremony for National Day for Truth and Reconciliation.
- Sept 26 - Orange Shirt Day, to honour the thousands of survivors of residential schools.
- Oct 3 - Sisters in Spirit, to honour the lives of missing and lost Indigenous women and girls
- Indigenous Speaker Series: Virtual Circle Lunch & Learns

J. Williams, Dean of Indigenous Initiatives, expressed gratitude for the VCC community's continued support of the IECE department's initiatives and events.

## 11. VCC FOUNDATION UPDATE – Presented by J. Yu, Board Representative on VCC Foundation Board

The annual Giving Tuesday campaign will be launched Dec 3, 2024, until the end of year. The campaign will once again support Food Security programs at VCC. This campaign will match dollar for dollar for donors up to \$20k. In addition, tickets for the Flourish Gala on Mar 5, 2025 are on sale.



The Campaign Cabinet held a kick-off meeting on Nov 14, 2024. for the group was held Nov 14, 2025. This group will be instrumental in helping to open doors and increase the Foundation's prospect network. The campaign is raising \$10M towards the new building and \$5M to student supports and enhanced technology. J. Hartman urged the Board to support the campaign, emphasizing that their donations would inspire others.

## **12. NEW BUSINESS**

### **12.1. Immigration, Refugees and Citizenship Canada (IRCC) – Announcement VCC's Learning Instruction for Newcomers to Canada (LINC) Contract**

J. Shin addressed the Board. On Nov 22, 2024, Immigration, Refugees and Citizenship Canada (IRCC) informed VCC that the Learning Instruction for Newcomers to Canada (LINC) contract would not be renewed after its current term ends on Mar 31, 2025. VCC promptly requested clarification and a rationale, and on Nov 25, 2024, received confirmation that the decision was final.

Settlement funding is directly linked to the number of permanent residency admissions. Since admissions will decrease starting in 2025, funding for settlement services, including programs like LINC will be reduced. The new approach for evaluating contract proposals excludes organizations such as VCC, by prioritizing service providers that offer best value for money, are small centers, and centers that focus on Francophone minority communities.

For over forty years, VCC has been a cornerstone in supporting thousands of newcomers to Canada. This announcement has shocked the entire college community. The President and Board Chair will formally advocate in writing to the Minister of Immigration, Refugees and Citizenship Canada. It is essential to emphasize that students with accessibility challenges, such as those who are visually impaired and deaf and hard of hearing, receive the comprehensive support that VCC can provide compared to many smaller centers. Relevant parties will be copied.

J. Hartman commended A. Patel for representing the sector on various platforms. In addition to advocating for the Campus Plan and the Centre for Clean Energy & Automotive Innovation, these efforts have strengthened VCC's voice.

## **13. NEXT MEETING & ADJOURNMENT**

The next regular public board meeting is on Feb 5, 2025. The meeting adjourned at 7:00 p.m.



**Board of Governors**  
**Special Public Meeting DRAFT MINUTES**

December 17, 2024, at 9:30 a.m.  
 Zoom

## ATTENDANCE

### Board Members

Mahin Rashid (Chair/ Chair, HRC)  
 Jeffrey Yu (Vice Chair/Chair, FAC)  
 Chi Lo  
 Christie Sparklingeyes  
 Dilraj Sandhu  
 Harleen Kaur  
 Jennifer Cummins  
 Libby Davies  
 Michele Guerin  
 Paul Yeung  
 Seung Oh

### Senior Team & Staff Resources

David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Kate Dickerson	VP, People Services
Jane Shin	VP, Students & Community Development
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Surinder Aulakh	ED, Safety, Security & Risk Management
Charnelle McClure	ED, Marketing & Communications
Deborah Lucas	EA, Board of Governors

Ajay Patel                      President & CEO  
 Natasha Mandryk      Chair, Education Council/GC

**We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.**

## 1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

M. Rashid called the meeting to order at 9:34 a.m. and presented the land acknowledgement.

Regrets from C. Lo, J. Cummins and M. Guerin.

Congratulations to N. Mandryk on her re-election as Chair, Education Council for 2025. This is her 4th term in the role.

## 2. APPROVAL OF AGENDA & CONSENT AGENDA

**MOTION:** THAT the Board of Governors approve the December 17, 2024 Special Public Meeting agenda.

**Moved, Seconded & CARRIED**

## 3. POLICY

### 3.1 REVISED: Curriculum Development & Approvals Policy & Procedures (410); and NEW: Program Development & Approvals Policy & Procedures (409)

N. Mandryk addressed the Board. Although quorum was not established at the Governance Committee (GC) meeting on Dec 12, 2024, the attending GC members and staff (N. Mandryk, P. Yeung, H. Kaur, M. Rashid, A.

Patel, and D. Wells) agreed to proceed with the discussions. The GC members decided to informally approve the Education Council's (EdCo) recommendations and present them to the Board.

**Revised Curriculum Development and Approval (410) policy & Procedures:**

- The revisions clearly delineate the approval authorities of the Board of Governors and EdCo, as legislated in the College and Institute Act. This separation of powers involves moving the relevant content to the new Policy Development and Approval Policy (409).
- The authority for the policy is revised from joint EdCo and Board to solely EdCo.

**New Policy Development and Approval (409) Policies & Procedures:**

- The Board has the authority to approve new credentials, program/course implementation, and deactivations. Tuition and fees continue to be approved by the Board on the recommendation of the Finance and Audit Committee.
- Procedures (19) introduces an Accelerated Program Change pathway that enables the Board to approve new credentials, program/course implementation, and tuition before curriculum is approved. For recruitment, this expedites marketing the program.

As Policy 409 reverts the authority to approve new or deactivated courses and course changes from EdCo to the Board, the GC evaluated the additional workload, which in 2024 includes over 100 deactivations and 300 new courses. To address this, an exception was added allowing revisions deemed urgent or minor by the Vice President, Academic & Research to be approved by EdCo. The Board would be informed of such decisions and retains the authority to override them. In addition, similar matters could be grouped for approval and presented less frequently to prevent board meeting agendas from becoming overloaded.

The Board supported the recommendations, appreciating the division of authorities, the pathway for expediting approvals and the addition of the exception procedure, expressing confidence in the ability of the VP, Academic & Research, to make these decisions

**MOTION:**

THAT, on the advice of Education Council, the Board of Governors approve changing the approval authority for the Curriculum Development and Approval (410) policy and procedures from the Board of Governors with Education Council advice to sole approval by Education Council.

THAT, on the advice of Education Council, the Board of Governors approve the Curriculum Development and Approval (410) policy and procedures, in the form presented at this meeting.

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the new Program Development and Approval (409) policy and procedures.

**Moved, Seconded and CARRIED**

**4, NEXT MEETING & ADJOURNMENT**

The next regular public board meeting is on Feb 5, 2025. The meeting adjourned at 9:56 a.m.



## Board of Governors Public Meeting February 5, 2025

Board correspondence and activities since November 27, 2024:

### BOARD OF GOVERNORS CORRESPONDENCE

DATE	TO	FROM	DETAIL
Nov 27, 2024	Hon. Minister Miller, Immigration, Refugees & Citizenship Canada	Board Chair	Concerns regarding federal government cuts to the LINC contract at VCC.
Dec 11, 2024	Board Chair	Chris Rathbone, ADM, Policy & Programs, Post- Secondary Education & Future Skills on behalf Premier Eby, Minister Kang, Minister of State Yung	Response to VCC's letter of Nov 8, 2024 on federal policy changes impacting international students.
Jan 9, 2025	Board Chair & President	Hon. Anne Kang, Minister of Post- Secondary Education & Future Skills	Re-introduction as appointed Minister of Post-Secondary Education & Future Skills

### BOARD OF GOVERNORS ACTIVITY

DATE	EVENT
Nov 28, 2024	VCC Convocation  Attended by: M. Rashid, J. Yu, J. Hartman, H. Kaur, P. Yeung
Jan 16 & 17, 2025	VCC Board of Governors Retreat
Jan 30, 2025	Broadway Campus tour of School of Health Sciences w/ M. Rashid, A. Patel <ul style="list-style-type: none"> <li>— Hon. Anne Kang, Minister, Post-Secondary Education &amp; Future Skills</li> <li>— Sunita Dhir, Parliamentary Secretary for International Credentials, MLA - Vancouver-Langara</li> <li>— Joan Phillip, Parliamentary Secretary for Community Development and Non-Profits, MLA -Vancouver-Mt. Pleasant</li> </ul>



## VCC NEWS AND EVENTS

November 2024 – January 2025

**Jan. 13-16** - Welcome Days at VCC (Broadway and Downtown campuses) was a great opportunity to connect with new and returning students while exploring the services and support available across campus. Thanks to SUVCC for organizing fun photo booths and games, and to all the departments for sharing how VCC supports real learning for real change.



**Dec. 12** - VCC hosted our 3rd Annual Holiday market at the downtown campus. Visitors discovered unique, handcrafted treasures created by our talented student makers and entrepreneurs. The market featured stunning art and jewellery, delicious holiday treats, and eco-friendly goodies.

**Dec. 6** - VCC celebrated student achievements at the Broadway campus during our bi-annual student awards ceremony. Scholarships and awards were presented to exceptional students, recognizing their academic excellence, leadership, and community impact. The ceremony honoured students from diverse programs across VCC, highlighting their unique journeys and the transformative power of education. Whether mastering a craft, advancing skills in communication, or contributing to their communities, these students embody resilience and dedication.



**Dec. 5** - VCC was selected as one of 22 recipients of the prestigious 2025 Canadian Queen Elizabeth II Diamond Jubilee Scholarships program. This program, led by the [Rideau Hall Foundation](#), in collaboration with [Universities Canada](#), helps build the next generation of global leaders ready to tackle the challenges of a changing world.

**Dec. 3** - The VCC Foundation raised \$39,620 during their Giving Tuesday campaign! These funds will help expand food programs at VCC and ensure students have access to the resources they need for food security. The Foundation gratefully acknowledged the support received from everyone who contributed, including the Credit Union Foundation of BC for their generous \$5,000 gift, the VCC Foundation for their matching contribution, and VCC's leadership team for their dedication to student wellbeing.



## VCC NEWS AND EVENTS

November 2024 – January 2025

**Nov. 28** - we celebrated the incredible achievements of VCC's graduating class at the Queen Elizabeth Theatre. The morning and afternoon convocation ceremonies showcased the talent, dedication, and perseverance of our students, supported every step of the way by their loved ones.



**Nov. 15** - VCC hosted the 2024 Culinary Apprentice of the Year competition at JJ's Restaurant in partnership with the Chefs' Table Society of BC and SkilledTradesBC. The event recognized VCC alum Jidapa Siriveaw, a 2022 Culinary Arts graduate now at the Fairmont Pacific Rim, who earned the top title. Jidapa demonstrated exceptional skill and creativity alongside 10 other talented chefs.



## GOVERNMENT RELATIONS

**Jan. 16** - VCC was honoured to welcome The Honourable Terry Yung, Minister of State for Community Safety and Integrated Services; Sunita Dhir, Parliamentary Secretary for International Credentials; and Joan Phillip, Parliamentary Secretary for Community Development and Non-Profits, to the Board Retreat.



**Dec. 20** - VCC hosted [Paul Choi](#), Parliamentary Secretary for [Asia Pacific Trade](#) to discuss the critical role education plays in preparing students to thrive in a globally connected world, particularly in industries tied to Asia Pacific trade.



## VCC NEWS AND EVENTS

November 2024 – January 2025

**Dec. 10** - VCC hosted Hon. Raj Chouhan, Speaker of the House at the Downtown campus, including a visit to JJ's Restaurant - a wonderful opportunity for our students and faculty to showcase their skills and share their stories. *(bottom right photo below)*

**Nov. 27** - VCC welcomed MLA Reah Arora for Burnaby East and Paul Dayson, Constituency Assistant to VCC to discuss our Campus Plan and the Centre for Clean Energy and Automotive Innovation. *(bottom left photo below)*



### VCC IN THE NEWS (HIGHLIGHTS)

[New students to benefit from VCC's push for more affordable education](#) – Education News Canada, Jan. 15, 2025

Multiple stories related to the closure of the Language Instruction for Newcomers to Canada (LINC) program: [CBC](#), [CityNews Vancouver](#), [MSN.com](#) (referencing the CBC article)

[Alumni react to closing of VCC English language program](#), The Early Edition with Stephen Quinn, Jan. 24, 2025

[Whistler Culinary and Hospitality Institute proposed for long vacant Village space](#) – Pique News Magazine, Nov. 15, 2024

### UPCOMING EVENTS

[2025 Flourish Gala](#) – a fusion of food, wine and fundraising, Wednesday, March 5, 2025

Please visit the [events page](#) for a complete listing of upcoming events.

PREPARED BY: VCC Marketing & Communications

DATE: January 28, 2025

February 5, 2025

### **VCCFA Report to the VCC Board Meeting**

*Hello, First appreciation to Taryn Thomson who fulfilled the union president role for six years and as you know spoke regularly at your sessions. She's now our VP and will continue to take a very active role in our work, we haven't lost her at all. I've been elected to the President's spot and will try to speak at your meetings as often as possible. We hope the Board will engage with the union and we welcome any questions or observations you may have.*

### **2025, A Year of Change, Crisis and Opportunity**

Ten years from now and probably even past that, people involved with post-secondary education in BC will mark the importance of events in this year.

**LINC was Lost.** If nothing changes, this loss will be a memory. Ever since the first ancestors of direct federally funded language programming were created in the late 1960s, a form of LINC has been at VCC. We proudly remain the only College doing significant amounts of LINC training with the largest program in BC. We salute the efforts of VCC's many generations of administrators who have sometimes had to put a square peg in a round hole to keep LINC contributing to the College. Of course, it's hard to count the hundreds of faculty who have contributed so much to the program, making nationally recognized contributions to its curriculum and innovations. Tens of thousands of students over now parts of three generations have contributed to the vitality of the College and been assisted in their orientation to and integration into Canadian society. They are so well represented by Goran and Galyna who spoke so well on CBC last week. *That interview is available on the CBC podcast "This is Vancouver."*

We have been trying to get some traction with our protest over these cuts. They have been shoddily done, they have not been justified, and they have been embarrassingly unprofessional. We have to conclude that the Ministry thinks it can get away with it because these 800 students are permanent residents. Can you imagine any other group of adult citizens being dealt with this way? We have asked at a minimum that the cuts be put on hold so that at least a proper and just programming transition can be worked out.

Meanwhile, tomorrow, about thirty layoff notices are scheduled to be delivered. These are to people who have contributed their education and skills to VCC and the community for years and now face unemployment in this costly area.



**Funding Systems Started to Change.** For over 20 years the government has been able to keep its contributions to post-secondary, when adjusted for inflation, at turn of the century levels. The system grew and buildings were often built based on international tuition. Now, primarily because of scandals in Ontario and knee-jerk political moves, the federal government has hastily run to turn off the taps for the country. Again VCC, who's run a responsible international operation, has begun to be hit by collateral damage. Most departments are anticipating shrinking. A couple of layoffs have started and classes are not being run.

So, something's got to change. The government has to step up and do what it is charged to do, provided accessible post-secondary programming that people need in a way that people can afford. The costing by coasting of the past twenty years is over.

Here's where there's an opportunity. Don't just hunker down and press on as usual. Actually, take a look at options. Have a real, independent funding review with open participation. If one must think about post-secondary as something that must be invested in, as an infrastructure project—an investment in building the minds, skills and talents of BC's people. Do it without putting them in onerous debt. What a future yield that investment would bring

### **VCCFA Community Action Committee**

Every year the union sets aside 1% of its budget to fund initiatives within the local community. Our volunteer committee searches out service providers who can use funds to fill a small, targeted need. We usually try to spread the money out as much as we can, while still actually making a difference. At its recent semi-annual distribution, it provided the following.

**Mom2Mom Child Poverty Initiative Society**, with two grants: **\$1,000 to the Compassion Fund program** to fund a current, “on the spot” need is, such as grocery support, replacing a broken appliance, paying an overdue medical bill; **and \$1,000 to the Healthy Happy Children program** to help with funding for ballet or soccer lessons and resources and material for tutoring sessions.

*Mom2Mom provides moms facing the dual challenges of poverty and solo parenting with access to additional resources that make a big impact on family life. From groceries and basic household items to extra-curricular activities for children and help during unforeseen emergencies, Mom2Mom gives moms access to a supportive community all year long.*

**YWCA**, with three grants: **\$1000 for its Single Mothers' Support** groups to fund food for meetings, bus tickets and emergency food vouchers; **\$1000 for Crabtree Corner's Fetal Alcohol Spectrum Disorder** support program to fund food and food vouchers, program supplies and bus tickets; and **\$950 for its Guide to High School** program to fund program supplies.

*YWCA Metro Vancouver is a registered charity, gender equity advocate and community service provider that delivers affordable housing, early learning and childcare, training and employment services, and a range of holistic programs that help support individual, collective and economic well-being.*

**Theatre Terrific Society, \$1600** to provide funding for class materials for a drum-making class and / or tuition fees for class participants.

*Theatre Terrific Society (TTS) has been a trailblazer in inclusive theatre for 40 years, empowering artists with disabilities through skill development and collaborative creation. Established in 1985, TTS is British Columbia's longest-running inclusive theatre company and one of the few disability-mandated arts organizations in the province. Dedicated to breaking barriers in traditional theatre, TTS provides year-round programming that includes theatrical productions, weekly classes, and workshops tailored to the needs of artists of all abilities. These initiatives honor the unique communication styles, cultural protocols, and lived experiences of participants, creating a space where diversity in ability, culture, gender, and age is celebrated.*

Pacific Immigrant Resources Society (PIRS), \$1,000 for bus tickets, snacks, and educational materials to enhance the learning experience for participants and rental space.

*Since 1975, the Pacific Immigrant Resources Society (PIRS) has provided unique and essential programming for newcomer women and their young children. They are a supportive community dedicated to empowering women to rise out of isolation and build a vibrant and fulfilling life in Canada.*

~Frank Cosco

President



## INFORMATION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** February 5, 2025

**ISSUE:** Education Council Chair Report to Board of Governors

### RAPID CURRICULUM DEVELOPMENT/ACCELERATED PROGRAM CHANGES

In December 2024, the Board approved revisions to the Curriculum Development and Approval policy (410) and approved the newly-created Program Development and Approval policy. Changes to approvals you may notice at this meeting are in response to those policy changes:

- **Course creation and deactivation:** Distinct from curriculum approvals, these pertain to board authority to “determine courses or programs to be offered or cancelled at the institution” (College and Institute Act, RSBC 1996, c 52 s 19(1)(d)). The approved policy changes effectively rescind a board resolution in 2013, which had previously delegated responsibility for course creation and deactivations to EdCo.
- **Approval of credential and program implementation based on minimal approved curriculum elements:** Following the Accelerated Program Change approval pathway in the Program Development and Approval procedures, these decisions may precede development or approval of curriculum. There is therefore a higher degree of uncertainty regarding program details.

### EDUCATION COUNCIL CHAIR ELECTIONS

The elections for EdCo chair, executive, and standing committee chairs were held at the December 10, 2024 meeting. Natasha Mandryk and Louise Dannhauer were re-elected as chair and vice-chair, respectively. Emily Simpson and Andy Sellwood were elected to the executive. Todd Rowlett returns as the chair of Curriculum Committee. Louise Dannhauer continues chairing the Education Policy Committee (EPC) and will take over as new chair of the Education Quality Committee (EQC). We thank departing chair Todd Rowlett for his great leadership on EQC over the last six years.

## **EDUCATION COUNCIL MEMBERSHIP**

Educational administrators on Education Council VP Academic & Research David Wells, Registrar Dave McMullen, Dean of Arts & Sciences Shirley Lew, and Dean of Hospitality, Food Studies, and Applied Business Dennis Innes have been re-appointed for another year.

A by-election will be held for one vacant student seat on Education Council. The nomination period is open from February 3 to 14, with campaigning from February 17 to 21. Voting will be open from February 26 to March 4, with results announced by March 7, 2025.

**PREPARED BY:**           Natasha Mandryk, Chair, Education Council

**DATE:**                    January 29, 2025



## DECISION NOTE

**PREPARED FOR:** VCC Board of Governors Public Meeting

**DATE:** February 5, 2025

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
Health & Wellness Professional – Cosmetology Diploma Credential  
(including associated tuition and implementation)

### BACKGROUND

As per VCC's new Program Development and Approvals Policy and Procedures (409), the Board may approve new credentials, program implementation and/or tuition before curriculum is approved through an Accelerated Program Change ([Procedures 19](#)). This allows the program to be marketed sooner, providing prospective students with a wireframe Program Content Guide (PCG), and tuition expectations. Recommendations under this procedure are presented by the President, with supporting advice from Education Council (EdCo) and Finance & Audit Committee (FAC).

This Decision Note supports the President's recommendation for the approval of the new Health & Wellness Professional – Cosmetology Diploma Credential.

Since as early as 2007, VCC has been offering an international Cosmetology Diploma consisting of the combined content from its Hairstylist Certificate and, Esthetics & Spa Therapy Certificate (each ten months in duration).

Recent changes to Immigration, Refugees and Citizenship Canada (IRCC) policy regarding Post-Graduation Work Permit (PGWP) eligibility have prompted Vancouver Community College (VCC) to align its program with the PGWP-eligible Classification of Instructional Programs (CIP) code 51.0001, Health and Wellness. In response, the School of Trades, Technology, and Design is using this opportunity to update the curriculum, rename the program to the Health & Wellness Professional – Cosmetology Diploma, and seek formal approval for the credential, a step that has not been taken previously.

On September 18, 2024, the Board approved new international tuition of \$42,978.40 for the Cosmetology Diploma, due to an increase in the Esthetics & Spa Certificate tuition. With this Accelerated Program Change procedure recommendation, the tuition remains unchanged. However, should the upcoming curriculum changes significantly impact total hours or credits, the tuition could be revised.

**RECOMMENDATION:**

WHEREAS the Program Development and Approvals Policy and Procedures (409) grants the Board the authority to approve new credentials, program implementation, and/or tuition prior to the approval of the curriculum through the Accelerated Program Change procedure;

BE IT RESOLVED THAT, on the recommendation of the President, and on the advice of Education Council, the Board of Governors approves the Health & Wellness Professional – Cosmetology Diploma credential and program implementation; and

THAT, as approved by the Board on September 18, 2024, the international tuition for the Health & Wellness Professional – Cosmetology Diploma will remain unchanged at \$42,978.40.

**PREPARED BY:** David Wells, VP Academic & Applied Research

**ATTACHED:** APPENDIX A – EdCo Decision Note - New Health & Wellness Professional – Cosmetology Diploma credential (includes Cosmetology Diploma Wireframe Program Content Guide (PCG))

**APPENDIX A****DECISION NOTE**

**PREPARED FOR:** Board of Governors

**DATE:** February 5, 2025

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
New credential: Health & Wellness Professional – Cosmetology Diploma

**BACKGROUND:**

The School of Trades, Technology and Design is proposing a new credential: the Health & Wellness Professional – Cosmetology.

Since as early as 2007, VCC has been offering an international Cosmetology Diploma consisting of the combined content from its Hairstylist Certificate and Esthetics & Spa Therapy Certificate (each ten months in duration). This program is hands-on, providing practical, employment-ready skills. Nearly 800 international students have graduated from this diploma over the last five years, with many staying in Vancouver to work and/or open their own business.

The existing Cosmetology Diploma credential was never formally approved by the Board; recent changes to Immigration, Refugees and Citizenship Canada (IRCC) policy for Post-Graduation Work Permit (PGWP) eligibility have motivated alignment of this program with a PGWP-eligible Classification of Instructional Programs (CIP) code.

In evaluating the alignment of the Cosmetology curriculum with the CIP codes required for PGWP eligibility, 51.0001 Health and Wellness, General emerged as the primary match, reflecting the holistic approach of the program. This code aligns with the diploma's emphasis on preparing students for careers in the health and wellness sector by providing a foundation in personal health, community care, and preventative strategies. The program integrates concepts of wellness and sustainability, ensuring graduates are well-equipped to support client well-being in a variety of professional settings.

The program learning outcomes support alignment with the CIP for Health and Wellness Professional with a specialty in cosmetology (skin & body therapy, specialized head, hair, scalp, neck and shoulder treatments). The School of Trades, Technology, and Design is taking this

opportunity to align the curriculum and seek formal Board approval of the Health & Wellness Professional – Cosmetology Diploma credential.

The program consists of 82 credits.

Health & Wellness Professional – Cosmetology Diploma graduates will be able to meet the following program learning outcomes:

- Practice skin and body therapies, hair and scalp techniques in accordance with safety, hygiene, and sanitation standards and regulations.
- Demonstrate knowledge of anatomy, physiology, chemical composition and nutrition in providing personalized hair and spa treatments that support overall health and wellness.
- Perform spa treatments to enhance clients' health and well-being through manual techniques based on client consultation, skin and body analysis, and nutritional needs.
- Incorporate holistic care methods, such as aromatherapy, lymphatic drainage, mindfulness, and stress-relief techniques, into hair and spa services to enhance client well-being.
- Apply the principles of trichology to provide health and wellness care and specialized treatments and techniques.
- Demonstrate ethical and professional conduct suitable for salon and spa practitioner environments, incorporating eco-friendly and sustainable materials and practices in hair and spa services to support environmental stewardship and enhance client well-being.
- Apply retail business administration practices and marketing techniques for operating a health and wellness centre, spa or salon.
- Integrate knowledge of personal health, community health, nutrition, health behaviours, and skin/hair disease prevention into professional practice
- Educate clients on preventative care, lifestyle choices, and self-care routines to support long-term wellness
- Apply fundamental principles of health and wellness within the field of cosmetology, upholding ethical standards and fostering inclusivity to ensure equitable access to hair and spa services that support overall well-being

#### **DISCUSSION:**

This program was developed under a rapid development initiative and presented to Education Council at its December 10, 2024 meeting.

Following the accelerated approval procedures in the Program Development and Approval policy, EdCo considered a wireframe (outline) program content guide (PCG) for approval. The wireframe elements consist of:

- Intended credential name
- Effective date (for program launch)
- Program purpose
- Admissions requirements



- Program learning outcomes (PLOs)
- Expected credit range

The purpose of the wireframe PCG is to allow EdCo to “approve program/course curriculum elements necessary for early [Board] approval of any credential, such as program admissions criteria, program descriptions or program learning outcomes” (Program Development and Approval [procedure](#) 19.a.i).

There was a conversation about alignment of the program with PGWP-eligible CIP codes, and the practical need to simultaneously meet SkilledTradesBC requirements within individual courses, which are shared with primarily-domestic trades certificates. This alignment work, including on proposed changes to courses, continued after the EdCo meeting. At the December 10 meeting, EdCo approved the wireframe PCG and resolved to recommend Board approval of the credential and program implementation based on the wireframe elements of the proposed program.

The full curriculum, including any changes to courses or course content, has not yet been presented to EdCo or its Curriculum Committee. Curriculum approval must be in place prior to program launch.

**RECOMMENDATION:**

THAT, on the advice of Education Council, the Board of Governors approve the new Health & Wellness Professional – Cosmetology Diploma credential and program implementation.

**ATTACHMENT:** APPENDIX A – Wireframe Program Content Guide (PCG) for the Health & Wellness Professional – Cosmetology Diploma

**PREPARED BY:** Natasha Mandryk, Chair, Education Council

**DATE:** January 28, 2025



---

---

Health & Wellness Professional –  
Cosmetology  
Diploma

---

---

Program Content Guide

Effective Date: September 2025

## Purpose

The **Health & Wellness Professional - Cosmetology Diploma** is designed for learners aspiring to deliver a full range of services in the dynamic and evolving health and wellness industry.

This program takes a comprehensive, interdisciplinary approach to prepare students for careers focused on promoting holistic well-being, preventative care, and client-centered service. Students will explore the intricate connections between physical health, nutrition, mental wellness, and alternative therapies while mastering practical skills to support clients' overall health and lifestyle goals.

Key areas of focus include therapeutic massage, wellness promotion, client health tracking (in both skin and body systems), the relationship between nutrition and skin, scalp, and hair health, ergonomic practices, and integrating mindfulness and stress management techniques into wellness services.

In addition to practical expertise in professional therapies and services, students will develop a deep understanding of spa health, hair, and wellness environments. They will learn to integrate therapeutic practices, sustainable techniques, and health sciences into their work, equipping them to deliver exceptional client-centered care in diverse professional settings such as salons, spas, wellness centers, and personal service settings, or as entrepreneurs.

Graduates will be well-prepared to excel in roles across a variety of salon and spas, health and wellness environments, with a strong foundation in skin, body, and hair treatments, complemented by skills in management, business operations, and entrepreneurship.

The Health & Wellness Professional - Cosmetology Diploma is designed for learners who wish to practice the full range of services offered in the health and wellness industry.

## Admission Requirements

- Grade 10 English or equivalent.
- English Entrance Requirements for International Students

## Prior Learning Assessment & Recognition (PLAR)

## Program Duration & Maximum Time for Completion

## Program Learning Outcomes

Upon successful completion of this program, graduates will be able to:

- Practice skin and body therapies, hair and scalp techniques in accordance with safety, hygiene, and sanitation standards and regulations.
- Demonstrate knowledge of anatomy, physiology, chemical composition and nutrition in providing personalized hair and spa treatments that support overall health and wellness.
- Perform spa treatments to enhance clients' health and well-being through manual techniques based on client consultation, skin and body analysis, and nutritional needs.
- Incorporate holistic care methods, such as aromatherapy, lymphatic drainage, mindfulness, and stress-relief techniques, into hair and spa services to enhance client well-being.

- Apply the principles of trichology to provide health and wellness care and specialized treatments and techniques.
- Demonstrate ethical and professional conduct suitable for salon and spa practitioner environments, incorporating eco-friendly and sustainable materials and practices in hair and spa services to support environmental stewardship and enhance client well-being.
- Apply retail business administration practices and marketing techniques for operating a health and wellness centre, spa or salon.
- Integrate knowledge of personal health, community health, nutrition, health behaviours, and skin/hair disease prevention into professional practice
- Educate clients on preventative care, lifestyle choices, and self-care routines to support long-term wellness
- Apply fundamental principles of health and wellness within the field of cosmetology, upholding ethical standards and fostering inclusivity to ensure equitable access to hair and spa services that support overall well-being

### **Instructional Strategies, Design, and Delivery Mode**

### **Evaluation of Student Learning**

### **Recommended Characteristics of Students**

### **Courses**

Total Program Credits:	82.0
------------------------	------

### **Transcript of Achievement**

### **Grade Point Average (GPA)**

#### **VCC Education and Education Support Policies**

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them. The policies are located on the VCC website at: <http://www.vcc.ca/about/governance--policies/policies/>

*This document is not to be copied or transmitted in any form without the consent of VCC ©*



## DECISION NOTE

**PREPARED FOR:** VCC Board of Governors Public Meeting

**DATE:** February 5, 2025

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
Information Technology Project Management Post-Degree Diploma Credential (including associated implementation)

### BACKGROUND:

As per VCC's new Program Development and Approvals Policy and Procedures (409), the Board may approve new credentials, program implementation and/or tuition before curriculum is approved through an Accelerated Program Change procedure ([Procedures 19](#)). This allows the program to be marketed sooner, providing prospective students with a wireframe Program Content Guide (PCG), and tuition expectations. Recommendations under this procedure are presented by the President, with supporting advice from Education Council (EdCo) and Finance & Audit Committee (FAC).

This Decision Note supports the President's recommendation for the approval of the new IT Project Management Post-Degree Diploma Credential.

Project Management has been a valuable program for the college over the past several years, attracting significant numbers of international students, who were well prepared to enter the project management field. The CIP code associated with this program was deemed ineligible for the Post Graduate Work Permit as a result of recent changes to Immigration, Refugees and Citizenship Canada (IRCC) policy for Post-Graduation Work Permit (PGWP).

Information Technology Project Management is an occupational field of study that is eligible for the PGWP pursuant to the recent changes made by IRCC (CIP) code 11.1005 - Information technology project management. This new program will be constructed with significant amounts of existing program content the college has developed for the Project Management Post-Degree Diploma. This is invaluable in building the credential in a timely manner, ensuring strong integrity of the curriculum, and having access to content-matter experts.

In a separate decision note this evening, a proposal for the international tuition for this credential will be brought for the consideration of the Board of Governors.

### RECOMMENDATION:

WHEREAS the Program Development and Approvals Policy and Procedures (409) grants the Board the authority to approve new credentials, program implementation, and/or tuition prior to the approval of the curriculum through the Accelerated Program Change procedure;

BE IT RESOLVED THAT, on the recommendation of the President, and on the advice of Education Council, the Board of Governors approves the IT Project Management Post-Degree Diploma credential and program implementation, and;

THAT, on the advice of Education Council, Board of Governors approve the creation of nine new courses to be offered as part of the IT Project Management Post-Degree Diploma.

**PREPARED BY:** David Wells, VP Academic & Applied Research

**ATTACHED:** APPENDIX A – Concept Paper: Information Technology Project Management Post-Degree Diploma

APPENDIX B - EdCo Decision Note - Information Technology Project Management Post-Degree Diploma Credential, and creation of 9 new courses (includes IT PDD Wireframe Program Content Guide (PCG))

## New Concept Paper Proposal

### IT Project Management

**Name of Program:**

IT Project Management

**School/Centre:**

Hospitality, Food Studies & Applied Business

**Credential Level:**

Post-Degree Diploma

**Anticipated Start Date:**

September 2025

**If this is a joint educational offering, name of other institution (refer to Educational Affiliations policy 407):**

**Contact(s)**

Name	E-mail	Phone/Ext.
Andy Sellwood	asellwood@vcc.ca	8326

#### PART 1: CONCEPT

##### Purpose and Context

**1. Describe in detail the program's goals and objectives, including a list of the occupations or roles that graduates will be prepared for.**

The IT Project Management Post-Degree Diploma program prepares individuals to design, develop, and manage information technology projects across diverse organizational contexts. Through a comprehensive curriculum aligned with industry standards, the program develops professionals who can effectively lead technology initiatives while managing associated risks and resources.

**Program Goals:**

- Master core principles of IT project management and leadership
- Develop expertise in risk management and quality assurance for technology projects
- Build competency in procurement and contract management specific to IT initiatives
- Gain proficiency in information security management and software management

- Enhance organizational behavior understanding and team leadership capabilities

**Upon completion, graduates will demonstrate the ability to:**

- Apply project management principles to technology initiatives
- Implement effective risk management and quality assurance strategies
- Manage procurement and contracts in IT contexts
- Ensure information security throughout project lifecycles
- Implement effective risk management, quality assurance, and information security strategies.
- Lead teams and manage procurement, contracts, and stakeholder engagement in IT contexts.
- Conduct data analysis and business analysis for technology projects.
- Utilize cloud technologies and ITIL Foundation principles for efficient IT service management.
- Demonstrate effective communication, leadership, and organizational behavior skills.

**Graduates will be prepared for the following roles:**

- Entry-level IT Project Manager
- Technical Project Coordinator
- IT Project Coordinator
- Software Project Manager
- Technology Project Specialist
- Digital Project Manager
- IT Program Coordinator

**For background:**

**NOC 20012:** Computer and Information Systems Managers

Job Description: Includes roles that plan, organize, direct, and evaluate IT operations or systems, as well as manage projects related to IT development and deployment.

**NOC 21311:** Information Systems Analysts and Consultants



Job Description: Includes roles where professionals evaluate business and system needs, provide IT advice, and oversee IT-related projects.

**2. Explain how this program aligns to the principles and priorities as indicated in the College's integrated, departmental, or ministerial planning documents. Identify how the program supports VCC's mission and core values.**

This program directly aligns with VCC's Strategic Innovation Plan 2022-25 priorities and core objectives:

**Academic Innovation:**

- Delivers sustainable programming that is responsive to evolving learner, community, and employer needs in the technology sector
- Creates accessible pathways for international students seeking Canadian credentials in IT project management
- Aligns with labor market demands, as evidenced by WorkBC's identification of Computer and Information Systems Managers as a high-opportunity occupation
- Supports lifelong learning through a diverse educational delivery model combining theoretical and practical components

**Empowered People and Inclusive Culture:**

- Supports professional development through industry-recognized credentials
- Creates opportunities for faculty to engage with emerging technologies
- Promotes diverse representation in technology leadership roles

**Engaged Communities:**

- Leverages existing partnerships with the Project Management Institute (PMI) and ISACA
- Builds strong college presence in the technology sector
- Expands opportunities through strategic industry partnerships

**Operational Excellence:**

- Advances VCC's digital transformation objectives
- Utilizes existing resources and infrastructure efficiently

- Promotes fiscal sustainability through international student enrollment

The program supports VCC's vision of being ready for technological changes, as stated in the Strategic Plan: "Over the coming decade, technological, economic, and social changes will arise faster than ever before. At VCC, we will be ready."

### **3. How does this program relate to and/or support other programs at VCC?**

This program creates synergies with several existing VCC programs through shared resources, complementary curricula, and enhanced pathways:

#### **Integration with Existing Programs:**

- Builds upon and complements the existing Project Management Post-Degree Diploma program
- Incorporates elements from the Networking Technology and Administration Security program as well as the Cybersecurity Governance, Risk, and Compliance (GRC) program
- Shares resources with existing technology and business programs

#### **Resource Optimization:**

- Leverages existing computer lab facilities
- Utilizes current faculty expertise from the Department of Project Management as well as other business/tech areas.
- Makes efficient use of established industry partnerships with PMI and ISACA
- Shares administrative support structures with other post-degree programs

#### **Pathway Enhancement:**

- Creates advanced learning opportunities for graduates of VCC's technology programs
- Provides specialized technology project management courses of interest to graduates from a variety of VCC programs
- Strengthens VCC's overall portfolio of technology and business offerings
- Expands international education options in high-demand fields

#### **Cross-Program Benefits:**

- Strengthens relationships with industry partners across programs

- Enhances VCC's reputation in technology education
- Contributes to the college's digital transformation initiatives
- Supports growth in international student enrollment

## Needs Assessment

### **4. What educational need is this program intended to meet?**

This program addresses critical gaps in the technology sector's workforce development and responds to specific market demands:

#### **Industry-Driven Need:**

- Addresses the growing demand for project managers who understand both technical and management aspects of IT initiatives
- Responds to the increasing complexity of technology projects requiring specialized management skills
- Fills the gap between technical expertise and project management methodology in the IT sector
- Supports organizations' digital transformation initiatives through skilled project leadership

#### **Professional Development:**

- Provides pathways to professional certifications including PMI's Project Management Professional (PMP)<sup>®</sup> and Certified Associate in Project Management (CAPM)<sup>®</sup> designations
- Delivers 35 hours of recognized project management education applicable toward PMI certifications
- Develops competencies in emerging areas such as:
  - \* Information security management
  - \* Software project management
  - \* Quality assurance
  - \* Risk management
  - \* Procurement and contract management

**International Student Opportunities:**

- Creates a pathway for international students into Canada's growing technology sector
- Provides Canadian credentials in a high-demand field
- Offers practical experience through applied learning and capstone projects
- Supports transition into the Canadian technology workforce

**Market Alignment:**

- Responds to the digitalization of project management practices
- Addresses the increasing adoption of both traditional and Agile methodologies
- Focuses on critical areas identified in the CIP code 11.1005, including organizational behavior, communications, and team effectiveness
- Meets industry demands for professionals who can manage complex technology initiatives

**5. What evidence is there of labour market, professional or community demand for graduates?**

Note that there are two NOC codes that align with Information Technology Project Managers (CIP 11.1005): Computer and Information Systems Managers (NOC 20012) and Information Systems Analysts and Consultants (NOC 21311).

Strong labor market evidence supports substantial demand for IT Project Management graduates across multiple indicators:

**Provincial Labor Market Data:**

- WorkBC identifies Computer and Information Systems Managers (NOC 20012) as a high-opportunity occupation
- Projected 8,900 job openings between 2023-2033 in British Columbia
- Lightcast Analytics shows substantial current demand:
  - \* 3,417 unique job postings (7,294 total) in British Columbia for NOC 20012
  - \* 149 unique postings (272 total) specifically for IT Project Managers in Greater Vancouver
  - \* 201 unique postings (355 total) for IT Project Managers across British Columbia
  - \* Data covers period from January 2023 to September 2024

### **Professional Recognition and Industry Support:**

- Program aligns with recognized professional bodies:
  - \* Project Management Institute (PMI) through existing partnership with West Coast Chapter
  - \* Information Systems Audit and Control Association (ISACA) through existing partnership
- Curriculum supports requirements for professional certifications:
  - \* Project Management Professional (PMP)<sup>®</sup>
  - \* Certified Associate in Project Management (CAPM)<sup>®</sup>

### **Industry Growth Indicators:**

- Vancouver's technology sector continues to expand, creating increased demand for IT project managers
- Digital transformation initiatives across industries drive need for specialized project management professionals
- Growing emphasis on cybersecurity and information management requires specialized project leadership
- Increasing adoption of Agile methodologies creates demand for professionals with contemporary project management skills

### **6. What evidence is there of student demand for the program?**

This program demonstrates strong student demand through multiple indicators:

#### **International Student Interest:**

- Confirmed viability through VCC's International Education department assessment
- High appeal to international students seeking Canadian credentials in technology sector
- Aligns with demonstrated international student preference for programs that:
  - \* Lead to in-demand careers
  - \* Provide practical, hands-on experience
  - \* Offer pathways to professional certifications

\* Support transition to Canadian workforce

**Market Indicators:**

- Growing interest in technology-focused management programs
- High enrollment rates in similar programs at other institutions
- Increased demand for specialized post-degree diplomas
- Strong interest in programs combining technical and management skills

**Program Features Supporting Demand:**

- Practical, career-focused curriculum
- Integration of current technology trends
- Professional certification alignment
- Strong employment prospects
- Clear pathway to employment in Canada's technology sector

**Additional Demand Factors:**

- Vancouver's reputation as a growing technology hub
- Rising international student interest in Canadian education
- Program length suitable for international students
- Post-graduation work permit eligibility
- Clear progression to professional certifications

## Competitive Analysis

**7. Which related programs are available in the Lower Mainland and/or on-line: how do they compare in terms of focus, intended outcomes, length, cost and size?**

Analysis of Comparable Programs:

British Columbia Institute of Technology (BCIT)

- Program: Advanced Project Management and Business Analysis Certificate
- Length: Part-time, flexible completion
- Focus: General project management with some IT components
- Delivery: Primarily online with some in-person options
- International Tuition: Approximately \$22,000-25,000 per year
- Key Difference: Certificate level rather than post-degree diploma; less specialized IT focus

#### Langara College

- Program: Post-Degree Diploma in Business Administration (Project Management concentration)
- Length: 4 terms
- Focus: General business and project management
- Delivery: In-person
- International Tuition: Approximately \$18,000-20,000 per year
- Key Difference: Broader business focus with limited IT specialization

#### Douglas College

- Program: Post-Degree Diploma in Project Management
- Length: 16 months
- Focus: General project management across industries
- Delivery: In-person
- International Tuition: Approximately \$19,000-21,000 per year
- Key Difference: Less emphasis on technology sector and IT-specific methodologies

#### **VCC's Competitive Advantages:**

##### **1. Specialized IT Focus**

- Unique integration of IT and project management

- Dedicated courses in cybersecurity and technology
- Stronger emphasis on digital transformation

## **2. Industry Partnerships**

- Established relationships with PMI West Coast Chapter
- ISACA partnership for cybersecurity components
- Direct alignment with NOC 20012 requirements

## **3. Market Position**

- Competitive tuition rates
- Downtown Vancouver location
- Accessible by public transit
- Close proximity to technology sector employers

## **8. Is there an existing articulation committee for the program? Is this committee recognized by the British Columbia Council on Admissions & Transfer (BCCAT)?**

Currently, there is no specific articulation committee for IT Project Management programs through BCCAT.

## **Student Profile**

### **9. Who are your target students (age, gender, educational background, work experience)? Where do they come from (recent high school graduates, mature students, transfers from other institutions)? Are there other characteristics applicants should have that you identify as important?**

Primary Target Demographics:

Educational Background:

- Holders of undergraduate degrees from accredited international post-secondary institutions
- Academic backgrounds may include:

- \* Business Administration



- \* Computer Science/Information Technology

- \* Engineering

- \* Other related disciplines

Student Profile:

- International students seeking Canadian credentials
- Recent university graduates or early-career professionals
- Typically 22-35 years of age
- All genders welcome, with emphasis on increasing diversity in technology leadership
- Limited or no prior work experience required, though basic technical literacy is beneficial

Desired Characteristics (as specified in program documents):

- Strong analytical and critical thinking abilities
- Self-motivated and disciplined approach to learning
- Experience with basic computer applications including:
  - \* Word processing
  - \* Spreadsheets
- Interest in technology and project management
- Strong communication skills or willingness to develop them

Additional Important Characteristics:

- Adaptability to new technologies
- Commitment to professional development
- Interest in leadership roles
- Ability to work effectively in teams
- Openness to diverse perspectives and approaches

## **10. How do you plan to recruit or attract these students?**

Recruitment Strategy:

### **International Education Channels:**

- Collaborate with VCC's International Education department
- Leverage existing international recruitment networks
- Participate in international education fairs
- Develop targeted recruitment materials for key markets

### **Digital Marketing:**

- Create comprehensive digital marketing campaign highlighting:
  - \* Strong labor market demand (8,900 projected openings in BC)
  - \* Professional body partnerships (PMI and ISACA)
  - \* Pathway to high-demand careers
  - \* Vancouver's position as a growing tech hub
- Utilize social media platforms popular in target markets
- Develop multilingual marketing materials
- Implement targeted online advertising campaigns

### **Industry Partnership Promotion:**

- Showcase existing partnerships with:
  - \* West Coast Project Management Institute
  - \* ISACA (Information Systems Audit and Control Association)
  - \* Local technology companies
- Highlight industry connection opportunities
- Feature success stories from industry partners

**Program Differentiators Marketing:**

- Emphasize specialized IT project management focus
- Highlight practical, hands-on learning approach
- Showcase integration of traditional and Agile methodologies
- Promote capstone project component
- Feature state-of-the-art facilities and technology resources

**Agent Network:**

- Engage with international education agents
- Provide comprehensive program information packages
- Conduct agent training sessions
- Maintain regular communication with agent network

**11. Is this type of program traditionally or historically underrepresented in specific cohort groups (e.g., gender and/or age imbalance, Indigenous)? How will the program address any equity issues or systemic barriers?**

New domestic programming connected to IT Project Management will be developed at a later time to support underrepresented groups ladder into courses within this program.

## Quality

**12. List all accreditations, affiliations or articulations for this program. Are you exploring any block transfer agreements?**

N/A

**13. Explain how current faculty are qualified to deliver the program. If they are not qualified, how will this issue be addressed?**

Many of the courses in this new program have been taught for a number of years by existing faculty in the project management and business management hiring areas. The new courses which are being added can be delivered by existing faculty who have a background in IT project management.

**14. Describe how the program incorporates work experience, practicum, clinical practice, etc. (if applicable).**

### Applied Learning Integration:

#### Capstone Project:

- Culminating project in Term 4 (PGMT 2XXX IT Project Integration and Capstone)
- 3-credit comprehensive project applying learned skills to real-world scenarios
- Integration of technical and management competencies
- Industry-connected project opportunities

#### Applied Learning Components:

##### 1. Project-Based Learning

- Industry-relevant projects throughout curriculum
- Hands-on experience with project management tools
- Real-world case studies and scenarios
- Team-based project delivery

##### 2. Technical Integration

- Practical experience with industry-standard software
- Hands-on lab work in computer facilities
- Technology project simulations
- Applied cybersecurity and risk management exercises

##### 3. Industry Connection

- Guest speakers from technology sector
- Industry-sponsored project opportunities
- Networking events with PMI and ISACA
- Professional development workshops

##### 4. Professional Skills Development

- Leadership and team management practice
- Communication skills development
- Stakeholder management exercises
- Contract negotiation simulations

While the program does not include a formal practicum, the capstone project and integrated applied learning components provide substantial practical experience preparing graduates for the workforce.

## Admission, Delivery, and Design

**15. What is the expected length of the program (in months/years)? How many intakes are you expecting per year? How many students per intake?**

Program Structure and Capacity:

Length and Duration:

- Total Credits: 42 credits
- Program Length: 16 months
- Structure: 2 terms of 12 credits each, 2 terms of 9 credits each
- Term Break: One term break between terms 2 and 3
- Maximum Completion Time: 5 years

Intake Schedule:

- Three intakes per year:
  - \* September (Fall)
  - \* January (Winter)
  - \* May (Spring)

Cohort Size:

- Target enrollment: 27 students per cohort

- Annual total: 81 students (across all intakes)
- Minimum viable cohort: 20 students
- Maximum capacity: 27 students per cohort

Timeline:

- Proposed start: September 2025
- Second intake: January 2026
- Full implementation: Two established cohorts by September 2026

Rationale for Cohort Size:

- Optimal size for interactive learning
- Sustainable for existing facilities
- Allows for effective team projects
- Ensures individualized attention
- Maintains program quality standards

**16. Identify pathways for students to and from your program. This could include potential courses or programs that will prepare students for your program, or programs your student will be able to apply for after completion.**

The following courses in the program have transfer status on the BC Transfer Guide:

- Fundamentals of Project Management
- Business Communication

Other courses in the program would be put forward for articulation (transfer status) at local universities and colleges.

**17. Will the structure of the program allow for full-time, part-time, evening, weekend, on-line, mixed-mode delivery methods, or a combination of any of these? (Identify each as appropriate).**

Domestic students have the option to take the program part-time basis; the expectation is that international students will be taking this program on a full-time basis.

**18. Will the structure of the program allow for multiple entry and exit points? If there are multiple entry points, please specify requirements for each.**

No.

## Operational Needs

**19. Are there any large costs expected as part of the delivery or development of this program? Have you started discussing potential needs with the appropriate area? Consider the following areas in particular: Facilities: new classrooms/labs/computer labs, significant renovations, space for instructors/staff, weekend delivery, etc.; IT: new hardware (e.g. computer lab), software or licenses, etc.; People Services: need for new instructor or program support staff, etc.; Library: research intensive program that requires significant library resources (databases, journals, etc.); Marketing: information about planned program and anticipated implementation date so the new program becomes part of their workplan.**

This program could be taught in existing computer labs and regular classrooms. As such, no large costs are expected beyond curriculum development. Funds may be required to allow students to access the following software:

- Azure
- AWS
- GCP (Google Cloud)
- SmartSheet
- Monday.com
- Jira
- Tableau
- PowerBI
- PowerApps
  - Additional Office 365 Functionality for ITPM students
  - MS Project  
Project Management Simulation

**20. What resources are needed to develop the program and its curriculum (curriculum development funds, release time, project manager, etc.)?**

As a rapid development project to meet International Student enrolment needs, curriculum funding for 2025-26 will be necessary. CTLR can help support the department with curriculum development and course enhancements from the existing programs.

**21. What would be the impact (program quality, ability to market program, development time) on program implementation or development if the money isn't available for these large scale needs?**

Delivery of new courses in the program would be very challenging without sufficient development work.

### Phase In/Phase Out Plan

**22. For existing programs that are being substantially changed (and are therefore treated as 'new programs' in development), describe in detail the phase in/phase out of new/old versions of the program (teach outs):**

N/A

## PART 2: INITIAL BUSINESS CASE

**Work with the Finance Department to develop a Business Case and financial projections. This must include: tuition/fees revenue or other sources of funding and costs; an estimate of capital required for classroom/lab renovations, IT and equipment if needed for the delivery of the new program; and a 4 year projection on tuition, fees, and other revenue, and expected operating (direct and indirect) and capital costs.**

**What is the source of funding for this program?**

See Business Case.



## APPENDIX B



## DECISION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** February 5, 2025

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
New program: IT Project Management Post-Degree Diploma

**BACKGROUND:**

The School of Hospitality, Food Studies, and Applied Business is proposing a new program: the IT Project Management Post-Degree Diploma.

The program addresses critical gaps in the technology sector's workforce development and responds to specific market demands: it addresses the growing demand for project managers who understand both technical and management aspects of IT initiatives, in the context of increasing complexity of technology projects requiring specialized management skills.

The program provides pathways to professional certifications like PMP® and CAPM®, by delivering 35 hours of recognized project management education. It develops competencies in areas such as information security management, software project management, quality assurance, risk management, and procurement and contract management.

The diploma consists of 42 credits and is based on the existing Project Management Post-Degree Diploma (PDD) with additional competencies specific to IT projects. As noted in the concept paper, the program will be open to both domestic and international students, and aligns with a PGWP-eligible CIP code.

IT Project Management Post-Degree Diploma graduates will be able to meet the following program learning outcomes:

- Apply project management principles to technology initiatives
- Implement effective risk management and quality assurance strategies
- Manage procurement and contracts in IT contexts
- Ensure information security throughout project lifecycles

- Lead teams and manage procurement, contracts, and stakeholder engagement in IT contexts
- Conduct data analysis and business analysis for technology projects
- Utilize cloud technologies and ITIL Foundation principles for efficient IT service management
- Demonstrate effective communication, leadership, and organizational behavior skills

#### **DISCUSSION:**

This program was developed under the new accelerated approval procedures in the Program Development and Approval policy, which enables the College to respond more nimbly to changes in the post-secondary environment, particularly changed IRCC rules affecting international students.

The concept paper was received for information by EdCo on December 10, 2024. At the same meeting, a “wireframe” program content guide (PCG) was approved. At a minimum, a wireframe needs to contain: the intended credential name, effective date, program description (purpose), admission requirements, program learning outcomes, and the expected credit range.

The current proposal is for the Board of Governors to approve the new credential and program implementation, based on the wireframe/outline of the program.

Recent revisions to the Curriculum Development and Approval policy (410) and the new Program Development and Approval policy (409), both approved on December 17, 2024, return approval authority for course offerings to the Board of Governors.

The policy changes were approved after the wireframe PCG was approved by Education Council. Therefore, EdCo has not brought formal advice regarding the creation of new courses to be offered. However, the list of courses was presented to EdCo with the wireframe PCG and there were no concerns.

Given the unusual circumstances and timeline, the current motion includes a recommendation to the Board, without EdCo’s formal advice, to approve the creation of the following new 3-credit courses that are part of this program:

- ITPM 1100 IT and Technology Essentials for Project Managers
- ITPM 1200 Principles of Cloud Infrastructure
- ITPM 1210 Data Analytics and Visualization for IT Projects
- ITPM 1220 Data Security, Privacy, and Risk
- ITPM 2210 ITIL Essentials for Project Managers
- PGMT 1010 Business Analysis and Project Scope Management
- PGMT 2100 Agile Project Management and Product Development
- PGMT 2200 IT Procurement and Contracts
- PGMT 2215 IT Project Integration and Capstone

Before the program can be implemented, the full curriculum (including complete program content guide and course outlines) needs to be approved by Education Council.

Curriculum Committee reviewed the full curriculum in January 2025 and suggested only a small number of adjustments to wording of some course learning outcomes. The program content guide, new and revised course outlines will be presented to Education Council for approval of the curriculum on February 11, 2025.

**RECOMMENDATION:**

THAT, on the advice of Education Council, the Board of Governors approve the new IT Project Management Post-Degree Diploma credential and program implementation;

THAT the Board of Governors approve the creation of nine new courses to be offered as part of the IT Project Management Post-Degree Diploma.

**ATTACHMENT:** APPENDIX A – Wireframe Program Content Guide (PCG) for the IT Project Management Post-Degree Diploma

**PREPARED BY:** Natasha Mandryk, Chair, Education Council



---

---

# IT Project Management Post-Degree Diploma

---

---

## Program Content Guide

Effective Date: September 2025

## **Purpose**

The IT Project Management Post-Degree Diploma program prepares individuals to design, develop, and manage information technology projects across diverse organizational contexts. Through a comprehensive curriculum aligned with industry standards, the program develops professionals who can effectively lead technology initiatives while managing associated risks and resources.

## **Admission Requirements**

- An undergraduate degree from an accredited post-secondary institution, as determined by the institution
- English Studies 12 with a minimum 'C' grade or equivalent

## **Prior Learning Assessment & Recognition (PLAR)**

## **Program Duration & Maximum Time for Completion**

## **Program Learning Outcomes**

Upon successful completion of this program, graduates will be able to:

- Apply project management principles to technology initiatives.
- Implement effective risk management and quality assurance strategies.
- Manage procurement and contracts in IT contexts.
- Ensure information security throughout project lifecycles.
- Lead teams and manage procurement, contracts, and stakeholder engagement in IT contexts.
- Conduct data analysis and business analysis for technology projects.
- Utilize cloud technologies and ITIL Foundation principles for efficient IT service management.
- Demonstrate effective communication, leadership, and organizational behavior skills.

## **Instructional Strategies, Design, and Delivery Mode**

## **Evaluation of Student Learning**

## **Recommended Characteristics of Students**

- Courses

---

Total Program Credits: 42.0

Transcript of Achievement

Grade Point Average (GPA)

**VCC Education and Education Support Policies**

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them. The policies are located on the VCC website at:

<http://www.vcc.ca/about/governance--policies/policies/>

*This document is not to be copied or transmitted in any form without the consent of VCC ©*

DRAFT



## DECISION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** February 5, 2025

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
Course Deactivations

### BACKGROUND:

The Registrar's Office is working on the next edition of the College calendar (catalogue). To prepare for this publication, a clean-up of VCC's curriculum inventory is in progress. A number of courses that are no longer taught are proposed for deactivation as part of this clean-up.

### DISCUSSION:

In 2020, Education Council delegated authority to approve course and program deactivations to Curriculum Committee, except for those programs and courses that are within the process of suspension or discontinuance as governed by the Suspension and/or Discontinuance of Programs policy (414).

Recent revisions to the Curriculum Development and Approval policy (410) and the new Program Development and Approval policy (409), approved on December 17, 2024, return approval authority for course deactivations to the Board of Governors. There is an exception in policy procedures that delegates power to Education Council to approve course deactivations if the decision is requested by the VP, Academic and Research due to being considered either urgent or minor in impact. Generally, recommendations about course deactivations will be brought to the Board with advice from Education Council.

### RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approves the deactivation of 88 courses listed in the attached appendix.

**PREPARED BY:** Natasha Mandryk, Chair, Education Council

**ATTACHMENT:** Appendix A – Full List of Courses

**APPENDIX A****Appendix**

CCED 0604 Computer Applications  
 CULI 1508 Short Order Cafe  
 CULI 1511 Kitchen Orientation  
 CULI 1516 Cook Chill Product Kitchen  
 CULI 1517 Flavour Principles & Menus IE  
 CULI 1518 Short Order Cafe  
 CULI 2501 Kitchen Management  
 CULI 2502 Purchasing & Receiving  
 CULI 2508 Restaurant Line Cooking  
 CULI 2509 Appetizers & Platters  
 INTD 1305 Design Basics  
 INTD 1310 Basic Drafting Concepts  
 INTD 1315 Design Drawing  
 INTD 1320 Colour Theory and Application  
 INTD 1325 History of Furniture  
 INTD 1330 Materials and Finishes  
 INTD 1335 Textiles  
 INTD 1340 Design Today  
 INTD 1345 Lighting  
 INTD 1350 AutoCAD for Interior Designers  
 INTD 1355 Residential Design  
 INTD 1360 Design for Small Spaces  
 INTD 1365 Design Specifications  
 INTD 1370 Presentation  
 MUSC 1010 Preparatory Individual Instruction 1  
 MUSC 1030 Preparatory Individual Instruction 2  
 MUSC 1098 Jazz Orchestra  
 MUSC 1193 Wind Ensemble  
 MUSC 1202 Electronic Music  
 MUSC 1203 Materials of Music  
 MUSC 1210 Applied Music Composition  
 MUSC 1217 Improvisation  
 MUSC 1220 Applied Music Contemporary Voice  
 MUSC 1239 Classical Voice Minor Study  
 MUSC 1253 Class Piano II  
 MUSC 1259 Classical Keyboarding Minor Study  
 MUSC 1269 Contemporary Keyboard Minor Study  
 MUSC 1279 Minor Instrument Orchestral  
 MUSC 1280 Applied Music Trumpet  
 MUSC 1285 Applied Music Contemporary Guitar  
 MUSC 1286 Applied Music Contemporary Bass  
 MUSC 1289 Minor Instrument Contemporary  
 MUSC 1290 VCC Concert Choir  
 MUSC 1292 Orchestra  
 MUSC 1293 Wind Ensemble  
 MUSC 1294 New Music Ensemble  
 MUSC 1299 Jazz Ensemble  
 MUSC 2100 Commercial Ear Training  
 MUSC 2101 Kodaly Solfege  
 MUSC 2103 Materials of Music  
 MUSC 2105 History and Literature  
 MUSC 2109 Composition Minor Study  
 MUSC 2110 Applied Music Composition  
 MUSC 2115 Jazz Theory  
 MUSC 2117 Improvisation  
 MUSC 2118 Arranging  
 MUSC 2120 Applied Music Contemporary Voice  
 MUSC 2139 Classical Voice Minor Study  
 MUSC 2150 Applied-Classical Keyboard III  
 MUSC 2169 Contemporary Keyboard Minor Study  
 MUSC 2179 Minor Instrument Orchestral  
 MUSC 2180 Applied Music Trumpet  
 MUSC 2185 Applied Music Contemporary Guitar  
 MUSC 2186 Applied Music Contemporary Bass  
 MUSC 2200 Commercial Ear Training  
 MUSC 2201 Kodaly Solfege  
 MUSC 2203 Materials of Music  
 MUSC 2205 History and Literature  
 MUSC 2207 Career Opportunities Music 1  
 MUSC 2210 Applied Music Composition  
 MUSC 2215 Jazz Theory  
 MUSC 2217 Jazz Improvisation  
 MUSC 2218 Arranging  
 MUSC 2220 Applied Music Contemporary Voice  
 MUSC 2230 Applied Music Classical Voice  
 MUSC 2239 Classical Voice Minor Study  
 MUSC 2250 Applied Music Classical Keyboard  
 MUSC 2263 Class Jazz Piano  
 MUSC 2280 Applied Music Trumpet  
 MUSC 2285 Applied Music Contemporary Guitar  
 MUSC 2286 Applied Music Contemporary Bass  
 MUSC 2289 Minor Instrument Contemporary  
 MUSC 2290 VCC Concert Choir  
 MUSC 2293 Wind Ensemble  
 MUSC 2294 New Music Ensemble  
 MUSC 2298 Jazz Orchestra  
 MUSC 2299 Jazz Ensemble  
 MUSC 3239 Classical Voice Minor Study 6





## DECISION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** February 5, 2025

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
Program Name: Hospitality Management Post-Degree Diploma

### BACKGROUND:

Due to policy changes by Immigration, Refugee and Citizenship Canada (IRCC), several VCC programs were renamed to align with designated Classification of Instructional Program (CIP) codes that are eligible for post-graduate work permits.

The Board of Governors approved renaming the Hospitality Management Post-Degree Diploma to Hospitality and Food Service Systems Management Post-Degree Diploma at its November 27, 2024 meeting.

### DISCUSSION:

The School of Hospitality, Food Studies and Applied Business ultimately decided not to move forward with adjustments to the Hospitality Management Post-Degree Diploma, including the program name change. However, the motion presented at the November 27, 2024 Board of Governors meeting erroneously included the name change for this program. The proposal is to reverse this change. Education Council resolved to recommend this proposal at its January 14, 2025 meeting.

### RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve changing the name of the Hospitality and Food Service Systems Management Post-Degree Diploma back to Hospitality Management Post-Degree Diploma.

**PREPARED BY:** Natasha Mandryk, Chair, VCC Education Council

**DATE:** January 29, 2025



## DECISION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** February 5, 2025

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
New Course in the Accounting Diploma

### BACKGROUND:

The Business Technology department is proposing revisions to the Accounting Diploma to expand student learning in technology and information technology as it relates to accounting. The program already includes courses related to accounting technology, including software related to accounting, payroll and accounts payable. Relatively minor program revisions were made to better align the program with a Classification of Instructional Programs (CIP) code that is eligible for a post-graduation work permit (PGWP).

Curriculum changes approved by EdCo in January 2025 include the addition of two courses to the program: existing course MGMT 2006 Business Analysis and Systems Design and new 3-credit course ACCT 2004 Data Analysis and Databases. (Two courses were removed from the program, so the overall number of credits remains the same.) These courses will expand student learning in relational databases, data analysis and overall systems design. Two new program learning outcomes were also added, highlighting the use of databases and the ability to contribute to accounting software implementation projects.

### DISCUSSION:

Curriculum Committee reviewed the revised curriculum in December 2024 and Education Council in January 2025. There were no concerns about the proposal, and EdCo approved the curriculum.

Following the Program Development and Approval policy, advice from Education Council on the creation of new courses is presented to the Board of Governors for an approval decision.

### RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve the creation of the new course ACCT 2004 Data Analysis and Databases.

**PREPARED BY:** Natasha Mandryk, Chair, Education Council

**DATE:** January 29, 2025



## DECISION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** February 5, 2025

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
New Courses in the Hospitality and Food Service Systems Management Diploma program

### BACKGROUND:

The previous Hospitality Management Diploma was recently renamed to Hospitality and Food Service Systems Management Diploma program, in order to align with a Classification of Instructional Program (CIP) codes that is eligible for a Post-Graduation Work Permit (PGWP).

Education Council recommended the name change to the Board of Governors for approval, with the understanding that significant curriculum changes would be required. The name change was approved by the Board of Governors on November 27, 2024.

The department has proposed curriculum revisions to include two new program learning outcomes around nutrition for diverse populations and food service operations in various institutional settings (e.g., senior living or health care facilities). To embed these outcomes throughout the program, three existing courses were revised, and three new courses created. The total number of program credits will not change.

The proposed new courses are:

- HOSP 1120 Guest Service Management (3 credits)
- HOSP 1220 Principles of Food Production and Nutrition (3 credits)
- HOSP 2225 Trends in Global Hospitality and Food Services (1.5 credits)

### DISCUSSION:

Education Council approved revisions to the program admission requirements and program purpose in December 2024 and approved revisions to the program learning outcomes and course list in January 2025. Following the accelerated program change procedures in the

Program Development and Approval policy (409), only the program content guide was presented to Education Council to finalize the learning outcomes and for a recommendation to the Board to create the new courses.

At the EdCo meeting, there was a discussion about the new focus on nutrition within the program. In response to a question about faculty expertise in nutrition, the school clarified that existing faculty have the required expertise and have been teaching some nutrition content already. The proposed adjustments simply expand and emphasize this aspect of the program. It was suggested to seek opportunities for collaboration across faculties/programs, such as with the School of Health Sciences.

Full course outlines were reviewed by Curriculum Committee on January 14, 2025, and only minor edits were requested. The finalized course outlines and program content guide will come to Education Council for a curriculum approval decision on February 11, 2025.

**RECOMMENDATION:**

THAT, on the advice of Education Council, the Board of Governors approve the creation of three new courses to be offered in the Hospitality and Food Service Systems Management Diploma program.

**PREPARED BY:** Natasha Mandryk, Chair, Education Council

**DATE:** January 29, 2025



## INFORMATION NOTE

**PREPARED FOR:** VCC Board of Governors

**DATE:** February 5, 2025

**ISSUE:** **2024/25 Forecast to Budget**

### 2024/25 January Forecast to Budget Overview

2024/25 January Forecast (9 months actual + 3 months forecast) in **Table 4** shows that VCC is projecting a small surplus. Revenue is forecasted to be \$193.6 million compared to budget of \$186.3 million (\$7.3 million above budget) and prior year of \$170.9 million (\$22.7 million above than prior year). Domestic tuition revenue is up by \$1.43 million (excluding ABE/EAL and Future Skills Grant) compared to original budget, and international revenue is up by \$3 million. (**Table 1, 2 and 3**).

The School of Hospitality, Food Studies and Applied Business domestic tuition revenue is \$79K higher than budget. International tuition revenue is up by \$2 million; Project Management and Hospitality programs are up by \$1.86 million, and Business Management program is up by \$410K, meanwhile Accounting and Marketing programs international tuition revenues are down by \$94K and Culinary program international tuition revenues are down by \$171K. The School of Trades, Technology and Design domestic tuition revenue is higher than budget by \$497K mostly from Hair Design and Skin body Therapy, and international tuition revenue is higher than budget by \$174K.

The School of Health and Science domestic tuition revenue is higher by \$74,418 and international tuition revenue is higher by \$34,953 than budget. The School of Arts and Sciences domestic tuition is higher than budget by \$80,547, and international tuition revenue is up by \$701K mostly from ECCE and UT programs. For domestic tuition revenues, College Career Access and College Foundations programs tuition revenues are up by \$122K than budget, and ESL Pathway programs domestic tuition is increased by \$206K.

Continuing Studies domestic tuition revenue is higher by \$497K, and international tuition revenue is up by 127K. For domestic tuition revenue, MDRT program revenue is increased by \$327K. For international tuition revenue, ECCE, Optician and Cybersecurity PDD programs are up by \$512k, but IT Operations and Network program revenue is down by \$307K. Domestic tuition at the Centre for Education Excellence has increased by \$298K, primarily because the Future Skills Grant was not available until August. Other revenues such as parking, space rental, commercial services and interest income are higher by \$1.8 million.

Expenses are projected to total \$193.2 million, exceeding the budgeted amount of \$186.3 million by \$6.9 million and surpassing the previous year's \$169.8 million by \$23.4 million. The increase in salary and benefit expenses is primarily due to the faculty salaries and benefits related to the ECCE program, which has been moved to the academic area. Additionally, the rise includes expanded support for EAL

international services, increased faculty costs to support the growth in both domestic and international enrolments, higher overall benefit costs, and severance cost for the LINC program, which was not renewed by IRCC in late November 2024.

The College is closely monitoring January enrolment, but recent changes in IRCC policies have created uncertainty for some programs, impacting tuition revenue projections. As a result, these projections have been revised downward to align more closely with current enrolment trends. The updated forecast is provided in this overview, although enrolment confirmation based on the freeze date was not available for the January forecast.

**ATTACHMENTS:** Table 1, 2 and 3: Summary – Forecast Revenue by School (Apr 2024 – Mar 2025)

Table 4 – Statement of Operations: 2024/25 Forecast with Nine Months Actual (Ended December 31, 2024) and Three Months Forecast

**PREPARED BY:** Jamie Choi, Executive Director FS & CFO

**DATE:** January 29, 2025

## Summary – Forecast Revenue by School

## APPENDIX A

**Table 1:**  
**Domestic Tuition Revenue by School – Forecast Compared to Budget and Prior Year**

	Current Year 2024/25 Forecast (Apr 2024 - Mar 2025)	Current Year 2024/25 Budget (Apr 2024 - Mar 2025)	Variance (Forecast vs Budget)	Prior Year 2023/24 Actuals (Apr 2023 - Mar 2024)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	2,372,201	1,874,671	497,530	2,757,842	(385,641)
SCHOOL OF ARTS AND SCIENCES	1,781,705	1,701,158	80,547	1,533,922	247,783
ABE & EAL TUITION FREE	4,284,054	3,929,643	354,411	3,996,848	287,206
SCHOOL OF HEALTH	4,570,194	4,495,776	74,418	4,487,857	82,337
SCHOOL OF HOSP, FOOD & BUSINESS	1,680,266	1,601,180	79,086	1,457,559	222,708
CENTER FOR EDUCATION EXCELLENCE	668,299	369,323	298,976	774,243	(105,944)
SCHOOL OF TRADES, TECH & DESIGN	3,053,631	2,652,587	401,044	2,661,587	392,044
FUTURE SKILLS GRANT	366,649	736,927	(370,278)	555,783	(189,134)
	<b>18,776,999</b>	<b>17,361,265</b>	<b>1,415,734</b>	<b>18,225,640</b>	<b>551,359</b>

**Table 2:**  
**International Tuition Revenue by School – Forecast Compared to Budget and Prior Year**

	Current Year 2024/25 Forecast (Apr 2024 - Mar 2025)	Current Year 2024/25 Budget (Apr 2024 - Mar 2025)	Variance (Forecast vs Budget)	Prior Year 2023/24 Actuals (Apr 2023 - Mar 2024)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	7,495,054	7,368,053	127,001	9,484,467	(1,989,414)
SCHOOL OF ARTS AND SCIENCES	3,553,300	2,851,394	701,906	1,095,654	2,457,646
SCHOOL OF HEALTH	2,236,608	2,201,655	34,953	1,374,914	861,694
SCHOOL OF HOSP, FOOD & BUSINESS	49,254,841	47,204,593	2,050,248	44,713,414	4,541,427
CENTER FOR EDUCATION EXCELLENCE	5,714	0	5,714	1,278	4,436
SCHOOL OF TRADES, TECH & DESIGN	12,610,938	12,436,612	174,326	12,844,443	(233,505)
	<b>75,156,454</b>	<b>72,062,307</b>	<b>3,094,147</b>	<b>69,514,170</b>	<b>5,642,284</b>

**Table 3:**  
**Combined Domestic and International Tuition Revenue by School - Forecast**

	<b>Current Year 2024/25 Forecast (Apr 2024 - Mar 2025)</b>	<b>Current Year 2024/25 Budget (Apr 2024 - Mar 2025)</b>	<b>Variance (Forecast vs Budget)</b>	<b>Prior Year 2023/24 Actuals (Apr 2023 - Mar 2024)</b>	<b>Variance (Current Year Forecast vs Prior Year Actuals)</b>
CENTRE FOR CONTINUING STUDIES	9,867,254	9,242,724	624,530	12,242,309	(2,375,055)
SCHOOL OF ARTS AND SCIENCES	5,335,005	4,552,552	782,453	2,629,576	2,705,429
ABE & EAL TUITION FREE	4,284,054	3,929,643	354,411	3,996,848	287,206
SCHOOL OF HEALTH	6,806,802	6,697,431	109,371	5,862,770	944,031
SCHOOL OF HOSP, FOOD & BUSINESS	50,935,107	48,805,773	2,129,334	46,170,973	4,764,134
CENTER FOR EDUCATION EXCELLENCE	674,013	369,323	304,690	775,521	(101,508)
SCHOOL OF TRADES, TECH & DESIGN	15,664,569	15,089,199	575,370	15,506,030	158,539
FUTURE SKILLS GRANT	366,649	736,927	(370,278)	555,783	(189,134)
	<b>93,933,453</b>	<b>89,423,572</b>	<b>4,509,881</b>	<b>87,739,810</b>	<b>6,193,643</b>



Statement of Operations –2024/25 Forecast with Nine Months Actual (Ended December 31, 2024) and Three Months Forecast

Table 4:

(In \$ Thousands)	Current Year 2024/25 Forecast (9 + 3)	Current Year 2024/25 Budget	Forecast vs Budget	Comments	Prior Year 2023/24 Actuals	Current Year Forecast vs Prior Year Actuals
Province of B.C. Grants	66,289	66,128	161		49,139	17,150
Adult Upgrading Grant (AUG)	432	375	57		372	60
Future Skills Grant	367	737	(370)	Future Skills Grant funding not available until August	556	(189)
Sales of goods and services	5,332	5,078	254		5,392	(60)
Tuition and student fees	93,784	89,741	4,043	Table 1, 2 & 3	88,157	5,627
ABE/EAL Tuition Free	4,284	3,930	354	CCA \$105K, EAL \$206K higher than budget; ABE \$49K lower than budget	3,997	287
Other grants, fees & contract services	8,629	8,042	587	Various contracts increased revenues not in budget; DigiBC projects \$222K, Heiltsuk Project \$141K, School of Health projects \$197K.	8,780	(151)
Miscellaneous income	2,718	2,304	414	Various one time revenues received	2,835	(116)
Donation income (Foundation Related)	886	777	109		866	20
Amortization of deferred capital contribution	6,585	6,078	507	Increased due to addition of restricted capital	6,192	393
Interest income	4,364	3,147	1,217	Due to higher interest rates	4,680	(316)
<b>REVENUES</b>	<b>193,670</b>	<b>186,337</b>	<b>7,334</b>		<b>170,966</b>	<b>22,705</b>
<b>SALARY AND BENEFIT EXPENSES</b>	<b>135,771</b>	<b>131,088</b>	<b>(4,683)</b>	Faculty salary and benefit increased due to ECCE transfer to academic area, addition of EAL international support, and increased domestic and international student enrolment. Faculty sickness increased by \$324K. Overall benefits costs and severance cost increased.	<b>118,862</b>	<b>(16,909)</b>
Supplies and general expenses	17,329	16,966	(363)	Overall general supplies and equipment increased	13,929	(3,400)
AUG Financial Aid	432	375	(57)		372	(60)
Bursary/Scholarship	886	777	(109)		866	(20)
Professional fees	16,571	15,717	(854)	Some project cost higher than budget, \$380K int'l agency fee increased	16,284	(287)
Building and telecom	8,412	8,135	(277)		7,127	(1,285)
Cost of Goods Sold	3,651	3,577	(74)		3,422	(229)
Depreciation Expense	10,226	9,702	(525)	Due to increased amortization revenues	8,969	(1,257)
<b>OPERATING EXPENSES</b>	<b>57,507</b>	<b>55,249</b>	<b>(2,258)</b>		<b>50,970</b>	<b>(6,537)</b>
<b>TOTAL EXPENSES</b>	<b>193,278</b>	<b>186,337</b>	<b>(6,942)</b>		<b>169,832</b>	<b>(23,446)</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>393</b>		<b>393</b>		<b>1,134</b>	<b>(741)</b>

\*ABE : Adult Basic Education  
\*AUG: Adult Upgrading Grant

\*EAL : English as Additional Language  
\*CF: College Foundation

\*CCA: College & Career Access



## DECISION NOTE

**DATE:** February 5, 2025

**PREPARED FOR:** Board of Governors

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
**TUITION:** Post Degree Diploma (PDD) IT Project Management  
(International)

### BACKGROUND:

Currently, the Project Management Post-Degree Diploma (PDD) offered by VCC does not align with a CIP code issued by the Immigration, Refugees and Citizenship Canada (IRCC). In response, a decision has been made to develop a new PDD under the IT Project Management discipline, which will align with a relevant CIP code. This decision has been made through a collaborative process involving International Education, Institutional Research, senior leadership team members, and the School of Hospitality.

The new PDD will incorporate select courses from the existing Project Management PDD, while also adding several new courses to enhance the program's offerings. This program was developed under the new accelerated program change procedure in the Program Development and Approval policy and procedures (409) which grants the Board the authority to approve new credentials, program implementation, and/or tuition prior to the approval of the curriculum.

On December 10, 2025, EdCo received the program concept paper for information, and approved a "wireframe" program content guide (PCG). It approved a recommendation for the Board to approve the credential and program implementation.

At a minimum, a wireframe needs to contain: the intended credential name, effective date, program description (purpose), admission requirements, program learning outcomes, and the expected credit range.

This new diploma program will be available to both domestic and international students. The domestic tuition rate for all PDD programs was established at the previous board meeting, set at \$286.83 per credit.

### DISCUSSION:

International Education has set a target of one cohort of 20 students per term, starting in January 2026. In light of this, it is recommended that the international tuition rate for this PDD remain at \$631.65 per credit, which reflects the 2025/2026 rate.

Credits	Tuition/Credit	Total Tuition
42	\$631.65	\$26,529

**DISCUSSION:**

International Education has set a target of one cohort of 20 students per term, starting in January 2026. In light of this, it is recommended that the international tuition rate for this PDD remain at \$631.65 per credit, which reflects the 2025/2026 rate.

Credits	Tuition/Credit	Total Tuition
42	\$631.65	\$26,529

**RECOMMENDATION:**

WHEREAS the Program Development and Approvals Policy and Procedures (409) grants the Board the authority to approve new credentials, program implementation, and/or tuition prior to the approval of the curriculum through the Accelerated Program Change procedure;

BE IT RESOLVED THAT, on the recommendation of the Finance and Audit Committee, for the new Post-Degree Diploma IT Project Management program, the Board of Governors approve the international tuition rate at \$631.65/credit or \$26,529, effective January 2026.

**ATTACHED:** APPENDIX A: Financial Analysis

**PREPARED BY:** Dennis Innes, Dean, Hospitality, Food and Business

## APPENDIX A

## Program Name: IT Project Management

Anticipated Start Date: January 2026

Scenarios	20 International
Tuition per credit per student - International	\$631.65
Tuition per student - International	\$26,529
Tuition per credit per student - Domestic	\$ 287
Tuition per student - Domestic	\$ 12,047
No. of Intakes	1
No. of students per intake - Domestic (projected)	0
No. of students per intake - International (proj)	23
Total students (with X FTE attrition) - Domestic	0
Total students (with X FTE attrition) - International	20
Student FTE - Domestic	0.0
Student FTE - International	16.8
Student FTE - Total	16.8
Duration - instructor months	11
Program Duration	16
Duration - instructional programming days	210
Other days	0
Department head release days	45
Duty days per year	180
Instructor FTE required per intake	1.42
Number of credits	42
Tuition Fee per Credit -Domestic	287
Tuition Fee per Credit - International	631.65
Support Staff FTE	0.25
Operational costs	\$ 5,000
Revenue per credit per student	\$ 768
Cost per credit per student	\$ 703
Revenue per student	\$ 32,255
Cost (breakeven tuition fee) per student	\$ 29,519
Breakeven tuition fee per credit per student	\$ 703
Tuition fees per student - Domestic	#DIV/0!
Tuition fees per student - International	\$ 31,583
Block fund per student FTE	\$ 0

Projected Tuition revenue -Domestic	
Projected Tuition revenue - International	\$530,586
Projected Tuition revenue -Other Fees	\$11,299
<b>Total revenue (projected)</b>	<b>\$541,885</b>
<b>Instructor</b>	
Salary (step 1)	\$159,933
Benefits (28.5%)	\$45,581
<b>Total instructor costs</b>	<b>\$205,514</b>
<b>Support Staff</b>	
Salary	\$15,205
Benefits (30.5%)	\$4,638
<b>Total support staff costs</b>	<b>\$19,842</b>
<b>Total labour cost</b>	<b>\$225,357</b>
<b>Operational costs</b>	
Operational Expenses	\$5,000
Direct Student Supports (i.e. interpreting)	
Facility Leasing Costs	
Capital/Technology/Equipment	
Curriculum Renewal	
Intl Student Agency Fees	\$79,588
<b>Total operational costs</b>	<b>\$84,588</b>
<b>Indirect student support</b>	
Indirect student support	\$185,967
<b>Total indirect student support</b>	<b>\$185,967</b>
<b>Total expenditures</b>	<b>\$495,911</b>
<b>Net contribution to VCC overhead</b>	<b>\$45,974</b>