Vancouver Community College

Board of Governors
Public Meeting Agenda

June 26, 2024, at 5:30 p.m.

VCC Broadway Campus, Building A, Room 5025

Zoom option for Public & Guests:
https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFlTm5qdFBRSGRZRmVOdz09

Zoom Phone: +1 778 907 2071
Meeting ID: 643 9701 0942 **Password:** 037455

ATTENDANCE

Board Members	Staff Resources	
Joey Hartman (Chair, Board/HRC)	David Wells	VP, Academic & Applied Research
Mahin Rashid (Vice Chair)	Ian Humphreys	VP, Admin & International Development
Jeffrey Yu (Chair, FAC) REGRETS	Kate Dickerson	VP, People Services
Chi Lo	Jane Shin	VP, Students & Community Development
Christie Sparklingeyes REGRETS	Elmer Wansink	AVP, IT & CIO
Daniela Ocana	Clayton Munro	AVP, Student & Enrolment Services
Jennifer Cummins	Tannis Morgan	AVP, Academic Innovation
Libby Davies	Jamie Choi	ED, Finance & CFO
Nadia Belokopitov	Surinder Aulakh	ED, Safety, Security & Risk Management
Michele Guerin	Deborah Lucas	EA, Board of Governors
Paul Yeung	Moira Gookstetter	ED, VCC Foundation
Ridhi Bhatia	Brett Griffiths	Dean, Trades, Technology & Design
Seung Oh	Caralee Maloney	AD; Risk Management & Privacy
Shobha Rajagopalan		

Ex-Officio		Guests	
Ajay Patel	President & CEO	Taryn Thomson	President, VCCFA
Natasha Mandryk	Chair, Education Council/GC	Chris Joyce	President, CUPE Local 4627
		Stefan Nielsen	Organizer, Advocacy & Governance, SUVCC

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

Item	Topic	Action	Speaker	Time	Attach	Page
1.	**CALL TO ORDER, LAND ACKNOWLEDGEMENT/ OPENING REMARKS**		J. Hartman/ A. Patel/	7 min		
2.	**APPROVAL OF AGENDA/CONSENT AGENDA**		J. Hartman	2 min	✓	1
	"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."	Decision				
	2.1 Minutes: May 29, 2024, Public Meeting				✓	3
	2.2 Board Correspondence & Activity				✓	9
	2.3 2025 Public Board Meeting Schedule				✓	10
	2.4 News and Events				✓	11
3.	**ACTION TRACKER**		J. Hartman	1 min		
	No items	Info			--	--

4.	**CONSTITUENCY GROUP REPORTS**	Info	Constituency Reps			
	4.1 CUPE Local 4627			5 min	--	--
	4.2 SUVCC			5 min	--	--
	4.3 VCCFA			5 min	--	--
5.	**EDUCATION COUNCIL REPORT**		N. Mandryk	20 min		
	5.1 Chair's Report	Info			✓	14
	5.2 CREDENTIAL: Clean Energy Technology Diploma	Decision			✓	39
6.	**FINANCE AND AUDIT COMMITTEE REPORT**		S. Oh	10 min		
	6.1 Chair's Report	Info			--	--
	6.2 TUITION: Clean Energy Technology Diploma	Decision			✓	46
7.	**GOVERNANCE COMMITTEE REPORT**		P. Yeung	20 min		
	7.1 Chair's Report	Info			--	--
	7.2 REVISED: Revised #203 Safe Disclosure policy (formerly Whistleblower)	Decision			✓	50
	7.3 REVISED: Revised Accommodation for Students with Disabilities (327) Policy & Procedures	Decision			✓	61
8.	**HUMAN RESOURCES COMMITTEE REPORT**		M. Rashid	5 min		
	8.1 Chair's Report	Info			--	--
9.	**INDIGENIZATION AT VCC**	Info	J. Hartman	10 min	--	--
10.	**VCC FOUNDATION**	Info	M. Gookstetter	5 min	--	--
11.	**NEW BUSINESS**					
	11.1 Debrief: Ministry of Post-Secondary Education & Future Skills: Post- Secondary Board Governance Workshop (Jun 13 & 14, 2024)	Info	J. Hartman	5 min	--	--
12.	**NEXT MEETING & ADJOURNMENT**	Info	J. Hartman	1 min	--	--

Next regular meeting: Sept 18, 2024

Vancouver Community College

Board of Governors
Public Meeting DRAFT MINUTES
May 29, 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/HRC)
Mahin Rashid (Vice Chair)
Jeffrey Yu (Chair, FAC)
Chi Lo
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Daniela Ocana
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Staff Resources

David Wells	VP, Academic & Applied Research
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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
Deborah Lucas	EA, Board of Governors
Adrian Lipsett	Dean, Continuing Studies

Ex-Officio

Ajay Patel	President & CEO
Natasha Mandryk	Chair, EdCo/GC

Guests

Deanne Bates	Chief Shop Steward, CUPE Local 4627
Robbie Ruddell	Department Head, Counselling Services
Stefan Nielsen	Organizer, Advocacy & Governance, SUVCC

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1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5:39 p.m. K. Dickerson presented the land acknowledgement. Chair's opening remarks:
  - Regrets from N. Belokopitov, M. Guerin and P. Yeung.
  - Highlighted the News & Events report and list of activities attended by the board. Later in the meeting, the board will be sharing their experience attending the Apr 12, Ground Blessing Ceremony.
  - Congratulated the Alumni Awards and Student Awards recipients. VCC's Alumni are integral in the future success of the college. Sharing their stories puts VCC on the map. The Student Awards is a wonderful opportunity to for students to meet VCC's generous donors, who make the awards possible. Family and friends join in the celebration. Representing the board was M. Rashid, J. Yu and D. Ocanas. She thanked the organizing committees for their work on these awards events.
  - Congratulated VCC for being the recipient of the 2024 YWCA Women of Distinction Outstanding Workplace award on May 9. This award demonstrates VCC's commitment to equity, diversity, and inclusion.

- A. Patel:
  - Happily echoed J. Hartman's comments on the awards. In addition, he congratulated Marcia Tanaka, VCC's Deaf and Hard of Hearing (DHH) Department Head. Marcia won Silver in the Leadership Excellence for Faculty at Colleges & Institutes Canada annual conference in May.   VCC's DHH department celebrated its 50th anniversary on May 17, 2024. MLA, Joan Phillip attended and the Honourable Lisa Beare, Minister of Post Secondary Education and Future Skills, brought virtual remarks.

2. APPROVAL OF AGENDA & CONSENT AGENDA

MOTION: THAT the Board of Governors approve the May 29, 2024, public meeting agenda, and the Consent Agenda items:
  - **2.1** Minutes: Mar 27, 2024, Public Meeting
  - **2.2** Board Correspondence & Activity
  - **2.3** News & Events – May 2024 Report

Moved, Seconded & CARRIED

3. ACTION TRACKER

- No actions.

4. CONSTITUENCY REPORTS

4.1 CUPE Local 4627

- The Board received a report from D. Bates, CUPE Local 4627, Chief Shop Steward, about the rescinding of historical Human Resources policies, specifically, B.2.4 Personal Services Department-Policies & Procedures Manual. The concern being raised is that B.2.4 is not reflected in current policy. People Services will work with D. Bates to identify the gaps in current policies.

4.2 Student Union of Vancouver Community College (SUVCC)

- The Board received a report from S. Nielsen, SUVCC Advocacy & Governance Organizer.
- The SUVCC Broadway Office renovation is complete and a grand opening event is being organized for September.
- On the matter of food insecurity, collaboration with the VCC Foundation continues, maximizing efforts to have a meaningful impact.
- No response to the Open Letter to Premier Eby.

4.3 Vancouver Community College Faculty Association (VCCFA)

- Counselling Services Department Head, Robbie Ruddell, informed the board about concerns expressed by the counselling staff. Focus was around support of mental health initiatives and education at VCC, and to raise awareness of the increasing number of students in crisis.

5. EDUCATION COUNCIL (EDCO) REPORT

5.1 Chair's Report – Presented by EdCo Chair, N. Mandryk

- The Education Council (EdCo) Chair's Report was included in the meeting materials. N. Mandryk highlighted that the Articulation Agreement established between VCC's School of Trades, Technology and Design and Nova Scotia College Art and Design University in Nova Scotia, is being reported for information only. The transfer of credit term is not under the purview of the Board.

5.2 Enrolment Plan 2024/25

- In March 2024, EdCo delayed the approval of the draft 2024-25 Enrolment Plan as adjustments were required for both domestic and international registration numbers. A final draft was approved by EdCo on May 14, 2024. It was confirmed that the adjustments do not impact the budget approved by the Board on Mar 27. Management acknowledges there are system issues, but these also require expensive solutions. It is expected that the 2025-26 budget and enrolment plan will be submitted together.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the 2024–2025 Enrolment Plan.
> **Moved, Seconded and CARRIED**

5.3 Academic Year 2024/25, 2025/26, 2026/27

- The Academic Plan is presented to Education Council by the Registrar. It supports the coordination of academic and campus activities and operation of the Registrar's Office. It includes public holidays and College closures, term dates, last day of exams, and grade submission deadlines.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the Academic Year 2024—2025, 2025—2026, and 2026—2027.
> **Moved, Seconded and CARRIED**

5.4 CREDENTIAL: Counselling Skills Foundations: Mental Health and Addictions Certificate

- In May 2024, the Ministry informed EdCo that the revisions to VCC's Counselling Skills Foundations: Mental Health and Addictions Certificate were considered significant and warranted a tuition review. EdCo had approved the revisions in 2023, with no concerns, however, advice to the board was not required at that time.
- To avoid delays to student registration, and to the planned program launch for September 2024, the EdCo Executive agreed with the proposal to bring the revised tuition to the Board of Governors in May 2024, without formal EdCo advice on program implementation, as an exceptional situation.
- The Board did not express concerns with proceeding with this proposal.

6.   FINANCE AND AUDIT COMMITTEE (FAC)

6.1   Chair's Report – Presented by FAC Chair, J. Yu

- The Finance and Audit Committee (FAC) met on May 24, 2024. They approved one (1) procurement matter; the purchase and installation of 7 (3-tiered) car-stackers) at the Broadway Campus. Other matters considered are on the public agenda.
- The next meeting is Jun 12, 2024.

6.2   2023/24 Actuals to Budget

- The Financial Performance Report (for the Twelve Months ended March 31, 2024) was provided in the meeting materials for information.

6.3   2023/24 Audited Financial Statements

- External auditors KPMG have conducted the annual audit of VCC's accounts and transactions. It is a requirement under the College & Institute Act. It is the 4th year of a 5-year contract that KPMG as completed this work.
- The audit is complete, subject to FAC's review, signing of the Management Letter and Board approval of the audited financial statements.
- As stated by KPMG, VCC's 2023/24 audited financial statements satisfy the audit requirements under the College and Institute Act. The audit was also risk focused, and no significant risks were identified or issues to report. Accounting policies and practices are consistently applied.
- There have been no significant changes to accounting policies and practices impacting VCC.
- The statements were approved by FAC on May 24, 2024, and were presented in the meeting materials for Board approval.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2023/24 audited Financial Statements.
> **Moved, Seconded and CARRIED**

6.4 TUITION: Counselling Skills Foundations: Mental Health and Addictions Certificate

- The program was described in EdCo's Info Note. With significant revisions, a tuition review was warranted. For VCC, this training is essential for its community. In response to questions about the comparative data, it was explained that VCC is the only public sector institution that runs the program out of Continuing Studies (CS), where costs are higher.
- Dean, CS, Adrian Lipsett, explained that the Counselling Skills Program Advisory Council (PAC) provided feedback indicating that the current Foundational Counselling Skills Program needed updating to be more relevant. Employers will expect this foundational training.
- VCC's tuition proposal of $8,040 was approved by the Ministry. FAC understand that the net contribution is minimal, however, given the relevance of the program to VCC's community, and approval by the Ministry, they approved the recommendation.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the following tuition for the Counselling Skills Foundations: Mental Health and Addictions Certificate, effective Sept 1, 2024:

Domestic Tuition: $8,040

Moved, Seconded and CARRIED

7. GOVERNANCE COMMITTEE (GC)

7.1 Chair's Report – Presented by GC Chair, N. Mandryk

- The Governance Committee (GC) met on May 6, 2024. They reviewed the results of the 2024 Board Evaluation and have presented a report to the Board with recommendations. They will discuss progressing the recommendations at the next committee meeting on Jun 5, 2024

7.2 POLICY: Rescind Historical Human Resources Policies x 13

- For policy maintenance, the Governance Committee proposed that thirteen (13) historical Human Resources policies be rescinded as they are either redundant or have been incorporated into other policies.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve to rescind 13 historical Human Resources policies:

1. Personal Services Department-Policies & Procedures Manual B.2.4
2. Employment of Foreign National B.2.5
3. Purchase of Prior Services Under the College or Municipal Pension Acts B.2.6
4. Updating Personnel Records B.2.7
5. Administrators Salary Schedule Placement Committee B.2.8
6. Initial Step Placement - Admin. B.2.9
7. Retirement & Re-employment B.2.10
8. Administrators Vacation Carry Over Policy B.2.11
9. Employment of Relatives B.2.12
10. Exchange Arrangements B.2.13
11. Equal Employment Opportunity and Advancement Policy B.2.14
12. Use of Drugs or Other Medication and Alcohol B.2.15
13. Bereavement Policy B.2.17

Moved, Seconded and CARRIED

7.3 POLICY: Revised Education Services Renewal (405)

- The Education Services Renewal (#405) policy underwent a scheduled review. The consultation process included service area leaders, as well as the Chair of EdCo and the Education Quality Committee.
  Key revisions were made to strengthen the education services renewal process, including:
  — Stronger alignment of the education services renewal process with broader institutional plans and frameworks, including the Strategic Innovation Plan (SIP)
  — Alignment of the renewal process with existing external reporting requirements, e.g. Ministry of Post-Secondary Education and Future Skills.
- On May 6, 2024, on the recommendation of EdCo, the Governance Committee reviewed and approved the revisions with no concerns.

> **MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve, in the form presented at this meeting, the revised Education Services Renewal (405) policy and procedures.
> **Moved, Seconded and CARRIED**

8. HUMAN RESOURCES COMMITTEE (HRC) REPORT

8.1 Chair's Report – Presented by HRC Chair, M. Rashid

- There was a Special Meeting of the Human Resources Committee (HRC) on April 2. On behalf of the Board, the Collective Agreement between VCC and CUPE Local 4627 was ratified.
- The next HRC meeting is on May 31, 2024.

9. INDIGENIZATION AT VCC

- On Apr 12, 2024, the 3 First Nations, the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh), conducted a Ground Blessing Ceremony for VCC's new Centre for Clean Energy & Automotive Innovation building at the Broadway Campus. The event was organized and led by the host nations and was attended by VCC's community. Board members recalled their experience. Personal comments included:

Reframing how we interact with earth; ground blessing vs ground-breaking.

Very special event. Observing the VCC community interact with each other.

Other institutions gave positive comments stating that they have learned something.

Since the blessing, the land acknowledgement now gives a feeling of being more connected to the land.

Celebrate that VCC is setting the precedence.

Proud to be a faculty member and to have the opportunity to be involved. So appreciative of opportunities to learn and grow.

Ground blessing helped connect to own ancestors. Follow the teaching and wonderful expression of community.

Important that we recognize that these events are transforming the future of VCC.

A testament that we have knowledge holders like Jessie and David.

10. VCC FOUNDATION - J. YU (BOARD REPRESENTATIVE ON THE VCC FOUNDATION BOARD (VCCF)) PRESENTED A REPORT TO THE BOARD,

- Congratulations to Alumni Award winners Samantha Rematore, Ali Raja Memar, Talita Zampieri Lima Mendes, and Lloyd Taganahan, the ceremony on May 9, was well attended.

- At the Spring Student Awards on May 24, 2024, awards were given to students to a value of approx. $250k. This event was a wonderful opportunity for students to celebrate with family and friends, as well, an opportunity to thank the generous donors. J. Yu observed the diversity of VCC's students, acknowledging VCC's commitment to this.

11. NEW BUSINESS

11.1 Board Ad Hoc Oversight Committee

MOTION:	THAT the VCC Board of Governors authorize the establishment of an Ad Hoc Oversight Committee as follows:
Composition:	Members (3) of the Finance and Audit Committee, Board Chair, Board Vice Chair, President (non-voting / ex-officio).
Quorum:	3
Purpose:	To authorize, by a majority vote, board decisions that for financial and operational reasons cannot wait until the next regularly scheduled board meeting. This means decisions related to the Campus Redevelopment Plan and other major capital projects.

Requirements:
1. Only decisions that must be made prior to a scheduled board meeting will be brought to the Oversight Committee. For example, a deadline must be met, or a delay will have financial consequences.
2. The meeting (zoom) invitation will be circulated to all board members, along with any background information and decision notes. This will include a rationale for the timeliness questions.
3. All board members may attend the discussion and be present for the vote, but only the Oversight Committee members will participate in the vote, with any 3 empowered to effect a decision.
4. All motions will be recorded in writing, and those minutes circulated to the full board as soon as possible.
5. Review: The Governance Committee will review this Oversight Committee prior to the June board meeting each year and recommend to the board any changes in the purpose, composition, or requirements of the committee, as well and to recommend regarding continuation as an ad hoc committee."

Moved, Seconded and CARRIED

11.2 College & Institutes Canada (CiCan) – Board Member Debrief

- Colleges & Institutes Canada (CiCan) held its annual conference in Calgary on Apr 29 -May 2, 2024.
- The conference is attended by approx. 1200 post-secondary institute leaders and sector partners. The theme was "Growing Talent". J. Hartman, J. Yu and C. Lo attended as board representatives. P. Yeung attended in his CUPE Executive role.
- J. Hartman found the event a great opportunity to grow connections and make new ones. J. Yu's observations include how differently provinces approach Indigenization and how the First Nations practice of *heart-over-mind/speak from the heart* resonates with him and his own culture. C. Lo learned more about post-secondary education and newcomers to Canada. Everyone liked getting to know each other outside of regular meetings, as well, meeting counterparts from across Canada.

12. NEXT MEETING & ADJOURNMENT

- The next regular public board meeting is on Jun 26, 2024.
- The meeting adjourned at 7:30 p.m.

Board of Governors Public Meeting
June 26, 2024

BOARD OF GOVERNORS CORRESPONDENCE

DATE	TO	FROM	DETAIL
Jun 10, 2024	VCC Board Chairs	Mary Sue Maloughney, Associate Deputy Minister, Crown Agencies Secretariat	Guidelines for the 2024 General Election & Transition for Crown Agencies and Public Sector Organizations

BOARD OF GOVERNORS ACTIVITY

Board members have attended the following events since May 29, 2024:

DATE	EVENT
Jun 13 & 14, 2024	Ministry of Post-Secondary Education & Future Skills: Post- Secondary Board Governance Workshop at the Vancouver Convention Centre Attended by: Board: J. Hartman, A. Patel, C. Lo, C. Sparklingeyes, P. Yeung

Vancouver Community College

2025 Board of Governors Public Meeting Schedule

February 5
March 26
May 28
June 25
September 17
November 26

- **Public Board Meeting Time & Location:**
  5:30 – 7:30 p.m. Broadway or Downtown Campus / Zoom option for guests & public.
  (Meeting location and agenda will be posted on VCC.ca one week in advance.)

- **Matters for the Board:**
  Please submit your request to the Board EA (dlucas@vcc.ca), a minimum of 2 weeks in advance of meeting.

VCC NEWS AND EVENTS
May 2024 – June 2024

- On June 20, Indigenous Education and Community Engagement (IECE) at VCC hosted their annual Indigenous Day celebration; this year's theme was the celebration of Indigenous diversity. The Broadway campus event brought people together to recognize and share the history, culture, and perspectives of Indigenous communities.

- On June 17, **VCC Foundation** hosted a fundraising dinner at JJ's Restaurant for Asian Culinary grads competing in the World Asian Culinary Competition, with the Honourable Ministers Anne Kang, George Chow, Bruce Ralston, and MLA Henry Yao present. The event raised $27,600 through sponsorships and ticket sales to support the training and travel costs for the team travelling to Taipei for the international competition.

- On June 14, VCC's Asian Culinary Arts program hosted a Thai Cooking Challenge in partnership with the Consulate General of Thailand and the Thai Trade Centre. Student competitors were tasked with making the "best Thai curry." Guest judges included Chef Angus An, from Maenam VCC chef-instructor Ysabel Sukic, and Chef Busaba Poonpoem from Sawasdee Thai Restaurant.

- June 10-13, VCC's Certified Dental Assisting students made smiles brighter and healthier for elementary school children and their families by offering complimentary dental services at the Tooth Trolley Project. Close to 200 children participated and $35,000 worth of dental services were provided.

VCC's "tooth fairies" offered friendly dental services to elementary students

VCC NEWS AND EVENTS
May 2024 – June 2024

- On June 9, VCC partnered with the Central City Foundation to host the 16th **Annual Fair in the Square** at Victory Square, celebrating the vibrancy and resilience of our inner city, which included a BBQ prepared by VCC's culinary department.

Ajay Patel with Jennifer Johnstone, President and CEO of the Central City Foundation.

- On June 5, VCC's Environmental Sustainability Advisory Group (ESAG) hosted the Cycling for the Climate Environment Fair, to coincide with Go By Bike week and World Environment Day at the Broadway campus. Students, employees, and community members enjoyed snacks, raffle prizes, games, and learning resources.

- One June 4, VCC's nursing program hosted their yearly Health for All World Cafe to celebrate and explore ways that nurses (and interdisciplinary health and social service providers) can collaborate with health promotion specialists, Indigenous, non-profit, and civil society partners in population health promotion to enable health equity.

- On June 3, the VCC community came together to plant the Three Sisters Garden- the three companion crops of corn, beans, and squash - in the Indigenous Medicine Garden, deepening our connection with Squamish, Musqueam, and Tsleil-Waututh lands. The Indigenous Education and Community Engagement team organized this annual event.

- On May 24, VCC held its bi-annual Student Awards ceremonies to celebrate the outstanding achievements of our students. These events are a special opportunity to recognize and reward students for their academic excellence and leadership, both in the classroom and within their communities.

VCC NEWS AND EVENTS
May 2024 – June 2024

GOVERNMENT RELATIONS

- On June 12, MLA Joan Phillip, Constituency Advisor Mason Kerr, Senior Constituency Advisor with BC Legislature Tyler Petersen, and Former Vancouver Mayor and Member of Parliament Dr. Kennedy Stewart, toured our downtown campus with Dr. Jeanette Ashe. While delivering an official of the proclamation that April was Construction and Skilled Trades month, VCC proudly showcased the incredible talent of our students and chefs at JJ's Restaurant.

VCC IN THE NEWS (HIGHLIGHTS)

- VCC was featured in Innovation Magazine's Summer 2024 edition, highlighting the new Centre for Clean Energy and Automotive Innovation as one of thirty-five 2023-24 projects that exemplify environmental stewardship and collaboration with Indigenous communities in B.C. The prestigious magazine is issued by Engineers and Geoscientists of British Columbia (EGBC).

UPCOMING EVENTS

- The **Spring Convocation ceremony, on June 27** at the Queen Elizabeth Theatre, will celebrate the achievements of VCC graduates.
- Ajay Patel will provide opening remarks at Leveraging Relationships and Building Bridges – Vancouver 2024 on June 28, in partnership with BIPOC Foundation, the Government of Canada BEP Program and VCC.

PREPARED BY: VCC Marketing & Communications
DATE: June 20, 2024

INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: June 26, 2024

ISSUE: Education Council Chair Report to Board of Governors

EDUCATION COUNCIL PLANNING DAY

Education Council held its bi-annual Planning Day on June 6. A session on generative artificial intelligence (AI) was facilitated by Dr. Barry Magrill from Capilano University. Vice President Academic & Research David Wells led a discussion on VCC's Curriculum Development and Approval policy (410), which is undergoing a scheduled review. Policy revisions focus on embedding RFQ program framework considerations (operational **r**isk mitigation, **f**inancial sustainability, and educational **q**uality) financial costing, and educational quality) into curriculum development and approval processes.

MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS POST-SECONDARY BOARD GOVERNANCE WORKSHOP

This workshop took place on June 13 and 14. VCC was well represented by board members and senior staff. A session about relationships between senates or education councils and boards highlighted the importance of legislated responsibilities and compared the University Act with the College and Institute Act. From an Education Council perspective, I appreciated the frank discussions about the current Canadian and BC post-secondary governance landscape, including stresses on institutional autonomy and collegial self-governance.

I'm grateful to the Ministry for putting on this high-quality workshop, providing a forum for education and for building relationships with board members and governance experts at other institutions.

EDUCATION COUNCIL ANNUAL REPORT

Education Council's annual report documents the activities completed by EdCo and its

standing committees (Curriculum Committee, Education Policy Committee, and Education Quality Committee) in the preceding calendar year, as well as any updates to committee membership and processes within that time frame. The Education Council 2023 Annual Report is attached for the Board of Governors' review.

ATTACHMENTS: Appendix A – Education Council Annual Report 2023

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: June 20, 2024

VANCOUVER COMMUNITY COLLEGE
Education Council Annual Report 2023

Prepared by: Natasha Mandryk, Chair Education Council

June 3, 2024

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Message from the Chair

As a governance body made up of College employees and students, Education Council's work is connected to our understanding and experience of working or studying at VCC. We are committed to engaging with and supporting key initiatives the College is undertaking at this transformative time in VCC's history.

Indigenization by Decolonization and Reconciliation:

EdCo, with support from President & CEO Ajay Patel, added a dedicated seat for an Indigenous educational administrator on the council. EdCo welcomed David Kirk, Dean of Curriculum and Pedagogy, as the newly appointed member in January 2024.

Relationship building is, and will continue to be, crucial in our work towards expanding the opportunities for Indigenous members of the VCC community to be integral, influential members of our academic governing body. We thank Jessie Williams, Dean of Indigenous Initiatives; Clay Little, Associate Director of Indigenous Education and Community Engagement; Elder John Sam; David Wells, Vice President Academic & Research; and David Kirk, Dean of Curriculum and Pedagogy, for their wisdom, support, and guidance, and look forward to continuing these important conversations.

Strategic Initiatives:

The past year has seen EdCo engage with several other key College initiatives:

- We reviewed and celebrated the accomplishments under the Strategic Innovation Plan (SIP) for 2022–2025.

- VCC's partnership with the Scottish Qualifications Authority (SQA) opened new avenues for international collaboration, including opportunities to access high-quality curriculum and to expand student transfer opportunities.

- The Digital Badges Pilot Project marked a step towards recognizing the diverse skills and achievements of our students.

Campus Plan:

A cornerstone of VCC's evolution is the Campus Plan, which includes the groundbreaking Centre for Clean Energy and Automotive Innovation. This facility is not just a building; it embodies VCC's commitment to sustainability and cutting-edge technology. With this plan, EdCo anticipates a surge of innovative program proposals, and we stand ready to support these new educational pathways.

Education Council & Committee Planning

Our twice-yearly planning sessions have been instrumental in steering the conversation on emerging topics in education and governance. These sessions, distinct from our regular meetings, provide a platform for member education and strategic planning.

Academic Freedom: In 2023, we engaged in meaningful dialogue about academic freedom, exploring its implications for our governance and establishing a shared understanding of its importance.

VCC's Academic Plan: Vice President Academic & Research David Wells led a discussion on VCC's Academic Plan, fostering engagement and highlighting the value of embracing diverse perspectives.

Program Evaluation: A session on Private Training Institutions Branch (PTIB) program evaluation processes contributed to our ongoing dialogue on VCC's educational affiliation agreements.

Trauma-Informed Education: The Curriculum and Education Policy Committees hosted a training session on trauma-informed education, facilitated by Nicole Johnson and Ida Gianvito of Sheridan College.

The remainder of this report is dedicated to sharing EdCo's direct involvement with, and tangible work outcomes in, curriculum, policy, and educational quality.

My gratitude goes out to all members of EdCo, its Standing Committees and working groups, for contributing their time, expertise, and collegial support to this work.

Sincerely,

Natasha Mandryk

VCC Education Council Chair

2023 Year at a Glance

70   Members of the VCC community served on Education Council or a
Standing Committee in 2023.

Curriculum – Programs & Courses

3   Concept Papers

8   New Programs

7   Significantly Revised Programs

213   New Courses

Policies

5   Policies Approved

2   Policies Under Review

1   Policy Rescinded

Education Quality

7   Program Renewals Completed

1   Program Accreditation

33   Curriculum Development Projects & Program Renewals Funded

Program & Curriculum Highlights

Concept Papers for New Programs:
- Automotive Parts and Service Management Diploma
- Clean Energy Technology Diploma
- Cybersecurity & Risk Management Post-Degree Diploma

New Programs:
- Automotive Parts and Service Technology Diploma
- Cybersecurity Governance, Risk, and Compliance Post-Degree Diploma; Board approval February 2024
- Deaf and Hard of Hearing Employment Skills Advantage Short Certificate; Board approval February 2024
- Event Management Short Certificate
- Hospitality Management Certificate
- Preparatory Music Certificate
- Sign Language Interpretation Diploma
- UI/UX Design Diploma; pending Board approval

Program Renewals:
- Architectural Technician Certificate
- Asian Culinary Arts Certificate
- Basic Education
- Legal Administrative Assistant Certificate
- Medical Laboratory Assistant Certificate
- Paralegal programs
- University Transfer (UT) and Associate Degrees

Program Accreditation:
- Automotive Service Technician (Automotive Service Excellence–ASE)

Significantly Revised Programs:
- Bachelor of Hospitality Management (pending Board approval)
- Certified Dental Assisting Certificate (pending Board approval)
- Deaf and Hard of Hearing Essential Employment Certificate (EESC); Board approval February 2024
- Dental Hygiene Diploma (pending Board approval)
- Hospitality Management Diploma
- Legal Administrative Assistant Certificate (pending Board approval)
- Medical Transcription and Documentation Editing Certificate program (pending Board approval)

Reinstated Program
- Renal Dialysis Technician Short Certificate

Suspended Programs:

- ABE Graduation Program Certificate and ABE Intermediate Program Certificate
- Teaching Online Certificate
- VR/AR Design and Development Diploma

Education Council Approved:

- The provisional approval of new programs process on a permanent basis, and revised Terms of Reference for the Provisional Approval of New Programs Committee
- Math equivalencies table for admission requirements and several updates to VCC's English language proficiency requirements to provide more options for students; delegated approval of minor changes and updates to the Registrar's Office
- Approval process for new and revised course content guides (CCGs), an alternative to program content guides for course-based offerings

Joint Approval with the Board of Governors:

- Computer Systems Technology Articulation Agreement with the Canadian College of Technology and Business (CCTB)

Board of Governors Approved on the Advice of Education Council:

- 2023–2024 Enrolment Plan
- Academic Year 2023/24, 2024/25, 2025/26

Standing Committees

Curriculum Committee

Chair: Todd Rowlatt

Curriculum Committee ensures that College curriculum development and revisions are consistent with approved processes and are undertaken in compliance with educational policies. The committee provides quality assurance to help ensure College curricula reflect sound pedagogical practices. This committee is the first stage in the curriculum approval governance process, as its recommendations are formally considered by EdCo for approval or for advice to the Board of Governors.

Curriculum Proposals: The committee reviewed and approved 26 proposals, and recommended 37 proposals to EdCo for further consideration. For a detailed account of these proposals, please refer to Appendix A.

Work-Integrated Learning (WIL): In collaboration with Rachel Warick, Program Coordinator in the Partnership Development Office, a working group established standardized definitions for WIL at VCC, based on definitions from Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada). This standardization will improve our data collection, reporting capabilities, and access to funding opportunities, both provincially and nationally.

Curriculum Development Resources: A dedicated myVCC page was launched to serve as a repository for resources and information pertinent to curriculum development and approval processes, including details on developing and delivering microcredentials.

Provisional Approval of New Programs Committees

The provisional approval process, initiated as a pilot, was permanently established in 2023. This optional process supports new or significantly revised programs, allowing for minor curriculum adjustments during their initial implementation.

Provisionally approved programs:

- Marketing Technology and Accounting Diplomas: Successfully completed their provisional period and received final approval from EdCo after two years.
- Optician Diploma (in progress)
- Automotive Parts and Service Technology Diploma
- Cybersecurity Governance, Risk, and Compliance Post-Degree Diploma

Education Policy Committee

Chair: Sarah Kay

Education Policy Committee is responsible for checking that all educational policies and procedures are thoroughly reviewed during the policy development and approval process. The committee reviews existing policies on a five-year cycle and supports the creation of new policies. Education Policy Committee acts in an advisory role to EdCo on all policy review-related matters.

Policy Review: The committee reviewed seven policies and recommended two policies to EdCo for approval. The committee also approved minor edits to procedures C.1.3 Granting of Credentials and D.1.4 Curriculum/Educational/Institutional Material Created within the College.

Conversations about ways to incorporate anti-racism, justice, equity, diversity an inclusion (JEDI) and Universal Design for Learning (UDL) considerations into policy review are ongoing.

Policies approved by Education Council and/or the Board of Governors:

- C.1.3 Granting of Credentials
- D.3.11 Transfer Credit
- D.3.5 Prior Learning Assessment and Recognition
- F.1.1 Ethical Conduct for Research Involving Humans
- F.1.2 Ethics and Integrity in Research and Scholarly Activity

Rescinded Policy:

- F.1.3 Conflict of Interest Related to Research

Policies under Review:

- C.3.14 Curriculum Development and Approval
- D.4.1 Accommodation for Students with Disabilities

Education Quality Committee

Chair: Todd Rowlatt

Education Quality Committee guides fundamental aspects of educational quality at VCC, such as program review, program renewal, and curriculum development (CD) fund allocation. Members of the committee ensure these processes are clearly defined, and are dedicated to continuous improvement and innovation in educational quality at VCC.

Annual Program Review: The committee reports annually to EdCo on key themes identified in program reviews. Main themes this year included intentional strategies around delivery methods; consistent student experience; student and employee mental health and well-being; and data collection and access.

College Initiatives: The committee engaged with various initiatives, including program-level standardization in Moodle and VCC's PLAR (Prior Learning Assessment and Recognition) environmental scan.

Curriculum Development Fund 2023/2024

VCC sets aside an annual budget of $400,000 to fund curriculum development (CD) projects. This funding aims to support new ideas and foster creativity and innovation. The Education Quality Committee provides advice to the Vice President, Academic & Research in allocating the funds.

Project eligibility was expanded to include development of teaching and learning materials for all delivery modes. A total of about $900,000 in funding was requested. As a result, the committee gave priority to: 1) projects currently in progress needing additional funds for completion; 2) projects arising from program reviews or renewals; and 3) projects needed for program accreditation. In addition, scheduled program renewals received automatic seed funding of at least $5,000.

In 2023/24, 28 curriculum development projects and 5 program renewals received CD funding.

CD Funded Projects:

- Asian Culinary Arts Program Renewal
- ASL & Deaf Studies Program Renewal Completion
- Auto Collision & Refinishing Diploma
- Auto Collision Apprentice Level 4 Harmonization
- Automotive Service Technician Inter-Provincial Exam Refresher Course
- Automotive Service Technology International Diploma Year 1 & 2 Revamp
- Business & Project Management – Applied Quantitative Skills (AQS) Innovative Delivery
- Business & Project Management Blended Delivery Strategy
- Certified Dental Assisting/Dental Reception Coordinator Curriculum Revision & Student-Centred Delivery
- Counselling Skills Certificate Restructuring
- Development of Courses in PIDP for Online Instructional Skills
- Development of New Dental Hygiene Diploma Program
- English as an Additional Language (EAL) Renewal Action Plan
- Equity at the Intersections of Literacy & English as an Additional Language (EAL)
- Esthetics & Spa Therapy Course Restructure
- Fundamental English Curriculum Renewal
- Graphic Design Diploma Curriculum Alignment
- Hairstylist Course Restructure
- Math 1054 Redesign
- Medical Laboratory Assistant Curriculum Development
- Medical Office Assistant Program Renewal
- Occupational/Physical Therapist Assistant Diploma Program Review
- Operations Management Diploma

- Outcomes from Program Renewal for Architectural Specialty in the CAD & BIM Diploma
- Paralegal Certificates & Diploma Revisions
- Practical Nursing - Transitioning Health Promotion to Blended Delivery
- UI/UX (User Interface/User Experience) Diploma Implementation
- University Transfer (UT) Program Renewal

Automatically Funded Program Renewals:

- Business Management
- College & Career Access (CCA) ACED Courses
- Community & Career Education (CACE) – Retail & Hospitality Careers
- Fashion Design & Production
- Visually Impaired

Appendix A – Approved Curriculum Proposals

Approved by Curriculum Committee: Program and Course Changes

School of Arts & Sciences

- Updates to 12 Science and Math courses (BIOL 0861, 0871, 0983, 0993, 1120, 1220; CHEM 0983, 0993; PHYS 0871, 0983, 0993; MATH 0625)
- Updates to nine Community & Career Education (CACE) courses, including to course names (CAAW 0637, 0638, 0639; FSCR 0650, 0655, 0660; REHC 0609, 0610, 0611)

Centre for Continuing Studies

- Updates to the Optician Diploma program content guide and revisions to seven courses (OPTC 1210, 1220, 1240, 1250, 2340, 2350, 2450)
- Updates to admission requirements for the Network Security Advanced Certificate and Network Technology Administration and Security Post-Degree Diploma
- Updates to courses FSHN 2321 Work Experience for Fashion and REAL 1110 Building Service Management

School of Hospitality, Food Studies & Applied Business

- Updates to admission requirements for the Business Management Post-Degree Diploma and Business and Project Management Post-Degree Diploma
- Updates to the Professional Cook 1 Certificate (STBC Youth Cohort) program content guide, including a program name change to replace references to the ITA with SkilledTradesBC (STBC)
- Updates to courses HOSP 1312 and HOSP 2311

School of Health Sciences

- Updates to admission requirements for the Access to Practical Nursing Diploma
- Updates to seven course outlines (NURS 1005, NURS 1161, 1162, 1164, 1261, 2005, 2105)

School of Trades, Technology & Design

- Updates to the Graphic Design Diploma program content guide and 10 courses (VCDP 2312, 2341, 2350, 2440, 2445, 2455, 2460, 2465, 2490, 2495)
- Updates to the Automotive Service Technology Diploma program content guide

School of Instructor Education

- Deactivation of the Online/eLearning Instruction Certificate, which was replaced by the Teaching Online Certificate, and of three courses

Approved by Curriculum Committee: Course Deactivations

ACAP 3001 Auto Collision Repair Technician Apprentice Level 3
ACRD 1110 Insurance Estimating
ACRD 1115 Oxyacetylene Welding
ACRD 1120 MIG Welding
ACRD 1125 Component Handling
ACRD 2100 Surface Preparation Methods
ACRD 2105 Undercoating
ACRD 2110 Solvents
ACRD 2115 Corrosion Protection
ACRD 2120 Topcoats
ACRD 2125 Paint Repairs
ACRD 2205 Spray Guns
ACRD 2210 Masking
ACRD 2215 Detailing
ACRD 2220 Delivery Inspections
ACRD 2225 Technological Change
ACRT 1112 Oxy-Acetyline Welding 1
ACRT 1113 MIG Welding 1
ACRT 1211 Tools and Equipment 2
ACRT 1212 Oxy-Acetylene Welding 2
ACRT 1213 MIG Welding 2
ACRT 1218 Automotive Detailing 2
ACRT 1220 Occupational Skills & Safety 2
ACRT 1221 Tools and Equipment 2
ACRT 1222 Oxy-Acetylene Welding 2
ACRT 1223 MIG Welding 2
ACRT 1225 Plastics and Composites 2
ACRT 1228 Automotive Detailing 2
ARPT 1127 Undercoats
ARPT 1129 Use of Solvents
ARPT 1134 Restoring Corrosion Protection
ARPT 1135 Topcoat Materials
ARPT 1136 Paint Problems and Repairs
ARPT 1137 Masking Procedures
ARPT 1138 Automotive Plastics
ARPT 1141 Pre Delivery Inspection (PDI)
ARPT 1142 Handling of Vehicle Components
ARPT 1143 Spray Guns and Equipment
ARPT 1152 Trends & Technological Change
ATAP 3001 Auto Service Tech Appr Lvl 3
ATAP 4001 Auto Service Tech Appr Lvl 4
BUSI 1315 Media and Public Relations
COMP 0750 Computer Studies 10
DRFT 6071 Heavy Steel Framing
EDUC 4150 Online/eLearning: Principles and Processes

EDUC 4151 Design and Develop Interactive eLearning
EDUC 4152 Delivery of eLearning
ENGL 1040 LPI Test Preparation
ENSK 0701 Reading and Study Skills 10
ESTH 1110 Anatomy and Physiology
ESTH 1115 Hand and Nail Treatment
ESTH 1120 Foot and Nail Treatment
ESTH 1125 Hair Removal
ESTH 1130 Skin Treatment 1
ESTH 1200 Makeup
ESTH 1205 Skin Treatments 2
ESTH 1210 Salon Management and Retailing
ESTH 1215 Body Treatment
ESTH 1220 Specialized Treatment
HAIR 0900 Access to Spa
HAIR 0901 Access to Salon
HAIR 1316 Salon and Spa Business 3
HLUC 1100 Medical Terminology
HLUC 1110 Professional Practice
HLUC 1120 Admit, Transfer and Discharge
HLUC 1130 Professional Communications
HLUC 1200 Physicians' Orders 1
HLUC 1210 Physicians' Orders 2
HLUC 1220 Physicians' Orders 3
HLUC 2300 Physicians' Orders 4
HLUC 2310 Physicians' Orders 5
HLUC 2320 Physicians' Orders 6
HLUC 2330 Clinical Preparation
HLUC 2400 Clinical Practicum 1
HLUC 2410 Clinical Practicum 2
JADE 1101 Metal Techniques 1
JADE 1102 Gemmology 1
JADE 1103 Drawing and Rendering 1
JADE 1105 Design Resources 1
JADE 1201 Metal Techniques 2
JADE 1202 Gemmology 2
JADE 1203 Drawing and Rendering 2
JADE 1205 Display Project
JADE 1206 Design Resources 2
JADE 2101 Metal Techniques 3
JADE 2102 Gemmology 3
JADE 2103 Drawing and Rendering 3
JADE 2105 Design Resources 3
JADE 2106 Business Management
JADE 2108 Metal Techniques 3

JADE 2202 Gemmology 4
JADE 2203 Drawing and Rendering 4
JADE 2205 Design Resources 4
JADE 2206 Metal Techniques 4
JADE 2209 Computer Graphics
JADE 2210 Diploma Project
LIBR 1100 Information & Research Fund
MATH 0752 Business & Consumer Math 10 Part 1
MATH 0753 Business & Consumer Math 10 Part 2
MSKL 1103 Essential Management Skills
VIIT 1001 Keyboarding 1
VIIT 1002 Introduction to Windows
VIIT 1003 Word Processing
VIIT 1004 Spreadsheet Management

VIIT 1005 Database Management
VIIT 1006 Power Point Presentations
VIIT 1007 Exploring the Internet
VIIT 1008 Business Communications
VIIT 1009 Work Placement
VIIT 1010 Keyboarding 2
VIIT 1019 Work Placement Skills
VIIT 1103 Advanced Word Processing
VIIT 1104 Advanced Spreadsheet Management
VIIT 1105 Advanced Database Management
VIIT 1106 Advanced Power Point Presentations
VIIT 1107 Web Page Design
VIIT 1130 Microsoft Office Core Exam Preparation

Approved by Education Council: New Programs, Program & Course Changes

School of Arts & Sciences

- New Sign Language Interpretation Diploma program content guide
- Revisions to the Deaf and Hard of Hearing Essential Employment Skills Certificate (EESC) program content guide, including a program name change; program content guide for the new Deaf and Hard of Hearing Employment Skills Advantage Short Certificate; and 14 new courses
- New Preparatory Music Certificate program content guide, four new and two revised courses
- New course content guides (CCGs) for Academic Upgrading Pre-Grade 10 Skills and Academic Upgrading Grades 10–12
- Updates to courses CCED 0605, CCED 0606, MATH 1111 and MTSK 0877

Centre for Continuing Studies

- New Cybersecurity Governance, Risk, and Compliance Post-Degree Diploma program content guide and 17 new courses
- Revisions to the Counselling Skills Foundations: Mental Health & Addictions Certificate program content guide, including a program name change, nine revised and three new courses
- Updates to admission requirements for the Renal Dialysis Technician Short Certificate and Medical Device Reprocessing Technician Certificate

School of Health Sciences

- Updates to the Health Care Assistant Certificate, Health Care Assistant Diploma (International Cohort), Occupational/Physical Therapist Assistant Diploma, Practical Nursing Diploma and Access to Practical Nursing Diploma program content guides, including to admission requirements

- Revisions to the Certified Dental Assisting Certificate program content guide, including a program name change, and 15 new courses
- Revisions to the Dental Hygiene Diploma program content guide and 24 new courses
- Revisions to the Health Care Assistant Certificate program content guide and 12 revised courses
- Revisions to the Health Unit Coordinator Certificate program content guide and six revised courses

School of Hospitality, Food Studies & Applied Business

- Final approval of the provisionally approved Marketing Technology Diploma program
- Revisions to the Accounting Diploma program content guide, two revised and five new courses; and final approval of the provisionally approved program
- Revisions to the Bachelor of Hospitality Management program content guide, including 12 revised and 8 new courses
- Revisions to the Legal Administrative Assistant Certificate program content guide, including a program name change, one revised and nine new courses
- Revisions to the Medical Office Assistant Certificate program content guide, four revised and six new course
- Revisions to the Medical Transcription and Documentation Editing Certificate, including a program name change, 12 revised and 4 new courses
- Revisions to admission requirements for the Hospitality Management Diploma

School of Instructor Education

- Updates to the Provincial Instructor Diploma Program (PIDP) and Train the Trainer Short Certificate program content guides, and one new course
- Updates to the Trades Instructor Short Certificate program content guide and one revised course

School of Trades, Technology & Design

- New Automotive Parts and Service Technology Diploma program content guide and 20 new courses
- New UI/UX Design Diploma program content guide and eight revised courses
- Revisions to 5 program content guides in CAD & BIM Technologies (Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma, Architectural Technician Certificate, Civil/Structural Technician Certificate, Mechanical Drafting Technician Certificate, Steel Construction Modelling Technician Certificate); 37 revised and 26 new courses
- Updates to the Graphic Design Diploma program content guide and eight revised courses
- Revisions to the Heavy Mechanical Technology Diploma program content guide, including a program name change, and 18 new courses

Approved by Education Council: New Courses

School of Arts & Sciences

ACED 0715 Previous Work and Job Skills
ASLD 2180 American Sign Language Level 8
ASLD 2290 American Sign Language Level 9
ASLD 2310 American Sign Language Level 10
CCED 0605 Basic Computer Skills Level 1
CCED 0606 Basic Computer Skills Level 2
CCED 0607 Basic Computer Skills Capstone
DHHE 0611 American Sign Language Foundations for DHH 1
DHHE 0612 American Sign Language Foundations for DHH 2
DHHE 0613 American Sign Language Foundations for DHH 3
DHHR 0610 Personal Development 1
DHHR 0616 Employment Skills 1
DHHR 0617 Career Explorations 1
DHHR 0618 Workplace Literacy Skills 1
DHHR 0619 Essential Employment Skills Work Experience 1
DHHR 0620 Personal Development 2
DHHR 0626 Employment Skills 2
DHHR 0627 Career Explorations 2
DHHR 0628 Workplace Literacy Skills 2
DHHR 0629 Essential Employment Skills Work Experience 2
DHHR 0631 Self Awareness and Advocacy
DHHR 0632 Employment Search Literacy
DHHR 0633 Career Networking and Resources
DHHR 0634 Workplace Conflict Resolution
INTR 2100 Positionality in the Deaf Community
INTR 2120 Foundations of Practice 1
INTR 2140 Interpretation Theory and Practice 1: Translation
INTR 2150 Deaf Community Service Learning 1
INTR 2210 Ethics & Professional Decision Making
INTR 2220 Foundations of Practice 2
INTR 2240 Interpretation Theory and Practice 2

INTR 2250 Deaf Community Service Learning 2
INTR 2260 Deafhood: Pathways to Identity & Diversity
INTR 2340 Interpretation Theory and Practice 3: Community
INTR 3110 Self and Community of Practice
INTR 3120 Sign Language Interpretation in Educational Settings
INTR 3140 Interpretation Theory and Practice 4
INTR 3150 Advanced American Sign Language for Interpreters
INTR 3210 Sign Language Interpreting Practicum Readiness
INTR 3220 Sign Language Interpreting Practicum 1
INTR 3230 Sign Language Interpreting Practicum 2
MATH 0610 Fundamentals of Mathematics 1A
MATH 0615 Fundamentals of Mathematics 1B
MATH 0620 Fundamentals of Mathematics 2A
MATH 0625 Fundamentals of Mathematics 2B
MATH 0630 Fundamentals of Mathematics 3A
MATH 0635 Fundamentals of Mathematics 3B
MATH 0640 Fundamentals of Mathematics 4A
MATH 0645 Fundamentals of Mathematics 4B
MATH 0650 Fundamentals of Mathematics 5A
MATH 0655 Fundamentals of Mathematics 5B
MATH 0660 Fundamentals of Mathematics 6A
MATH 0665 Fundamentals of Mathematics 6B
MUSC 1041 Preparatory Performance Techniques 1
MUSC 1042 Preparatory Performance Techniques 2
MUSC 1050 Preparatory Music Individual Instruction 1
MUSC 1060 Preparatory Music Individual Instruction 2

Centre for Continuing Studies

CNSK 1512 Introduction to Pharmacology and Concurrent Disorders
CNSK 1515 Group Facilitation Skills
CNSK 1521 Practicum: Counselling Skills
CYBR 1000 Orientation to GRC and Cybersecurity

CYBR 1101 Cybersecurity Fundamentals
CYBR 1102 Business Communication and Presentation Skills
CYBR 1103 Business Fundamentals
CYBR 1104 IT Risk

CYBR 1201 Introduction to Security Program Management
CYBR 1202 Project Management
CYBR 1203 Report and Technical Writing
CYBR 1204 Frameworks and Auditing
CYBR 2301 Cloud Security Principles
CYBR 2302 Incident Response and Disaster Recovery

CYBR 2303 Information Technology Infrastructure Library
CYBR 2304 Privacy and Data Protection
CYBR 2401 Advanced Cybersecurity Topics
CYBR 2402 Governance of Enterprise IT
CYBR 2403 Professional Development
CYBR 2404 Capstone

School of Health Sciences

DENT 1105 Dental Assisting Professionalism 1
DENT 1115 Applied Dental Sciences 1
DENT 1125 Clinical Support Theory 1
DENT 1135 Preventive Approaches for Dental Health 1
DENT 1145 Dental Assisting Practice 1
DENT 1190 Dental Office Management
DENT 1205 Dental Assisting Professionalism 2
DENT 1215 Applied Dental Sciences 2
DENT 1225 Clinical Support Theory 2
DENT 1235 Preventive Approaches for Dental Health 2
DENT 1245 Dental Assisting Practice 2
DENT 1255 Dental Assisting Practicum 1
DENT 1345 Dental Assisting Practice 3
DENT 1355 Dental Assisting Practicum 2
DENT 1390 Patient Care Clinic
DHYG 2100 Foundations of Dental Hygiene 1
DHYG 2110 Dental Hygiene Clinical Practice 1
DHYG 2120 Radiography 1
DHYG 2135 Head and Neck Anatomy
DHYG 2145 Dental Anatomy

DHYG 2150 Dental Hygiene Professional Practice 1
DHYG 2200 Foundations of Dental Hygiene 2
DHYG 2210 Dental Hygiene Clinical Practice 2
DHYG 2220 Radiography 2
DHYG 2250 Dental Hygiene Professional Practice 2
DHYG 2255 Nutrition for Oral Health
DHYG 2260 Pathology 1: Periodontology
DHYG 2270 Pharmacology in Dental Hygiene 1
DHYG 3100 Foundations of Dental Hygiene 3
DHYG 3110 Dental Hygiene Clinical Practice 3
DHYG 3160 Pathology 2: Oral Pathology
DHYG 3170 Pharmacology in Dental Hygiene 2
DHYG 3180 Dental Hygiene in Community 1
DHYG 3200 Foundations of Dental Hygiene 4
DHYG 3210 Dental Hygiene Clinical Practice 4
DHYG 3250 Dental Hygiene Professional Practice 3
DHYG 3265 Dental Biomaterials
DHYG 3275 Transition to Practice
DHYG 3280 Dental Hygiene in Community 2

School of Hospitality, Food Studies & Applied Business

ACCT 2030 Accounting Software Applications and Bookkeeping
ACCT 2040 Introduction to Auditing
ACCT 2050 Payroll, Accounts Payable, and Accounts Receivable Software
ACCT 2060 Accounting Capstone
HOSP 3104 Hospitality Revenue Management
HOSP 3201 Talent & Culture
HOSP 3203 Hospitality Business Law
HOSP 4101 Sustainability and Innovation in Business
HOSP 4102 Digital Marketing in Hospitality
HOSP 4103 Global Tourism
HOSP 4203 Event Management and Sales
HOSP 4204 Capital and Asset Management

MEDC 1110 Medical Document Editing
MEDC 1125 Administrative Procedures for Medical Office Assistant
MEDC 1141 Medical Terminology for Medical Office Assistant 1
MEDC 1142 Medical Terminology for Medical Office Assistant 2
MEDC 1151 Medical Speed & Accuracy for Medical Office Assistant 1
MEDC 1160 Electronic Communications for Medical Office Assistants
MEDC 1240 Medical Speed and Accuracy for MT 3
MEDC 1243 Advanced Transcription
MEDC 1245 Medical Transcription Practicum

MEDC 1270 Medical Billing for Medical Office Assistant
MGMT 1020 Introduction to Business and Technology
OADM 1140 Computer Applications for Legal Administrative Assistants
OADM 1150 Office Procedures for Legal Administrative Assistants
OADM 1160 Corporate Law for Legal Administrative Assistants
OADM 1170 Conveyancing for Legal Administrative Assistants
OADM 1180 Career Development
OADM 1190 Civil Litigation for Legal Administrative Assistants
OADM 1250 Family Law for Legal Administrative Assistants
OADM 1260 Wills and Probates for Legal Administrative Assistants
OADM 1270 Practicum Readiness

School of Instructor Education

PIDP 3401 PID Independent Studies

School of Trades, Technology & Design

APST 1101 Introduction to the Partsperson Trade
APST 1102 Warehousing Tasks & Parts Catalogues
APST 1103 Counter Duties and Basic Vehicle Systems
APST 1104 Introduction to Mechanical Parts
APST 1105 Standard Stock, Lubricant & Shop Supplies
APST 1201 Catalogues and Engine Components
APST 1202 Engine Support Systems
APST 1203 Canadian Occupational Health & Safety
APST 1204 Automotive Service Systems and Shop Safety
APST 1205 The Automotive Workplace
APST 2101 Emerging Transportation Technologies 1
APST 2102 Introduction to Management
APST 2103 Organizational Performance
APST 2104 Project Management in Automotives
APST 2105 Automotive Operations Management
APST 2201 Automotive Managerial Accounting
APST 2202 Service Advising
APST 2203 Emerging Transportation Technologies 2
APST 2204 Merchandising & Inventory Management
APST 2205 Digital Marketing for Automotives
DRFT 1110 Architectural Principles
DRFT 1115 Residential Single Family
DRFT 1120 Civil Site Layout
DRFT 1125 Introduction to Civil 3D
DRFT 1130 Steel Detailing Fundamentals
DRFT 1135 Professional Communications for Steel Detailing
DRFT 1140 Electrical and Plumbing Systems
DRFT 1145 HVAC and Fire Suppression System
DRFT 1200 Residential Single Family 2
DRFT 1201 Residential Multi-Family
DRFT 1202 Commercial Retail Buildings 1
DRFT 1213 Introduction to Steel Structures
DRFT 1214 Reinforced Concrete and Foundations
DRFT 1215 Advanced Civil 3D
DRFT 1216 Introduction to 3D CAD
DRFT 1217 Process Flow, Piping, and Instrumentation Diagrams
DRFT 1218 Equipment Detail and Plant Layout
DRFT 1219 Process Piping and Pipe Fabrication
DRFT 1220 3D Modeling Fundamentals
DRFT 1221 Mechanical Equipment Modelling and Layout
DRFT 1225 Professional Communication
DRFT 1302 Commercial Retail Buildings 2
DRFT 1316 Introduction to Revit Structures
DRFT 1324 3D Piping Systems Modelling
DRFT 1344 BIM for Mechanical, Electrical, Plumbing Projects
DRFT 1379 Concrete Floor Systems and Secondary Structures
HMTD 1100 Occupational Skills
HMTD 1120 Shop Tooling and Equipment
HMTD 1125 Lubricants, Bearings and Equipment Operation
HMTD 1130 Machine Structure
HMTD 1135 Truck Structure

HMTD 1200 Mobile Hydraulic Systems
HMTD 1220 Batteries and Electricity Fundamentals
HMTD 1230 Machine Electrical
HMTD 1240 Heavy Mechanical Steering Systems
HMTD 2120 Heavy Mechanical Hydraulic Brake Systems
HMTD 2125 Heavy Mechanical Air Brake Systems
HMTD 2130 Heating and Air Conditioning

HMTD 2140 Trailers and Engine Support
HMTD 2145 Powertrain
HMTD 2200 Powertrain Diagnostics, Service & Repair
HMTD 2220 Electrical Systems and Components
HMTD 2225 Electronics and Electronic Components
HMTD 2230 Light Duty Vehicle

Appendix B – Elections & Memberships 2023

Education Council Elections

Education Council held its chair elections for this year at its December 2022 meeting. All elections were by acclamation. The following members were elected for the period of January–December 2023:

- Chair of Education Council: Natasha Mandryk
- Vice-Chair of Education Council: Sarah Kay
- EdCo Executive Members: Louise Dannhauer and Andy Sellwood
- Chair of Curriculum Committee: Todd Rowlatt
- Chair of Education Policy Committee: Sarah Kay
- Chair of Education Quality Committee: Todd Rowlatt

A by-election took place in February to fill vacancies: one Downtown Campus student seat and one faculty seat (Student Success). There were no nominees for the Student Success faculty seat, but the position was filled through a second by-election in October 2023. Election rules were updated for October 2023, removing the distinction between campuses for student seats.

Due to the end of Andy Sellwood's term in October 2023, an election was held at the November 2023 EdCo meeting. Todd Rowlatt was elected interim Executive Committee Member for November–December 2023 (by acclamation).

Education Council Membership

Chair: Natasha Mandryk
Vice-Chair: Sarah Kay
Executive: Andy Sellwood (to October 2023) and Louise Dannhauer; Todd Rowlatt (from November 2023)

Ajay Patel, President & CEO .... Ex officio
Ali Oliver, Support Staff, College-at-Large .... Feb 2022–Oct 2023
Andy Sellwood, Faculty, CTLR/School of Instructor Education .... Feb 2022–Oct 2023
Belinda Kaplan, Faculty, Hospitality, Food Studies & Applied Business .... Nov 2022–Oct 2024

Brianna Higgins, Faculty, Student Success .... Nov 2023–Oct 2024

Dana Valeria Rodriguez Arellano, Student, College-at-Large .... Nov 2023–Oct 2024

Dave McMullen, Registrar ....Jan 2023–Dec 2023

David Wells, Vice President, Academic & Research ....Jan 2023–Dec 2023

Dennis Innes, Dean, School of Hospitality, Food Studies & .... Jan 2023–Dec 2023
Applied Business

Derek Sproston, Faculty, College-at-Large .... Nov 2022–Oct 2024

Emily Simpson, Faculty, CTLR/ School of Instructor Education .... Nov 2023–Oct 2025

Emmy Cheung, Student, Downtown Campus .... Mar 2023–Oct 2023

Gabriel Sarnoh, Student, Broadway Campus ....Nov 2022–Aug 2023

Heidi Parisotto, Faculty, Health Sciences .... Nov 2022–Oct 2024

Janita Schappert, Faculty, Health Sciences .... Nov 2021–Oct 2023

Jessica Ligeralde, Student, College-at-Large .... Nov 2023–Oct 2024

Kseniia Osipova, Support Staff, College-at-Large.................................. Nov 2023–Oct 2025

Lisa Beveridge, Faculty, Health Sciences .... Nov 2023–Oct 2025

Louise Dannhauer, Faculty, Trades, Technology & Design .... Nov 2021–Oct 2023
                                                                                  Nov 2023–Oct 2025

Marcus Ng, Student, Broadway Campus/College-at-Large...................... Nov 2022–Oct 2023
                                                                                  Nov 2023–Oct 2024

Natasha Mandryk, Faculty, Arts and Sciences .... Nov 2022–Oct 2023
                                                                                  Nov 2023–Oct 2025

Sarah Kay, Faculty, Arts and Sciences .... Nov 2022–Oct 2024

Shirley Lew, Dean, School of Arts and Sciences ....Jan 2023–Dec 2023

Simranjot Kaur, Student, College-at-Large .... Nov 2023–Oct 2024

Sonal Singh, Student, Downtown Campus .... Nov 2022–Oct 2023

Todd Rowlatt, Faculty, Library & Learning Centre .... Nov 2021–Oct 2023
                                                                                  Nov 2023–Oct 2025

Vivian Munroe, Support Staff, College-at-Large .... Feb 2022–Oct 2023
                                                                                  Nov 2023–Oct 2025

Curriculum Committee Membership

Ali Oliver, Support Staff
Alison Rudko, Associate Registrar, International Education (from September 2023)
Andrea Korens, Program Coordinator, Continuing Studies (to August 2023)
Anne Emberline, Faculty, Music, Dance & Design
Bruce McGarvie, Faculty, Trades & Technology
Clay Little, Associate Director, Indigenous Education & Community Engagement
David Wells, Vice President, Academic & Research
Dawn Cunningham Hall, Assistant Registrar
Francesco Barillaro, Faculty, Centre for Teaching, Learning & Research
James Fournie, Faculty, Library & Learning Centre

Jay Baik, Associate Registrar, International Education (to August 2023)
Jennifer Cummins, Faculty, Language Studies
Jennifer Kelly, Faculty, Arts & Sciences
Julie Gilbert, Faculty, Centre for Teaching, Learning & Research/Instructor Education
Marcus Ng, Student Representative
Natasha Mandryk, Chair, Education Council (ex officio)
Radhika Kumar, Faculty, Health Sciences
Rebeccah Bennett, Program Coordinator, Continuing Studies (from September 2023)
Robbie Ruddell, Faculty, Student Success
Tannis Morgan, Associate Vice President, Academic Innovation
Todd Rowlatt, Faculty, Library & Learning Centre
Tyler Churchman, Student Success
Ysabel Sukic, Faculty, Hospitality, Food Studies & Applied Business

Education Policy Committee Membership

Andrew Candela, Faculty, Arts & Sciences (to March 2023)
Beatrice Antica, Faculty, Hospitality, Food Studies & Applied Business
Camile Ogliari, Manager, International Education (February–May 2023)
Celine Huang, Manager, International Education (to January 2023)
Clay Little, Associate Director, Indigenous Education & Community Engagement
David Wells, Vice President, Academic & Research
Doug Mauger, Faculty, Instructor Education
Hannah Kim, Manager, International Education (from August 2023)
Herbie Atwal, Associate Registrar
Janita Schappert, Faculty, Health Sciences
Julie Gilbert, Faculty, Centre for Teaching, Learning & Research
Katarina Jovanovic, Program Coordinator, Centre for Continuing Studies
Klaudia Jurkemik, Support Staff (February–September 2023)
Kristina Oldenburg, Faculty, Library & Learning Centre
Laurence Mollerup, Faculty, Music, Dance & Design
Lucy Griffith, Acting Dean, Trades, Technology & Design
Margaret Buxton, Faculty, Arts & Sciences (from June 2023)
Melanie Burke, Faculty, Trades
Natasha Mandryk, Chair, Education Council (ex officio)
Nicole Degagne, Coordinator, Curriculum, Policy & Contracts
Reba Noel, Student Success (designate)
Robyn Wood, Support Staff (to February 2023; from October 2023)
Sarah Kay, Faculty, Arts & Sciences
Sheri Wiwchar, Faculty, Student Success
Stefan Nielsen, Student Representative
Tanny Marks, Arbiter of Student Issues (ex officio)
Vesna Radivojevic, Faculty, Language Studies

Education Quality Committee Membership

Claire Sauvé, Associate Director, Continuing Studies
Clay Little, Associate Director, Indigenous Education & Community Engagement
David Wells, Vice President, Academic & Research
Emily Simpson, Faculty, Centre for Teaching, Learning & Research
Gabriel Sarnoh, Student Representative (to March 2023)
Stefan Nielsen, Student Representative (from May 2023)
Heidi Parisotto, Faculty, Health Sciences
Jacqueline Shehadeh, Faculty, Arts & Sciences (to March 2023)
Jo-Ellen Zakoor, Dean, Health Sciences
Louise Dannhauer, Faculty, School of Trades, Technology & Design (from February 2023)
Natasha Mandryk, Chair, Education Council (ex officio)
Patris Aghakian, Associate Director, Institutional Research
Pervin Fahim, Associate Director, School of Health Sciences
Tannis Morgan, Associate Vice President, Academic Innovation
Todd Rowlatt, Faculty, Library & Learning Centre
Vivian Munroe, Support Staff

Appendix C – 2023 Meeting Dates

Education Council

EdCo met on the second Tuesday of each month, except for July and August. There was a special meeting in March. Planning sessions were held on June 12 and December 1.

January 10	February 14	March 7	March 16
April 11	May 9	June 13	September 12
October 10	November 14	December 12	

Curriculum Committee

Curriculum Committee met on the third Tuesday of each month, except in July. There was a special meeting in June.

January 17	February 21	March 21	April 18
May 16	June 6	June 20	August 15
September 19	October 17	November 21	December 19

Education Policy Committee

Education Policy Committee met on the first or second Wednesday of the month, as required.

February 8	April 5	May 3	September 6
October 4	November 1		

Education Quality Committee

Education Quality Committee generally met on the fourth Tuesday of each month, except for July, August, and December.

January 25	March 7	March 9 (CD Fund)	May 4
May 24	June 21	September 20	October 25
November 29			

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 26, 2024

ISSUE: **RECOMMENDATION FOR APPROVAL:**
                         New Program: Clean Energy Technology Diploma

BACKGROUND:

The School of Trades, Technology and Design is proposing a new credential: the Clean Energy Technology Diploma. This program will address a critical need for skilled professionals knowledgeable about environmental sustainability, clean energy systems and electrical technology. Electricians and industrial electricians are identified as top in demand trades over the next 10 years, and a program focused on clean energy will be on the cutting edge. This program is in line with the goals of the CleanBC plan as well as the College's strategic goals as we break ground on the new Centre for Clean Energy and Automotive Innovation.

The first year of the program focuses on Electrician Level 1 curriculum; recognition from SkilledTradesBC will be sought, which would enable graduates to transition into an apprenticeship. In the second year, students will learn project management skills, which will prepare them for design and development work in the construction industry, mostly in a residential context. The program is open to both international and domestic students.

Based on feedback from Education Council's review of the concept paper, the school worked with Indigenous Education and Community Engagement and David Kirk, Dean of Curriculum and Pedagogy, to develop an "Understanding Indigenous Connection to the Land in Canada" course.

Clean Energy Technology Diploma graduates will be able to meet the following program learning outcomes:

- Demonstrate comprehensive technical proficiency in clean energy systems, encompassing installation, maintenance, and repair of electrical components and renewable energy technologies.
- Implement safety protocols and ensure compliance with industry standards and regulations, fostering a culture of safety in clean energy practices.

- Analyze and mitigate the environmental impact of energy choices, applying principles of sustainability in clean energy projects and initiatives.
- Effectively communicate technical information to diverse audiences, utilizing appropriate terminology and documentation.
- Collaborate with professionals from various disciplines, integrating clean energy solutions into broader sustainability contexts.
- Apply project management skills, including planning, execution, and evaluation, in the context of clean energy projects.
- Engage with communities and industry partners, fostering partnerships and advocating for sustainable energy solutions, with a focus on Indigenous perspectives.
- Adhere to ethical standards, making decisions that prioritize environmental responsibility, safety, and social well-being in the clean energy field.

DISCUSSION:

Curriculum Committee reviewed the proposal in December 2023. The inclusion of the "Indigenous Connection to the Land" course was commended, and the committee made further recommendations to strengthen outcomes related to Indigenous perspectives and the land throughout the program. The school incorporated these recommendations, and the program developers should be commended for their collaborative, consultative approach.

In addition, the developers worked with the Registrar's Office to ensure the program complies with VCC's Assignment of Credit to Courses policy (413).

Education Council reviewed the proposal at its January 16, 2024 meeting and unanimously voted to recommend its approval.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve the new Clean Energy Technology Diploma credential and program implementation.

ATTACHMENT: APPENDIX A – Program Content Guide (PCG) for the Clean Energy Technology Diploma

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: June 20, 2024

Clean Energy Technology Diploma

Program Content Guide

Effective Date: <u>January 2025</u>

Purpose
The Clean Energy Technology program is designed to empower students with the knowledge and technical expertise required to excel in the dynamic field of clean energy. Graduates will be skilled professionals who can champion sustainability, drive innovation, and contribute to a greener future. Through hands-on training, interdisciplinary collaboration, and a commitment to safety and environmental responsibility, our program prepares graduates to meet the evolving demands of the clean energy industry while fostering a strong sense of community and environmental stewardship.

Admission Requirements
- Grade 12 graduation or equivalent
- Knowledge of English demonstrated by one of the following:
  - Composition 12 with a minimum 'C-' grade or equivalent, or
  - English Language Proficiency at an English 12 'C-' level
- Workplace Math 10 with a minimum 'C-' grade or equivalent

Prior Learning Assessment & Recognition (PLAR)
Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses. PLAR is available for all courses in the program, up to a maximum of 6 credits per term.

Methods of PLAR vary by course, and may include a challenge exam, submission of a product or portfolio for review, or a practical demonstration. Please contact the Department for details. See the D.3.5 Prior Learning Assessment Policy and Procedures for more information.

*International Students requesting PLAR, please contact VCC International Education Advising to learn how PLAR can impact immigration status, prior to proceeding with the PLAR request.

Program Duration & Maximum Time for Completion
The Clean Energy Technology Diploma program is 2 years in length. The maximum time to complete the program is 5 years.

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

- Demonstrate comprehensive technical proficiency in clean energy systems, encompassing installation, maintenance, and repair of electrical components and renewable energy technologies.
- Implement safety protocols and ensure compliance with industry standards and regulations, fostering a culture of safety in clean energy practices.
- Analyze and mitigate the environmental impact of energy choices, applying principles of sustainability in clean energy projects and initiatives.
- Effectively communicate technical information to diverse audiences, utilizing appropriate terminology and documentation.
- Collaborate with professionals from various disciplines, integrating clean energy solutions into broader sustainability contexts.
- Apply project management skills, including planning, execution, and evaluation, in the context of clean energy projects.
- Engage with communities and industry partners, fostering partnerships and advocating for sustainable energy solutions, with a focus on Indigenous perspectives.

- Adhere to ethical standards, making decisions that prioritize environmental responsibility, safety, and social well-being in the clean energy field.

Instructional Strategies, Design, and Delivery Mode
Lecture, group work, case studies, discussions, presentations, guest speakers, online activities.

Evaluation of Student Learning
Students are evaluated by both theory and practical evaluations for a combined mark to be assigned for each course.

Theory is evaluated by: Course work and competency tests and final examinations.

Practical is assessed by: rubrics to evaluate the students' performance of their competency, work habits, safety, participation, teamwork, and the ability to follow instructions.

Students must receive a minimum program grade point average of 'B' (3.00) to successfully graduate, and a minimum cumulative grade point average of 'B' (3.00) in each course to advance into subsequent courses/terms in the program.

Recommended Characteristics of Students
- Basic computer skills
- Good general health and respiratory condition
- Physical strength and stamina compatible with the handling of parts and equipment as required by the program
- Ability to tolerate noise and vibration
- Good manual dexterity
- Good hand-eye co-ordination
- Good eyesight and normal colour vision

Courses

Year	Course #	Course Name	Credits
One	CLEN 1101	Ethical Communication and Workplace Correspondence	3.0
	CLEN 1102	Introduction to Electrical Fundamentals	3.0
	CLEN 1103	Electrical Circuits and Components	3.0
	CLEN 1104	Advanced Electrical Systems and Controls	3.0
	CLEN 1105	Renewable Energy Technologies	3.0
	CLEN 1201	Energy Management and Project Planning	3.0
	CLEN 1202	Clean Energy Systems Integration	3.0
	CLEN 1203	Advanced Energy Technologies	3.0
	CLEN 1204	Project Management for Clean Energy	3.0
	CLEN 1205	Understanding Indigenous Connection to the Land in Canada	3.0
		Total Credits per Term:	30.0
Two	CLEN 2101	Advanced Energy Management and Design	3.0
	CLEN 2102	Electrical Systems Design and Implementation	3.0
	CLEN 2103	Sustainable Energy Solutions	3.0
	CLEN 2104	Renewable Energy System Installation and Maintenance	3.0
	CLEN 2105	Energy Economics and Policy	3.0
	CLEN 2201	Sustainable Building Design and Energy Efficiency	3.0
	CLEN 2202	Sustainable Energy Policy and Management	3.0
	CLEN 2203	Advanced Renewable Energy Technologies	3.0
	CLEN 2204	Energy Project Implementation and Evaluation	3.0
	CLEN 2205	Clean Energy Technologies and Innovation	3.0
		Total Credits per Term:	30.0

Total Program Credits: 60.0

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75		2.67
F	0-69	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.

2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative 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/

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 26, 2024

ISSUE: **RECOMMENDATION FOR BOARD APPROVAL:**
   TUITION: New Clean Energy Technology Diploma (Domestic & International)

BACKGROUND:

BC labour market outlook lists electricians and industrial electricians as the most in-demand trades over the next ten years. Additionally, the focus on clean and renewable energy will help meet the goals of the Clean BC plan.

BC will see an increased demand for Clean Energy technicians in the years to come:

- This new program is part of the expanded programming housed in the new Centre for Clean Energy and Automotive Innovation (CCEAI). It will ramp up to total capacity before the new building's completion.

- The CCEAI at VCC will provide education and skills training for people in British Columbia and Red-Seal-certified apprentices of modern automotive trades to support our growing green economy, including electric, hydrogen fuel cell, plug-in hybrid, and autonomous vehicles. The new state-of-the-art training facility will accommodate as many as 1,400 students each year and offer new programs in clean-energy technology, light rail, and zero-emissions vehicle repair and technology.

- The two-year Clean Energy Technology diploma program is designed to empower students with the knowledge and technical expertise required to excel in the dynamic field of clean energy. Graduates will be skilled professionals who can champion sustainability, drive innovation, and contribute to a greener future. Through hands-on training, interdisciplinary collaboration, and a commitment to safety and environmental responsibility, our program prepares graduates to meet the evolving demands of the clean energy industry while fostering a strong sense of community and environmental stewardship.

- The program's first year focuses on the foundational skills in the electrician trade, and the second year offers specialized training in wind turbines, solar cells, heat pumps, and electric vehicle charging installations.

- Canadian jobs in clean energy are set to grow 7% yearly, from 509,000 in 2025 to 2.7 million in a net-zero 2050. New modelling by Clean Energy Canada and Navius Research investigated different Canadian energy scenarios out to 2050.

- While fossil fuels will decline by 1.5 million jobs in a net-zero scenario (the world will want a lot less oil and gas), this is far exceeded by the 2.2 million job increase in the clean energy sector.

- BC Hydro gets 98% of its power generation from clean or renewable resources, making it the leader in North America in clean energy.

- BC Hydro's residential electricity rates are also the second lowest in North America.

- Zero-emission vehicles represented 18.1% of new light-duty passenger vehicles sold in B.C. in 2022, the highest percentage for any province or territory and well ahead of CleanBC targets.

- Registered light-duty electric vehicles rose from 5,000 in 2016 to more than 100,000 today – a 1,900% increase in the past six years.

- There are approximately 200,000 heat pumps installed in BC Hydro residential customer homes. This is equivalent to about 10% of homes.

- Electricity demand is expected to increase by 15% between now and 2030. This is due to economic and population growth, and as more homes, businesses and industries switch from fossil fuels to clean electricity. In the past six years, the number of electric vehicles on B.C.'s roads has increased by nearly 2,000%.

DISCUSSION:

For over 50 years, Vancouver Community College (VCC) has offered academic and training programs that inspire relevant real-world training and education. Currently, VCC offers 31 diploma programs, and 95% of graduates are employed. VCC programs have an excellent reputation in the Lower Mainland, and graduates report that the programs provide a high quality of education and are highly satisfied with their education. Recent fast-fact reports have shown that 93% of students are satisfied with the quality of instruction.

By VCC offering the Clean Energy Technology Diploma credential, it is responding to the demand for Canadian clean energy jobs. The demand is projected to increase by 7% annually and reach millions by 2050. BC's leadership in clean energy, substantial electric vehicle adoption, and increasing heat pump installations further accentuate the need for well-trained individuals in this expanding sector. As the industry evolves and electricity demand rises, our training program in clean energy stands poised to meet this burgeoning demand with capable and knowledgeable graduates.

Many industry partners and the government have requested that a program of this type be developed and offered. The international education department has indicated that this program would be in high demand.

In recommending tuition for this program, VCC has reviewed the tuition of similar diploma programs at other institutions. Attached is the financial analysis (APPENDIX A) with two tuition options.

	Domestic	International
Option 1	$18,000	$33,810
Option 2	$22,440	$39,794

RECOMMENDATION:

For the new Clean Energy Technology Diploma, the proposed tuition is Option 2: $39,794 international and $22,440. This option provides financial stability. The effective date is April 1, 2025. The proposal has factored in annual increases in tuition.

The Finance and Audit Committee approved the tuition proposal on June 12, 2024. It is being presented to the Board for consideration.

MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition for the new Clean Energy Technology Diploma Program, effective April 1, 2025.

- International: $39,794
- Domestic: $22,440

ATTACHMENTS: APPENDIX A – Financial Analysis – CLEN

PREPARED BY: Brett Griffiths, Dean, School of Trades, Technology and Design

Program Name: CLEN (start date May 2025) Scenarios	Option 1	Option 2
Tuition per student - International	$33,810	$39,794
Tuition per student - Domestic	$ 18,000	$ 22,440
No. of Intakes	1	1
No. of students per intake - Domestic (projected)	4	4
No. of students per intake - International (proj)	20	20
Total students (with X FTE attrition) - Domestic	3	3
Total students (with X FTE attrition) - International	19	19
Duration - instructor months	10	10
Program Duration	16	16
Duration - instructional programming days	198	198
Other days	20	20
Department head release days	60	60
Duty days per year	180	180
Instructor FTE required per intake	1.54	1.54
Number of credits	60	60
Support Staff FTE	0.50	0.50
Operational costs	$ 10,000	$ 10,000
Cost (breakeven tuition fee) per **student**	$ 20,375	$ 21,161
Tuition fees per student - Domestic	$ 11,400	$ 14,212
Tuition fees per student - International	$ 21,413	$ 25,203

Revenue		
Projected Tuition revenue -Domestic	$ 54,000	$ 67,320
Capacity Tuition revenue - Domestic	$ 21,318	$ 21,318
Projected Tuition revenue - International	$ 642,390	$ 756,082
Capacity Tuition revenue - International	$ 32,120	$ 799,855
Projected Tuition revenue -Other Fees	$ 11,448	$ 12,718
Block/Contract funding		
Total revenue (projected)	**$ 707,838**	**$ 836,120**
Instructor		
Salary (step 1)	$ 174,359	$ 174,359
Benefits (28.5%) (FY2425)	$ 49,692	$ 49,692
Total instructor costs	**$ 224,051**	**$ 224,051**
Support Staff		
Salary	$ 35,226	$ 35,226
Benefits (30.5%)	$ 10,568	$ 10,568
Total support staff costs	**$ 45,794**	**$ 45,794**
Total labour cost	**$ 269,845**	**$ 269,845**
Operational costs		
Capital/Technology/Equipment		
Curriculum Renewal	$ 66,150	$ 66,150
Intl Student Agency Fees	$ 96,359	$ 113,412
Total operational costs	**$ 172,509**	**$ 189,562**
Indirect student support		
Indirect student support	$ 265,412	$ 275,644
Total indirect student support	**$ 265,412**	**$ 275,644**
Total expenditures	**$ 707,765**	**$ 735,052**

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 26, 2024

ISSUE: **RECOMMENDATION FOR APPROVAL:**
                                    Revised #203 Safe Disclosure policy (formerly Whistleblower)

BACKGROUND:
The BC government has recently passed the Public Interest Disclosure Act (PIDA) that requires all Post-Secondary Institutions to develop a safe disclosure policy that follows very detailed requirements laid out in the Act. The requirement is to have this policy approved by June 2024. The Safe Disclosure would replace the current Whistleblower policy at the College.

The policy establishes clear expectations and procedures around disclosures around wrongdoing at the institution. It creates a pathway for requesting advice, making disclosures, investigations, reporting and the responsibilities of key actors at the College. The Act mandates an option for anonymous disclosures. There is also a mandated path for urgent public disclosures related to health, the environment, or criminal matters. The key theme throughout the policy (and the guiding Act) is ensuring that any person considering or making a disclosure is not subject to any reprisals.

The Act is very prescriptive and many sections of the policy are directly taken from it. Initial feedback from APC revised sections related to urgent and public disclosures, designated officers, and the form of disclosure. There was significant concern about having an anonymous option for disclosure as that prevents a procedurally fair process but this is a requirement of the Act.

DISCUSSION:
The policy and procedures were sent out for community feedback. No feedback was received. Operations Council had no additional comments.

RECOMMENDATION:
THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to Policy and Procedures 203 Safe Disclosure, formerly Whistleblower.

PREPARED BY: Kate Dickerson, Vice President People Services

ATTACHMENT: APPENDIX A: Clean Copy Draft

OTHER RESOURCES: LINK: Whistleblower Policy & Procedures (#203)

Safe Disclosure

What would you like to do?	Edit All
Policy Type	Administrative
Policy Name	Safe Disclosure
Policy Number	203
Effective Date – Policy	tbd
Effective Date – Procedures	tbd
Last Full Review Date	April 4, 2013
Next Scheduled Review Date	tbd
Approval Body	Board of Governors
Policy Sponsor	President
Review Body	Governance Committee
Responsible Authority	Safety, Security, Risk and Privacy

Policy

Context and Purpose

Vancouver Community College (VCC, the College) is committed to promoting a culture of openness, transparency, and accountability. The College recognizes the importance of encouraging employees and others to report any Wrongdoing that may have a detrimental effect on the public interest. The purpose of the Safe Disclosure Policy is to reaffirm the College's commitment to protecting those who make disclosures in good faith, and to set out safe disclosure procedures in accordance with the *Public Interest Disclosure Act* (PIDA).

Scope and Limits

This policy applies to all employees, students, the Board of Governors, contractors, and alumni of Vancouver Community College as well as external partners who may have information about Wrongdoing within the institution as defined under PIDA. It also applies to former employees and contractors who were employed or providing contracted work when a Wrongdoing occurred or was discovered. This policy applies to disclosures of Wrongdoing as defined by PIDA and does not replace or substitute existing complaint processes in legislation, College policies, or collective agreements.

Policy Principles

1. VCC is committed to maintaining the highest standards of ethical conduct and promoting a culture of honesty, transparency, and accountability.

2. The College is committed to meeting its obligations under the *Public Interest Disclosure Act* and informing the College community of their rights under the Act.
3. The College is committed to responding to Disclosures in a timely manner and conducting investigations in accordance with the principles of procedural fairness and natural justice.
4. The College will prioritize maintaining confidentiality and the protection of privacy for those involved in making a Disclosure or participating in an investigation.
5. VCC will not tolerate reprisals against any individual who requests Advice, makes a Disclosure in good faith, cooperates in an investigation, or makes complaints about reprisals.
6. The College will accept anonymous Disclosures and investigate them following the same standards and procedures as a named or identified report where it is possible to do so while maintaining anonymity.
7. The College will ensure that the Designated Officer(s) are aware of their role(s) and responsibilities under this Policy.
8. The College will ensure the safe disclosure process is publicly accessible and will publish an annual report of the Disclosures, investigations, findings of Wrongdoing and recommendations made or received under PIDA within the previous year.
9. This policy and the associated procedures are separate from any criminal or civil proceedings. The College is not responsible for determining violations of criminal or civil law and will fully cooperate in any criminal investigation.

Procedures

Responsibilities
1. The President has ultimate responsibility for administering this Policy, including ensuring that training is available for all employees about PIDA, this Policy and Procedures. The President assigns the roles of the Designated Officer(s). The President may delegate their authority to other senior officials in the College.
2. The Designated Officer(s) is responsible for exercising the responsibilities assigned to them by the President under this Policy and Procedures.
3. All employees are responsible for acting with honesty, integrity and accountability and complying with applicable law and policy in their work and dealings with others at the College.
4. Employees must not engage in any Reprisal against a person who has, in good faith, requested advice about making a Disclosure, has made a Disclosure or complaint about Reprisal, or has cooperated with an investigation.
5. Anyone using this policy must make Disclosures in good faith based on a reasonable belief that Wrongdoing has or is about to occur.

Designated Officers
6. If the Report is a financial Disclosure, the Designated Officer will be the Executive Director of Finance and Chief Financial Officer, or delegate.

7. If the Report is a non-financial Disclosure, the Designated Officer will be the Vice President, People Services, or delegate.
8. The Privacy Officer will manage the safedisclosure@vcc.ca mailbox and respond to requests for advice and complaints about Reprisals. They will refer any Disclosures to the appropriate Designated Officer. A Designated Officer may delegate an investigation into a Disclosure or Reprisal to the Privacy Officer, at which point the Privacy Officer becomes the Designated Officer.
9. If the Disclosure implicates an Executive Director, Associate Vice President, or Vice President, the President and Chief Executive Officer, or their designate, will be the Designated Officer.
10. If the Disclosure implicates the President and Chief Executive Officer the Chair of the Board of Governors is the Designated Officer.
11. If the Disclosure implicates a Board Member or the Chair of the Board of Governors the investigation will be conducted by an external body.
12. A Designated Officer may refer an investigation to an external body at any time.

How to Request Advice

13. Individuals are encouraged to seek advice if they need information about the process for making a Disclosure or making a complaint about a Reprisal. An individual may request advice from:
    a. the employee's union representative or faculty association representative as applicable;
    b. a lawyer;
    c. the Privacy Officer through safedisclosure@vcc.ca;
    d. the Designated Officer(s);
    e. the BC Ombudsperson; or
    f. the College's approved third party reporting channel, ConfidenceLine.
14. Individuals who request advice about making a Disclosure are protected from Reprisal regardless of whether they make a Disclosure.
15. A Designated Officer must review and respond to a request for advice with appropriate assistance and consultation. A Designated Officer who receives a request for advice shall respond in writing and where practicable, within 25 business days of receiving the request.
16. A Designated Officer may determine an investigation should be conducted based on the information provided to them during the request for Advice depending on the seriousness of the allegation, regardless of whether the individual elects to make a formal Disclosure.

How to Make a Disclosure

17. An individual who in good faith reasonably believes that a Wrongdoing has been committed or is about to be committed can make a Disclosure to the following:
    a. the Privacy Officer through safedisclosure@vcc.ca; or
    b. the appropriate Designated Officer.
    c. the College's approved third-party reporting channel, ConfidenceLine.

18. Disclosures should be made in a timely fashion and in most cases should be made within one year of the Wrongdoing being committed, or as soon as is practicable upon the discovery of Wrongdoing.
19. Disclosures must be in writing and include:
    a. A description of the Wrongdoing;
    b. The name of the person(s) alleged to have committed the Wrongdoing, or to be about to commit the Wrongdoing;
    c. The date or expected date of the Wrongdoing;
    d. Whether information or conduct that is being reported relates to an obligation under a statute, and if so, the name of that statute; and
    e. Whether the Wrongdoing has already been reported, and if so, the name of the person to whom it was reported and the response, if any, that the Discloser received.
20. Reports made to ConfidenceLine should be in accordance with their requirements and guidelines.
21. Individuals may make an anonymous Disclosure or make an anonymous complaint about a Reprisal. Individuals must notify the Designated Officer of their wish to remain anonymous.
22. Designated Officers will make all reasonable attempts to communicate information about the situation to all relevant parties, including individuals considering anonymous disclosures. Individuals considering anonymous Disclosures should be aware that the Designated Officer may be unable to seek clarification or further information from them, which may impact a response to the request or investigation into the Disclosure. Similarly, an anonymous Discloser may not be able to be notified about an investigation or its outcomes.

How to Make a Public Disclosure about an Urgent Risk
22. Individuals are permitted under PIDA to make public Disclosures under limited circumstances. Individuals making public Disclosures must meet the following conditions:
    a. the individual reasonably believes that there is a matter that constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment;
    b. the individual has consulted with the relevant Protection Official (public health official, Emergency Management BC, or police) before making the Disclosure;
    c. the individual has received direction from that Protection Official and is following it, including if the Protection Official directs the individual to not make a public Disclosure;
    d. the individual does not Disclose or share anyone's personal information except as necessary to address the urgent risk; and
    e. the individual does not Disclose any information that is privileged or subject to a restriction on Disclosure under PIDA or another enactment of British

Columbia or Canada, including solicitor-client privilege, litigation privilege or another ground of common law privilege, or public interest immunity.

23. Employees are expected to obtain appropriate advice if they are uncertain about what information may be Disclosed as part of a public Disclosure.

24. If the direction from the Protection Official is that the individual should not make a public Disclosure, the individual must not make the Disclosure to the public.

25. An employee who makes a public Disclosure must, immediately following the public Disclosure, notify the Designated Officer about the public Disclosure, and submit a Disclosure in accordance with the Procedures outlined in sections 16-18.

26. If the individual does not wish to make a public Disclosure or is directed by the Protection Official not to do so, the individual is nevertheless expected to report their concerns without delay in accordance with this Policy.

Receiving and Reviewing Disclosures

27. Upon receiving a Disclosure, the Privacy Officer or Designated Officer must note the date of receipt of the Disclosure and follow the process established for receiving Disclosures.

28. The Designated Officer will conduct a preliminary review of the Disclosure and decide within ten business days whether an investigation is required, and the form of the investigation.

29. The Designated Officer may communicate with and request information from the Discloser in order to make this determination.

30. The Designated Officer must assess each Disclosure received for the risk of Reprisal against the Discloser, regardless of whether the Disclosure will be investigated, and if risk is identified, ensure there is a plan in place to mitigate that risk.

31. If the Designated Officer reasonably believes that there is an urgent risk arising from the information provided in a Disclosure, they may report the matter to an appropriate Protection Official.

Where an Investigation is Not Warranted

32. The Designated Officer may elect not to proceed with an investigation or may stop an investigation at any time if the Designated Officer reasonably believes:
    a. The Disclosure was made by an individual outside the scope of this policy;
    b. The allegations, if proven, do not constitute Wrongdoing;
    c. The Disclosure relates primarily to:
        i. A dispute between the employee and the College about their employment;
        ii. A dispute between a non-employee Discloser and the College that is governed by another College process;
        iii. A law enforcement matter that is being addressed by the appropriate law enforcement authority (i.e., CBSA/CSIS);
        iv. A matter relating to the prosecution of an offence; or

      v.   The exercise of an adjudicated function of a court, tribunal or other statutory decision-maker, including a decision or the processes and deliberations that have led or may lead to a decision;

    d. The Disclosure does not provide adequate particulars of the Wrongdoing;

    e. The Disclosure is frivolous or vexatious or has not been made in good faith;

    f. The investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;

    g. The Disclosure is already being, or has been appropriately investigated by the BC Ombudsperson, the College, or other appropriate authority; or

    h. PIDA otherwise requires or permits the College to stop or suspend the investigation.

33. If the Designated Officer determines that the Disclosure does not warrant investigation under this Policy but involves a matter which may be appropriately addressed through another policy or process, the Designated Officer will re-direct the matter to the entity responsible for that process.

34. The Designated Officer may refer a Disclosure to the BC Ombudsperson or law enforcement, considering factors such as:

    a. Whether the subject matter of the Disclosure would be more appropriately dealt with by that authority;

    b. The complexity of the subject matter of the Disclosure;

    c. Whether a real or perceived conflict of interest exists;

    d. The resources and expertise required to conduct a fair and effective investigation; and

    e. If the subject matter relates to an individual with authority over the Designated Officer.

35. The Designated Officer may postpone or suspend an investigation if the Designated Officer:

    a. Reports to a law enforcement agency an alleged offence they have reason to believe has been committed in relation to the Disclosure;

    b. Considers that the investigation may compromise another investigation; or

    c. The alleged Wrongdoing is also being investigated for the prosecution of an offence.

36. The Designated Officer will notify the Discloser and, if appropriate, the Respondent(s), if they refuse, stop, postpone, or suspend an investigation or refer the investigation to another process of authority, including the reasons for the decision. The Designated Officer will also notify the President unless the President is alleged to be responsible for the Wrongdoing, in which case the Designated Officer will notify the Chair of the Board of Governors and any other person required by PIDA.

Investigation Procedures

37. Investigations will be conducted in accordance with the principles of procedural fairness and natural justice and conducted in accordance with applicable legislation,

VCC policies and collective agreements. Respondents of the Disclosure will be informed of the details of the allegations and will have an opportunity to respond to the allegations.

38. The Designated Officer has the authority to expand the scope of an investigation beyond the allegations set out in the Disclosure or complaint about Reprisal to ensure that any potential Wrongdoing discovered during an investigation is investigated.

39. If more than one Disclosure is received with respect to the same or similar Wrongdoing, a single investigation into the alleged Wrongdoing may be conducted.

40. The Designated Officer shall seek, where practicable, to review Disclosures within 25 business days and to investigate Disclosures within 120 business days. The Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.

41. The Designated Officer may seek assistance from the BC Ombudsperson for an investigation or refer a Disclosure in whole or in part to the BC Ombudsperson provided the notice of the referral is provided to the Discloser.

Reporting the Results of an Investigation

42. The Designated Officer will provide a report on the findings of the investigation, reasons and any recommendations to the President or, in the case of an investigation involving the President, to the Chair of the Board of Governors. The Discloser and any Respondents will also receive a report on the findings.

43. The President will make the final determination of whether Wrongdoing has occurred and will determine the appropriate corrective actions, if needed.

44. The Designated Officer will ensure that any corrective actions recommended are implemented in accordance with relevant legislation, VCC policy and collective agreements. The Designated Officer is not required to hold a hearing.

45. Subject to the College's obligations under Freedom of Information and Protection of Privacy Act (FIPPA), the Designated Officer will seek to provide an appropriate summary report within 20 business days of the investigation being completed to the Discloser and Respondent(s). The obligation to provide such a report does not apply to a Discloser to who submits a Disclosure anonymously.

Reprisals

46. The College will not tolerate Reprisals against any individual who has, in good faith, made a request for advice, made a Disclosure, responded to a Disclosure, cooperated in an investigation or made a complaint about Reprisal under this Policy.

47. This protection does not apply to protect an employee from the consequences of their own wrongdoing, misconduct, or improper activity unrelated to their rights under PIDA.

48. An individual who engages in any Reprisal may be subject to discipline, up to and including termination of employment or expulsion from the College.

49. An individual who makes a bad faith, malicious or intentionally false Disclosure may be subject to discipline, up to and including termination of employment or expulsion from the College.

Records, Confidentiality and Privacy

50. The President, or their designate, will prepare and publicly publish an annual report of the College's activities under the PIDA. The report will include the number of investigations started, the number of Disclosures made about the College, and the number of Disclosures received by the BC Ombudsperson about the organization to the extent known. In cases where Wrongdoing was found, the report will include a description of the Wrongdoing, any recommendations made, and any corrective action taken, or reasons why no action was taken.
51. The President's annual report under this Policy will be in compliance with PIDA and FIPPA.
52. The College's Privacy Officer will maintain records and confidential files of all safe Disclosures.
53. All records and correspondence pertaining to a Disclosure or investigation will be maintained in accordance with the College's Records Management Policy and Procedures.
54. The College is committed to protecting the privacy of Disclosers, respondents and those who participate in investigations that is consistent with its obligations under PIDA and FIPPA.
55. Breach of confidentiality and privacy is a serious offence. An employee who does not strictly protect confidentiality and privacy as required by this policy and procedures and applicable law may be subject to disciplinary action, up to and including termination of employment.

Definitions

Term	Description
Advice	Information that may be requested in respect of making a disclosure or a complaint about a reprisal under this policy.
Designated Officer	A senior executive, or their designate, who receives requests for Advice and receives and investigates public interest disclosures.
Discloser	An individual who makes a report of Wrongdoing under this Policy.
Disclosure	The act of reporting Wrongdoing or improper conduct in accordance with this policy.
Employee	An individual who is currently employed by VCC on a full-time, part-time, permanent, temporary, term, casual or contract basis. For the purpose of this policy, this definition also includes former employees.
Ombudsperson	The BC Ombudsperson appointed under the Ombudsperson Act.

Term	Description
Protection Official	The official who may receive a public disclosure from an individual regarding an urgent risk. In respect of a health-related matter, the provincial health officer. In respect of an environmental matter, the provincial administrator as defined in section 1(1) of the Emergency and Disaster Management Act. In any other case, an appropriate police force.
Reprisal	A measure taken against a discloser or participant in an investigation in response to their report or participation. These measures may include: a) A disciplinary measure; b) A demotion; c) Termination of employment; d) Any measure that adversely affects the employee's employment or working conditions, or student's learning environment or academic outcomes; e) A threat to take any of the measures referred to here.
Student	A student is a person who is registered in full-time or part-time credit or non- credit courses offered by VCC.
Wrongdoing	Acts or omissions defined under Public Interest Disclosure Act: a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada; b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions; c) a serious misuse of public funds or public assets; d) gross or systemic mismanagement; e) knowingly directing or counselling a person to commit a Wrongdoing described in (a) to (d).

Related VCC Policies

VCC Policies	Policy Number
Financial Responsibility and Accountability	115
Freedom of Information and Protection of Privacy	501
Investment	119
Prevention of Harassment, Discrimination, and Bullying	201
Procurement	130
Sexual Violence and Misconduct	210
Sharing & Stewardship of Information	502
Signing and Spending Authority	114
Sponsorship	530

VCC Policies	Policy Number
Standards of Employee Conduct & Conflict of Interest	202
Violence Prevention	211

Related Resources

- College and Institute Act, RSBC 1996, c 52
- Criminal Code, RSC 1985, c C-46
- Emergency and Disaster Management Act, SBC 2023, c 37
- Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165
- Ombudsperson Act, RSBC 1996, c 340
- Public Interest Disclosure Act, SBC 2018, c 22
- ConfidenceLine   Tel: 1-800-722-6014
- VCC and CUPE Local 4627 Collective Agreement
- VCC and VCC Faculty Association Collective Agreement

VCC

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 26, 2024

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revised Accommodation for Students with Disabilities (327) Policy & Procedures

BACKGROUND:

The policy was substantially revised from the 2007 version to comply with current legislation and College practice. The renewal of this policy is one of the action items in VCC's Accessibility Plan.

Key elements in the revised policy include:

- clarification of duty to accommodate;

- accommodation as a shared responsibility;

- updated definition of student to include prospective students (since accommodations are available for assessments, registration, etc.); and

- process for student complaints around accommodations.

DISCUSSION:

The revised policy and procedures were initially discussed by Education Policy Committee in November 2023, followed by a legal review. A key recommendation from the legal review was to remove aspirational language from the policy and ensure alignment with the BC Human Rights Code. These changes to policy language do not impact actual practice.

While legal counsel recommended the inclusion of other protected grounds (beyond disability) from the Human Rights Code, the policy writers determined that these grounds are outside the scope of this policy. The policy on Prevention of Harassment, Discrimination, and Bullying (201) captures all protected grounds under the Human Rights Code.

Revised drafts were reviewed by the Education Policy Committee in April 2024, resulting in additional minor edits. The policy was posted for College feedback from April 16 to May 7, 2024. Based on received comments, small edits were made to procedures.

Education Policy Committee reviewed the drafts again on May 8, 2024. Additional committee feedback was reviewed by the main policy writer, Brianna Higgins, and resulted in minor wording changes and removal of the Student Non-Academic Conduct (324) policy from related policies.

Additional Note:

The approval body for the policy is currently the Board of Governors. With this policy revision, the approval mechanism will be changed to Board of Governors approval with EdCo advice. This change was determined by Nicole Degagne, Curriculum, Policy & Contract Coordinator in consultation with Deborah Lucas, Executive Assistant to the Board of Governors and Natasha Mandryk, Chair of Education Council, in consideration of the academic elements of this policy.

Education Council unanimously recommended the policy and procedures for approval at its May 14, 2024 meeting.

RECOMMENDATION:

THAT, on the recommendation of the Governance Committee with advice from EdCo, the Board of Governors approve, in the form presented at this meeting, the revised Accommodation for Students with Disabilities (327) policy and procedures, including the change of approval body to the Board of Governors, with EdCo Advice.

PREPARED BY:	Natasha Mandryk, Chair, Education Council
Appendix A:	Accommodation for Students with Disabilities (327) Policy & Procedures (clean copy)
Appendix B:	Revisions Summary – Accommodation for Students with Disabilities (327) Policy & Procedures
OTHER RESOURCES:	LINK: Students with Disabilities Policy & Procedures (#327)

Accommodation for Students with Disabilities

Policy Type
Academic

Policy Name
Accommodation for Students with Disabilities

Policy Number
327

Effective Date - Policy
tbd

Effective Date - Procedures
tbd

Last Full Review Date
February 13, 2007

Next Scheduled Review Date
tbd

Approval Body
Board of Governors with Education Council Advice

Policy Sponsor
President

Review Body
Governance Committee

Responsible Authority
Disability Services

Policy

Context and Purpose

Vancouver Community College (VCC; the College) is committed to fostering a community that supports full participation of students to engage in all aspects of the learning environment.

The purpose of this policy is to outline the process and principles through which VCC will provide reasonable accommodation to students with disabilities in accordance with the B.C. *Human Rights Code*, RSBC 1996, c. 210 (*Code*).

Scope and Limits

This policy and related procedures apply to:

a. All students with a disability throughout the duration of their College relationship. Where a person is both a student and employee of VCC, this policy only applies to those activities that are associated with the person's status as a student.
b. All VCC employees with respect to their responsibility to accommodate students with a disability.

Students experiencing non-disability related issues should seek an academic concession from their program area.

Policy Principles

In adhering to its obligations under the *Code* in relation to students, VCC is committed to the following non-exhaustive principles:

1. The College will endeavour to provide equal access and support for students with disabilities under the *Code* in a reasonable timeframe.
2. The purpose of an accommodation is the removal or reduction of a barrier to full participation and learning. The emphasis is on access, not outcome or success. For example, a student might receive an accommodation but still fail a course if essential course requirements/learning outcomes are not demonstrated to the level required.
3. The search for a reasonable accommodation is a multi-party process, individualized to each student's needs, and will vary from situation to situation. The College will develop accommodation plans through an individualized, consultative and dynamic process led by Disability Services in consultation with students, employees and other relevant groups/individuals external to VCC.
4. The College's duty to accommodate includes an ongoing obligation to reassess opportunities to accommodate as a student's circumstances change. These changes could include, among other things, an improvement or decline in the student's health, an increase in the staffing level, or other operational considerations.
5. A student's medical documentation guides decisions about which specific accommodations are recommended by Disability Services. This documentation provides evidence to the functional impact or task barriers faced and often clues for accommodations suited to try.
6. Provision of accommodation does not compromise essential requirements of a course or program although the manner by which students with disabilities meet these requirements may vary.
7. The College will endeavour to make the learning environment universally accessible to students with disabilities, including campus facilities, classrooms, work-integrated learning environments and technology (such as learning management systems, websites and any platforms used by students).

8. The College will endeavour to provide education, training and resources for employees regarding their obligations under the *Code* and this policy.
9. The College will endeavour to engage in the accommodation process in a manner that respects students' right to dignity, autonomy, privacy, equity, and inclusion.
10. The College will handle student information with professional discretion and in accordance with the applicable privacy legislation.

Procedures

General

Academic accommodation involves, among other things, providing students with disabilities with equitable access to education. Students have a right to an accommodation in accordance with the B.C. *Human Rights Code* RSBC 1996 c. 210. Where required, the College will provide reasonable academic accommodation in accordance with the *Code* and the procedures outlined in this policy.

Roles and Responsibilities

1. VCC has the responsibility to:
   a. provide a welcoming and inclusive environment for students with disabilities;
   b. ensure that persons are not denied admission on the basis of their disability;
   c. provide on-going education and information for employees regarding their duties and obligations under the *Code*;
   d. work towards making the learning environment universally accessible to students with disabilities, including campus facilities, classrooms, work-integrated learning environments and technology;
   e. where applicable, implement reasonable academic or other accommodation requests within a reasonable timeframe;
   f. protect the privacy and confidentiality of students' sensitive information in compliance with the *Freedom of Information and Protection of Privacy Act*, RSBC 1996 c 165 (the "**FIPPA**"), and other applicable legislation;
   g. have a reasonable and fair process for students to request an academic accommodation and, as applicable, address concerns they might have about an accommodation; and
   h. communicate the availability of Disability Services and accommodations to students.

2. Disability Services has the responsibility to:
   a. where applicable, collaborate with students, instructors, the wider College community and/or any other persons appropriate in the circumstances to develop individualized accommodation plan(s) based on a student's documented limitations and restrictions and other relevant factors within the learning environment;

b. where applicable and operationally feasible, develop and implement reasonable accommodations with students in a timely manner;

c. where applicable, verify a student's limitations and restrictions by collecting appropriate documentation from appropriate medical practitioner, registered psychologist, other health care professionals and/or other appropriate persons as the case may be;

d. communicate the accommodation plan to the student and relevant department actors in writing;

e. provide all relevant parties with guidance and information about their duties and responsibilities under the *Code* and engage in collaborative problem-solving when issues arise; and

f. protect the privacy and confidentiality of students' sensitive medical or other information in accordance with the *FIPPA*.

3. Instructors and/or other employees have a responsibility to:

   a. understand their obligations in relation to the *Code* and role in facilitating reasonable accommodation requests;

   b. where applicable, provide input to Disability Services, the student and/or other appropriate persons to support the implementation and evaluation of individualized accommodation plans and ensure academic integrity and standards are met;

   c. clearly communicate the availability of Disability Services and accommodations to students;

   d. consult Disability Services directly if there is any concern regarding an accommodation plan. Relevant instructors and/or staff must not alter a student's accommodation plan or discuss concerns regarding an accommodation plan with students directly.

4. Students seeking an accommodation:

   a. must notify Disability Services of their need for an accommodation;

   b. must meet all established requirements related to admission, assessment, specific course prerequisites, progression and graduation;

   c. must provide clear, current and credible medical or other reasonably requested documentation to Disability Services substantiating a student's limitations, restrictions and need for an accommodation;

   d. must notify the College of any changes in their limitations, restrictions and/or accommodation needs within a reasonable timeframe;

   e. must reasonably cooperate with the College, Disability Services and, as applicable, other members of the College community in the development and implementation of any reasonable accommodation provided to the student during the College relationship;

   f. must follow the processes and timeframes as outlined in the accommodation plan.

Documentation

5. To receive disability accommodation, students are required to provide clear, current and credible medical or other documentation reasonably requested by Disability Services.
6. Medical documentation must be obtained from a qualified medical practitioner, registered psychologist or other health care professional who are appropriately certified and/or licensed with specific training, expertise and experience concerning the particular medical condition(s) for which accommodation is being requested.
7. Appropriate documentation to substantiate the need for an accommodation will typically include the following information: a) confirmation that the student has a disability; b) contain sufficient detail about the student's limitations and restrictions caused by the student's disability; and c) a description of how these limitations and restrictions impact the student's functioning in an educational setting.
8. Disability Services will advise the student on the currency of their documentation.
9. The College does not provide or assume the cost of necessary documentation or diagnostic services.

Timeframes

10. Students requesting accommodation should make their request to the Disability Counsellor or designate at least four (4) months prior to the commencement of the course or program. Implementation of certain accommodation(s) may require time frames in excess of four (4) months. This procedure also applies to students with an existing accommodation starting a new course or program.
11. Students requiring accommodation who have become disabled either permanently or temporarily while enrolled in a course of studies, or students with disabilities whose accommodation needs have changed during their course of studies, must make a request for accommodation to the Disability Counsellor or designate, immediately upon awareness of the need.
12. Students requesting accommodation inside the four (4) month time frame will not be guaranteed accommodation for the current or upcoming term.

Interim Accommodation

13. Students without documentation who are experiencing a barrier related to a known or potential disability may meet with Disability Services to explore their needs.
14. Disability Services will determine if a reasonable interim accommodation is warranted on a case-by-case basis.

Managing Accommodation Concerns

15. Where a student disagrees with the College's decision regarding a request for an accommodation, or the proposed accommodation plan ("Decision") the Student may

seek a review of the Decision with the Department Head of Disability Services or delegate of Disability Services ("**Department Head**"), in writing, providing sufficient detail as to why they disagree with the Decision.

16. If a student wishes to receive support bringing their concerns forward to the Department Head, they can contact the appropriate services/supports available to students, including, but not limited to, the Arbiter of Student Issues and the Students' Union of VCC.

17. A challenged Decision will be reviewed by the Disability Services Department Head who was not involved in the original Decision.

18. The Disability Services Department Head will meet with the student and, as applicable, any other relevant witnesses, as well as conduct an independent review of all relevant documentation. If deemed necessary, the Department Head may also consult with other relevant persons or conduct additional research as applicable.

19. The Department Head's determination regarding the Decision will be communicated to the student challenging the Decision, in writing, within a reasonable timeframe (the "Determination").

20. If the student is not satisfied with the Determination, they may appeal the Determination to the Associate Vice President, Student and Enrolment Services, or delegate ("**AVP**"). Students appealing a Determination to the AVP may only do so on one of the following grounds:
    a. that principles of procedural fairness and natural justice were not followed; and/or
    b. new information came to light after the Determination was made which would significantly impact the Determination or Decision; and/or
    c. information that should have been considered in the Determination was not.

21. If the review process was not in accordance with the procedures listed in procedure 20. The AVP will review the information and may request to meet with the student, individuals involved in prior decision-making or other relevant parties.

22. An appeal decision will be communicated to the student in writing within a reasonable timeframe. The decision of the AVP is final in terms of this policy.

Privacy

23. VCC will protect personal information collected under this policy to the furthest extent possible and in accordance with the Freedom of Information and Protection of Privacy Act. All personal information will be collected, used, and disclosed in accordance with the Act.

References and Resources

Definitions

Term	Description
Accommodation Plan	A plan that outlines the individualized strategies and practices (accommodations) that will allow for equitable access to the learning environment for students with a disability.
College Relationship	A relationship with VCC starts during the admission process and ends three months after completion of a course or program offered by VCC.
Duty to Accommodate	A legal obligation of educational institutions to make reasonable adjustments and provide support to ensure that students with disabilities have equal access to educational opportunities.
Employee	An individual who is currently employed by VCC on a full-time, part-time, permanent, temporary, term, contract or casual basis.
Essential Requirements	Necessary components that students must meet or complete to achieve the learning outcomes of a course, program or activity. Essential requirements cannot be altered without compromising the fundamental nature of a course, program or activity.
Functional Impact	A restriction or difficulty that an individual with a disability experiences in performing specific activities or tasks due to physical, sensory, cognitive, or other impairments or health conditions. These limitations can vary in severity and can affect various aspects of a person's daily life, including their mobility, communication, self-care, school-related tasks, and social interactions.
Learning Environment	Any course, program or service in which students engage in learning or other College-supported activities. This includes work integrated learning environments.
Procedural Fairness & Natural Justice	The principles ensuring that a dispute is fairly decided. Both the Student and Respondent(s) have equal right to: a. have a policy applied equally; b. have a College decision or action communicated in writing with sufficient detail; c. dispute an initial College decision or action; d. appeal a subsequent College decision or action; e. be provided with sufficiently detailed and timely reasoned notice of activity;

Term	Description
	f. have a timely and reasonable opportunity to be heard and present a case before impartial/neutral decision makers; g. be provided with sufficiently detailed, reasoned and timely decisions; and h. seek representation or advocacy.
Reasonable Accommodation	The legal obligation of educational institutions to make necessary modifications and adjustments to their policies, practices, facilities, and classroom/learning environment to ensure students with disabilities have equal access to educational opportunities.
Reasonable Timeframe	A length of time which at once is sensitive to student needs, mindful of administrative demands on the College and external disability-related funders and service providers and varies according to what should properly be allowed given the nature, complexity or gravity of the task or tasks given the circumstances.
Student	A student is a person who: a) is registered in full-time or part-time credit or non-credit courses offered by the College; or b) has formally applied to the College as a prospective student.

Related VCC Policies

VCC Policies	Policy Number
Academic Integrity	325
Freedom of Information and Protection of Privacy	501
Prevention of Harassment, Discrimination, and Bullying	201

Related Resources

- *Accessible British Columbia Act*, SBC 2021, c 19
- *Canadian Charter of Rights and Freedoms*, s 15, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982 c 11
- *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165
- *Human Rights Code*, RSBC 1996, c 210

Accommodation for Students with Disabilities Policy & Procedures - Summary of Revisions

	Old	New
Policy Name	Students with Disabilities	Accommodation for Students with Disabilities
Approval Body	Board of Governors	Board of Governors with Education Council Advice
Context and Purpose	To ensure that academically qualified students with disabilities are afforded full, fair and equal access to all College services, programs and facilities. To provide procedural guidelines for the implementation of accommodation to students with disabilities in accordance with the BC Human Rights Code.	Vancouver Community College (VCC; the College) is committed to fostering a community that supports full participation of students to engage in all aspects of the learning environment. The purpose of this policy is to outline the process and principles through which VCC will provide reasonable accommodation to students with disabilities in accordance with the B.C. *Human Rights Code* , RSBC 1996, c. 210 (*Code*).
Scope and Limits	All V.C.C. students with physical or mental disabilities under the BC Human Rights Code.	This policy and related procedures apply to: a. All students with a disability throughout the duration of their College relationship. Where a person is both a student and employee of VCC, this policy only applies to those activities that are associated with the person's status as a student. b. All VCC employees with respect to their responsibility to accommodate students with a disability. Students experiencing non-disability related issues should seek an academic concession from their program area.
Policy Principles	1. Vancouver Community College is committed to ensuring fair and consistent treatment of all students, including students with a disability, in accordance with individual need and in a manner consistent with academic principles.	In adhering to its obligations under the *Code* in relation to students, VCC is committed to the following non-exhaustive principles:

	Old	New
	2. Vancouver Community College recognizes its legal duty to provide accommodation to facilitate access to educational opportunities and services for persons with disabilities. 3. Accommodation will not remove the requirement for evaluation or the need to meet essential learning outcomes.	1. The College will endeavour to provide equal access and support for students with disabilities under the Code in a reasonable timeframe. 2. The purpose of an accommodation is the removal or reduction of a barrier to full participation and learning. The emphasis is on access, not outcome or success. For example, a student might receive an accommodation but still fail a course if essential course requirements/learning outcomes are not demonstrated to the level required. 3. The search for a reasonable accommodation is a multi-party process, individualized to each student's needs, and will vary from situation to situation. The College will develop accommodation plans through an individualized, consultative and dynamic process led by Disability Services in consultation with students, employees and other relevant groups/individuals external to VCC. 4. The College's duty to accommodate includes an ongoing obligation to reassess opportunities to accommodate as a student's circumstances change. These changes could include, among other things, an improvement or decline in the student's health, an increase in the staffing level, or other operational considerations. 5. A student's medical documentation guides decisions about which specific accommodations are recommended by Disability Services. This documentation provides evidence to the functional impact or task barriers faced and often clues for accommodations suited to try.

	Old	New
		6. Provision of accommodation does not compromise essential requirements of a course or program although the manner by which students with disabilities meet these requirements may vary.
		7. The College will endeavour to make the learning environment universally accessible to students with disabilities, including campus facilities, classrooms, work-integrated learning environments and technology (such as learning management systems, websites and any platforms used by students).
		8. The College will endeavour to provide education, training and resources for employees regarding their obligations under the *Code* and this policy.
		9. The College will endeavour to engage in the accommodation process in a manner that respects students' right to dignity, autonomy, privacy, equity, and inclusion.
		10. The College will handle student information with professional discretion and in accordance with the applicable privacy legislation.
All Procedures	1. Students requesting accommodation must make their request to the Disability Counsellor or designate at least four (4) months prior to the commencement of the program. Implementation of certain accommodation(s) may require time frames in excess of four (4) months.	**General** Academic accommodation involves, among other things, providing students with disabilities with equitable access to education. Students have a right to an accommodation in accordance with the B.C. Human Rights Code RSBC 1996 c. 210. Where required, the College will provide reasonable academic accommodation in accordance with the Code and the procedures outlined in this policy.

	Old	New
	2. Students requiring accommodation who have become disabled either permanently or temporarily while enrolled in a course of studies, or students with disabilities whose accommodation needs have changed during their course of studies, must make a request for accommodation to the Disability Counsellor or designate, immediately upon awareness of the need.	**Roles and Responsibilities** 1. VCC has the responsibility to: a. provide a welcoming and inclusive environment for students with disabilities; b. ensure that persons are not denied admission on the basis of their disability; c. provide on-going education and information for employees regarding their duties and obligations under the Code;
	3. Students requesting accommodation inside the four (4) month time frame will not be guaranteed accommodation for the upcoming term.	d. work towards making the learning environment universally accessible to students with disabilities, including campus facilities, classrooms, work-integrated learning environments and technology;
	4. To be eligible for accommodation, students must self-identify and submit a request for accommodation to the Disability Counsellor or designate.	e. where applicable, implement reasonable academic or other accommodation requests within a reasonable timeframe; f. protect the privacy and confidentiality of students' sensitive information in compliance with the Freedom of Information and Protection of Privacy Act, RSBC 1996 c 165 (the **"FIPPA"**), and other applicable legislation;
	5. Documentation supporting the disability and outlining the student's functional limitations must be made available to the Disability Counsellor or designate at the time a request for accommodation is made.	g. have a reasonable and fair process for students to request an academic accommodation and, as applicable, address concerns they might have about an accommodation; and h. communicate the availability of Disability Services and accommodations to students.
	6. Upon receipt of the request for accommodation the Disability Counsellor or designate will:	2. Disability Services has the responsibility to:

	Old	New
	a. review documentation and if necessary, consult with student and professional advisors to ensure the accommodation request is based on appropriate medical information as well as educational considerations. b. determine the nature and scope of the accommodation needed to reasonably respond to the request. c. communicate the accommodation requirements to the appropriate department and/or faculty. 7. In exceptional circumstances, a student will be provided accommodation on a limited basis without documentation. 8. When it is believed that a student may endanger him or herself or others, by virtue of a physical or mental disability, the Disability Counsellor or designate will determine what, if any, accommodation can be developed to eliminate the potential hazard.	a. where applicable, collaborate with students, instructors, the wider College community and/or any other persons appropriate in the circumstances to develop individualized accommodation plan(s) based on a student's documented limitations and restrictions and other relevant factors within the learning environment; b. where applicable and operationally feasible, develop and implement reasonable accommodations with students in a timely manner; c. where applicable, verify a student's limitations and restrictions by collecting appropriate documentation from appropriate medical practitioner, registered psychologist, other health care professionals and/or other appropriate persons as the case may be; d. communicate the accommodation plan to the student and relevant department actors in writing; e. provide all relevant parties with guidance and information about their duties and responsibilities under the Code and engage in collaborative problem-solving when issues arise; and f. protect the privacy and confidentiality of students' sensitive medical or other information in accordance with the FIPPA.

	Old	New
	9. A student will not be enrolled in a course or program until the above-cited determination is complete. If the student is enrolled and the student demonstrates behaviour by way of the disability that could reasonably be assumed to pose a safety risk to him or herself or others, the student may be temporarily withdrawn from the program or course. 10. If the Disability Counsellor or designate determines after consultation that accommodation is not possible without imposing undue hardship on the College, the student will be denied enrolment or withdrawn from the program or course. Documentation 11. Acceptable documentation must be obtained from a medical doctor, psychiatrist, psychologist and/or special education/rehabilitation personnel or other health professional that has specific training, expertise, and experience in the diagnosis of the condition(s) for which accommodation is being requested. 12. All medical/special education/rehabilitation documentation must be from individuals appropriately certified and/or licensed to practice their professions.	3. Instructors and/or other employees have a responsibility to: a. understand their obligations in relation to the Code and role in facilitating reasonable accommodation requests; b. where applicable, provide input to Disability Services, the student and/or other appropriate persons to support the implementation and evaluation of individualized accommodation plans and ensure academic integrity and standards are met; c. clearly communicate the availability of Disability Services and accommodations to students; d. consult Disability Services directly if there is any concern regarding an accommodation plan. Relevant instructors and/or staff must not alter a student's accommodation plan or discuss concerns regarding an accommodation plan with students directly. 4. Students seeking an accommodation: a. must notify Disability Services of their need for an accommodation; b. must meet all established requirements related to admission, assessment, specific course prerequisites, progression and graduation; c. must provide clear, current and credible medical or other reasonably requested documentation to Disability Services substantiating a student's limitations, restrictions and need for an accommodation;

	Old	New
	13. Documentation must outline the nature of the disability, along with a detailed explanation of the functional impact of the disability. A diagnosis alone may not be sufficient to support a request for an accommodation. The college may, if necessary, request additional medical information or another medical opinion.	d. must notify the College of any changes in their limitations, restrictions and/or accommodation needs within a reasonable timeframe; e. must reasonably cooperate with the College, Disability Services and, as applicable, other members of the College community in the development and implementation of any reasonable accommodation provided to the student during the College relationship;
	14. For new students who have a stable condition, usually no more than three years must have elapsed between the time of the assessment and the date of the initial request for accommodation.	f. must follow the processes and timeframes as outlined in the accommodation plan.
	15. For returning students whose condition has remained stable since the time of submission of the original supporting documents, no further documentation will be required.	**Documentation** 5. To receive disability accommodation, students are required to provide clear, current and credible medical or other documentation reasonably requested by Disability Services.
	16. When a new or returning student's functional abilities have shown significant change or when the accommodation requests have changed significantly over the course of studies, new or updated information may be requested by the Disability Counsellor or designate.	6. Medical documentation must be obtained from a qualified medical practitioner, registered psychologist or other health care professional who are appropriately certified and/or licensed with specific training, expertise and experience concerning the particular medical condition(s) for which accommodation is being requested.
	17. Vancouver Community College does not provide or assume the cost of necessary documentation or diagnostic services.	7. Appropriate documentation to substantiate the need for an accommodation will typically include the following information: a) confirmation that the student has a disability; b) contain sufficient detail about the student's limitations and restrictions caused by the student's disability; and c) a description of how these limitations and restrictions impact the student's functioning in an educational setting.

	Old	New
	Responsibilities 18. Vancouver Community College has the responsibility to: a. ensure that persons are not denied admission on the basis of their disability; b. accommodate students with disabilities, where appropriate, with respect to admission criteria; c. make its courses or programs accessible to students with disabilities in accordance with the BC Human Rights Code; d. provide accommodation to students with disabilities in accordance with the BC Human Rights Code; and e. provide education, training and appropriate resources to faculty and staff regarding accommodation procedures and issues pertaining to persons with disabilities. 19. Every student with a disability who seeks accommodation under this policy has a responsibility to: a. meet established admission and assessment requirements and specific course pre-requisites; b. bring the request for accommodations or changes in the accommodation needs to the attention of the College within the time frames set out in this policy;	8. Disability Services will advise the student on the currency of their documentation. 9. The College does not provide or assume the cost of necessary documentation or diagnostic services. **Timeframes** 10. Students requesting accommodation should make their request to the Disability Counsellor or designate at least four (4) months prior to the commencement of the course or program. Implementation of certain accommodation(s) may require time frames in excess of four (4) months. This procedure also applies to students with an existing accommodation starting a new course or program. 11. Students requiring accommodation who have become disabled either permanently or temporarily while enrolled in a course of studies, or students with disabilities whose accommodation needs have changed during their course of studies, must make a request for accommodation to the Disability Counsellor or designate, immediately upon awareness of the need. 12. Students requesting accommodation inside the four (4) month time frame will not be guaranteed accommodation for the current or upcoming term. **Interim Accommodation** 13. Students without documentation who are experiencing a barrier related to a known or potential disability may meet with Disability Services to explore their needs.

	Old	New
	c. provide the necessary documentation to the Disability Counsellor or designate;	14. Disability Services will determine if a reasonable interim accommodation is warranted on a case-by-case basis.
	d. cooperate with the College in the development and implementation of appropriate accommodation.	**Managing Accommodation Concerns**
	20. The Disability Counsellor or designate will be responsible for assessing accommodation requests made under this policy and for arranging appropriate accommodation(s).	15. Where a student disagrees with the College's decision regarding a request for an accommodation, or the proposed accommodation plan ("Decision") the Student may seek a review of the Decision with the Department Head of Disability Services or delegate of Disability Services (**"Department Head"**), in writing, providing sufficient detail as to why they disagree with the Decision.
	21. The Dean of Student Services will be responsible for the administration of this policy and for providing the College community with guidance and support in the application of this policy.	16. If a student wishes to receive support bringing their concerns forward to the Department Head, they can contact the appropriate services/supports available to students, including, but not limited to, the Arbiter of Student Issues and the Students' Union of VCC.
	Appeals	17. A challenged Decision will be reviewed by the Disability Services Department Head who was not involved in the original Decision.
	22. Students with disabilities who do not agree with accommodation decisions and have substantive documentation to support an appeal, may appeal to the appropriate Dean.	18. The Disability Services Department Head will meet with the student and, as applicable, any other relevant witnesses, as well as conduct an independent review of all relevant documentation. If deemed necessary, the Department Head may also consult with other relevant persons or conduct additional research as applicable.
		19. The Department Head's determination regarding the Decision will be communicated to the student challenging the Decision, in writing, within a reasonable timeframe (the "Determination").

	Old	New
		20. If the student is not satisfied with the Determination, they may appeal the Determination to the Associate Vice President, Student and Enrolment Services, or delegate (**"AVP"**). Students appealing a Determination to the AVP may only do so on one of the following grounds: a. that principles of procedural fairness and natural justice were not followed; and/or b. new information came to light after the Determination was made which would significantly impact the Determination or Decision; and/or c. information that should have been considered in the Determination was not. 21. If the review process was not in accordance with the procedures listed in procedure 20. The AVP will review the information and may request to meet with the student, individuals involved in prior decision-making or other relevant parties. 22. An appeal decision will be communicated to the student in writing within a reasonable timeframe. The decision of the AVP is final in terms of this policy. **Privacy** 23. VCC will protect personal information collected under this policy to the furthest extent possible and in accordance with the Freedom of Information and Protection of Privacy Act. All personal information will be collected, used, and disclosed in accordance with the Act.

	Old	New
Definitions	Accommodation | Accommodation for students with disabilities must be reasonable within the context of the learning environment and made on an individual basis. Accommodations are intended to provide alternate ways for students with disabilities to participate fully in the learning environment and College community. Disability | Persons with disabilities are persons who: a) have a significant and persistent mobility, sensory, learning, or other physical or mental health impairment which may be permanent or temporary, and b) experience functional restrictions or limitations of their ability to perform the range of life's activities. Student | A student is a person who: a) is registered in full-time or part-time credit or non-credit courses offered by the College; or b) has formally applied to the College as a prospective student.	Accommodation Plan | A plan that outlines the individualized strategies and practices (accommodations) that will allow for equitable access to the learning environment for students with a disability. College Relationship | A relationship with VCC starts during the admission process and ends three months after completion of a course or program offered by VCC. Duty to Accommodate | A legal obligation of educational institutions to make reasonable adjustments and provide support to ensure that students with disabilities have equal access to educational opportunities. Employee | An individual who is currently employed by VCC on a full-time, part-time, permanent, temporary, term, contract or casual basis. Essential Requirements | Necessary components that students must meet or complete to achieve the learning outcomes of a course, program or activity. Essential requirements cannot be altered without compromising the fundamental nature of a course, program or activity. Functional Impact | A restriction or difficulty that an individual with a disability experiences in performing specific activities or tasks due to physical, sensory, cognitive, or other impairments or health conditions. These limitations can vary in severity and can affect various aspects of a person's daily life, including their mobility, communication, self-care, school-related tasks, and social interactions. Learning Environment | Any course, program or service in which students engage in learning or other College-supported activities. This includes work integrated learning environments.

	Old	New
		Procedural Fairness & Natural Justice | The principles ensuring that a dispute is fairly decided. Both the Student and Respondent(s) have equal right to: a. have a policy applied equally; b. have a College decision or action communicated in writing with sufficient detail; c. dispute an initial College decision or action; d. appeal a subsequent College decision or action; e. be provided with sufficiently detailed and timely reasoned notice of activity; f. have a timely and reasonable opportunity to be heard and present a case before impartial/neutral decision makers; g. be provided with sufficiently detailed, reasoned and timely decisions; and h. seek representation or advocacy. Reasonable Accommodation | The legal obligation of educational institutions to make necessary modifications and adjustments to their policies, practices, facilities, and classroom/learning environment to ensure students with disabilities have equal access to educational opportunities. Reasonable Timeframe | A length of time which at once is sensitive to student needs, mindful of administrative demands on the College and external disability-related funders and service providers and varies according to what should properly be allowed given the nature, complexity or gravity of the task or tasks given the circumstances. Student | A student is a person who: a) is registered in full-time or part-time credit or non-credit courses offered by the College; or b) has formally applied to the College as a prospective student.
Related VCC Policies	73 | 324	72 | 325 35 | 501 33 | 201
Related Resources	Human Rights Code, RSBC 1996, c 210	Accessible British Columbia Act, SBC 2021, c 19

	Old	New
		Canadian Charter of Rights and Freedoms, s 15, Part I of the Constitution Act, 1982, being Schedule B to the Canada Act 1982 (UK), 1982 c 11
		Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165
		Human Rights Code, RSBC 1996, c 210