VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
January 10, 2023
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Louise Dannhauer
Sarah Kay (Vice-Chair)	Dennis Innes	Marcus Ng
Ali Oliver	Derek Sproston	Shirley Lew
Andy Sellwood	Gabby Sarnoh	Todd Rowlatt
Belinda Kaplan	Heidi Parisotto	Vivian Munroe
Dave McMullen	Janita Schappert	

Regrets		
Sonal Singh		

Guests		
Adrian Lipsett	Jo-Ellen Zakoor	Nicole Degagne
Andrea Korens	John Demeulemeester	Stefan Nielsen
Clay Little	Karen Wilson	Tannis Morgan
Dawn Cunningham Hall	Laurence Mollerup	Taryn Thomson
Emily Logan	Lucy Griffith	
Herbie Atwal	Marnie Findlater	

Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m.
- D. Innes and S. Lew were welcomed as new administration representatives on Education Council.

2. ACKNOWLEDGEMENT

- A. Oliver acknowledged the College's location on the traditional and unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ ətaʔɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the January 10, 2023 agenda as amended. Item 6 d) Articulation Agreement with CCTB was deferred.

Moved by A. Oliver, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the December 6, 2022 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. **BUSINESS ARISING**

   a) **RFQ Academic Process – Part 3: Quality**

   - D. Wells presented on the quality aspect of the RFQ Academic process (Operational Risk, Financial Sustainability, Educational Quality), a framework encompassing the entire lifecycle of programs, including new program development, program renewal, accreditation, etc. The quality aspect includes considerations around VCC policies and the College's Strategic Innovation Plan (SIP) goals, third party obligations, and reporting requirements.

   - Processes for different types of changes incorporating all three RFQ aspects were outlined. There was a discussion about how to include RFQ considerations into upcoming program renewals.

   - Many aspects of the RFQ process already exist; the new pieces mostly revolve around risk and financial considerations. The process will evolve over time, and there is flexibility to make adjustments.

   - The next step will be further presentations and conversations at Leaders' Forum, with departments, Instructional Associates in the CTLR, and unions. There were questions about the timeline for departments to undergo this process. The goal for the next 1–2 fiscal years is to first gauge the scope of work and identify priorities.

   b) **Academic Plan Update**

   - D. Wells reported on the progress of planned initiatives, including program renewals and projects funded through the Curriculum Development (CD) Fund and the Service Innovation and Enhancement Fund (SIEF). The development of a program costing framework is underway.

   - D. Wells suggested a discussion at Education Council to finalize the Academic Plan (formerly Academic Master Plan), in view of the overarching Strategic Innovation Plan (SIP). This item will be discussed at an upcoming EdCo meeting.

   c) **Brand and Web Project (BAWP) Survey**

   - Following the recent presentation to Education Council on the brand refresh project, K. Wilson invited participation in a current College-wide survey as part of this project. The link was disseminated via the Digest. A separate link was sent out to students.

   d) **Articulation Agreement with CCTB (Canadian College of Technology and Business) for Computer Systems Technology Diploma**

   - Item deferred.

   e) **Badges – Working Group Update & Pilot**

   - A. Lipsett presented on the badges working group, which was established in spring 2022 in the context of increased interest in micro-credentials. A key task was to develop a definition of badges at VCC, since there is no standard across Canada. At VCC, badges are competency or skills based; include an assessment of the learner (not solely based on participation); and must meet an industry-aligned need. Badges are intended to benefit students in terms of employment and careers, since they provide objective verification of skills sought after by industry.

   - The badge creation and approval process was outlined for the pilot project launching in January 2023. VCC will be utilizing the MyCreds system. Students who successfully complete a course assigned a badge will receive access to a digital badge, which they can choose to share, e.g., on their LinkedIn profile. There is no additional cost to students. The first phase of the project will be evaluated based on key performance indicators (KPIs) and student and community feedback before moving into the second phase in 2024.

   - There was a discussion about EdCo's role; EdCo approves curriculum for courses and programs but would not be involved in the badge creation process.

- Other local institutions providing badges include Capilano University and Simon Fraser University. The area of badges is in flux and developing, and interest from employers will need to be assessed and monitored. Generally, institutions are moving towards the use of platforms such as MyCreds as a way to securely share student information (including, e.g., transcripts and letters) with employers or other schools.

7. **COMMITTEE REPORTS**

   ### a) Curriculum Committee

   #### i) Course Update: MATH 1111 Introduction to Statistics

   MOTION: THAT Education Council approve, in the form presented at this meeting, the revised course outline for MATH 1111 Introduction to Statistics.

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

   - N. Mandryk presented the proposal to change the course pre-requisites from Precalculus 11 to Foundations of Mathematics 11, which is at a lower level than Precalculus 11 but has enough algebra content to prepare students for Math 1111. This will reduce barriers to access for students. MATH 1111 is a pre-requisite for several health programs and some University Transfer courses. The course evaluation plan was also adjusted to align with current department practice.

   #### ii) New Program: Certificate in Preparatory Music

   MOTION: THAT Education Council approve, in the form presented at this meeting, the new program content guide for the Preparatory Music Certificate, two revised and four new courses, and recommend the Board of Governors approve the credential.

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

   - L. Mollerup and E. Logan presented the proposal for this new program, which was revised since its first presentation to Education Council in 2022. The proposal is to bundle preparatory music courses, which the department has been running for years, into a credential to make it eligible for student visas and open it up to international students looking to prepare for entry into VCC's Music Diploma program. Instruction time in courses was increased, and preparatory performance technique courses and ensemble credits were added.

   - T. Rowlatt noted that Curriculum Committee had a longer discussion about the use of "preparatory" in the program name, but this terminology is common in the industry.

   #### iii) Minor Curriculum Changes

   - T. Rowlatt presented the biannual update on minor curriculum changes approved by Curriculum Committee from June to December 2022. In consultation with N. Mandryk, the committee has been approving more changes affecting "major" fields in program content guides and course outlines, as long as the material changes themselves were minor, in order to expedite the process. Changes to these fields would typically be brought to Education Council for approval. EdCo members did not have concerns about this approach.

   ### b) Policy Committee

   #### i) F.1.1 Ethical Conduct for Research Involving Humans

   - S. Kay presented the revised policy for information. This policy underwent a scheduled five-year review. Key changes included addition of a section on research involving Indigenous peoples in Canada; clarification of language around composition of the REB and inclusion of at least one seat for an Indigenous member; and the establishment of a formal appeals process, with a related Memorandum of Understanding (MOU) with Kwantlen Polytechnic University (KPU). Based on Education Policy Committee feedback, a statement on equity, diversity, and inclusion (EDI) was included in procedures. The policy is open for College feedback until January 19.

- At its December meeting, the committee debriefed the planning day sessions on anti-racism and EDI and started preliminary conversations on incorporating these considerations into the policy review process and guiding questions. There was no meeting in January.

c) Education Quality Committee

i) Curriculum Development (CD) Fund 2023/24 Guidelines

- T. Rowlatt reported that $400,000 in curriculum development funding is again available this year. The call for proposals has been sent out. As in previous years, scheduled program renewals will receive at least $5,000 in automatic funding. In addition to funding development of teaching and learning materials for online delivery, eligibility was expanded this year to all delivery modes; decisions on funding will consider the impact of proposed projects. The costing template for CD proposals needs to be finalized. The Centre for Teaching, Learning and Research is hosting a workshop on January 17.

8. RESEARCH PROJECT REPORT

a) Courageous Dialogues: Building Capacity to Transcend Polarization in Civil Society

- N. Mandryk explained that in conversation with the interim Research Ethics Board (REB) Chair, the idea arose of expanding the regular research report to include updates on research activities at VCC. This particular project fits well with the question of how to make space for difficult conversations at EdCo.

- A. Korens presented on this three-year project in collaboration with Selkirk College and Capilano University. The first year included a literature review and survey. The goal is to identify and disseminate information on interventions and tools to bridge divides in polarized conversations. More information on the project is posted on the Selkirk website, including an annotated bibliography.

- As part of the project, a community learning circle is starting at VCC. The sessions at VCC are limited to faculty and staff, but similar sessions at the other participating institutions are open to community members as well. There was a discussion about other organizations working in this space, such as Braver Angels in the US.

9. CHAIR REPORT

- N. Mandryk announced the upcoming by-election to fill two vacant seats on EdCo, the Student Success faculty seat and one Downtown student seat. Exact dates for the by-election are to be determined.

- The appeals working group met last week; this group is continuing work around appeals following the dissolution of the Appeals Oversight Standing Committee in December.

- N. Mandryk will meet with T. Rowlatt and D. McMullen to discuss expedited governance pathways for curriculum.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 14, 2023, 3:30-5:30 p.m., via Zoom.
- The meeting was adjourned at 5:13 p.m.

APPROVED AT THE FEBRUARY 14, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council

ATTENDANCE

Education Council Members		
Ali Oliver	Dennis Innes	Shirley Lew
Andy Sellwood	Heidi Parisotto	Todd Rowlatt
Dave McMullen	Louise Dannhauer	Vivian Munroe
David Wells	Marcus Ng	
Regrets		
Belinda Kaplan	Janita Schappert	Sonal Singh
Derek Sproston	Natasha Mandryk (Chair)	
Gabby Sarnoh	Sarah Kay (Vice-Chair)	
Guests		
Aastrid Evensen	Jennifer Cummins	Marnie Findlater
Adrian Lipsett	Jennifer Gossen	Nicole Degagne
Andrew Dunn	Jo-Ellen Zakoor	Patris Aghakian
Brenda Carmichael	John Demeulemeester	Pervin Fahim
Clay Little	Karen Brooke	Reza Nezami
Clayton Munro	Ken McMorris	Stefan Nielsen
Dawn Cunningham Hall	Lucy Griffith	Taryn Thomson
Feras Ghesen	Maria Klassen	Vincent Chauvet
Herbie Atwal	Mark Chiarello	
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m. A. Sellwood chaired the meeting on behalf of N. Mandryk.

2. ACKNOWLEDGEMENT

- D. Innes acknowledged the College's location on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ ətaʔɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the February 14, 2023 agenda as amended. Item 6b) was revised (from "New Program" to "Program Information") since discussions about the Interpreting Diploma program are ongoing.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the January 10, 2023 minutes as presented.

Moved by V. Munroe, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annual Update – Deans & Directors: Part 1

- Annual updates were presented by J. Gossen, Director of International Education; D. McMullen, Registrar; and C. Munro, AVP, Student and Enrolment Services. This year, presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.

- There were questions about capacity to accommodate growth in International Education. There is pent-up demand following the pandemic, and the conversion rate (students accepting offers of admission) has been higher than forecast, due to changes to the student visa application process and shorter processing times by IRCC (Immigration, Refugees and Citizenship Canada). The recent addition of an additional cohort on short notice was accomplished in close collaboration with the department. There are regular conversations between International Education and the Registrar's Office to coordinate seat allocation between international and domestic students.

- There were discussions about incorporating mental health and well-being considerations into curriculum and policy, as well as around program promotion and student recruitment.

b) Program Information: Sign Language Interpreting Diploma

- D. Wells reported on current developments around Douglas College's (DC) Sign Language Interpreting Diploma, which operates on a 1+2 year model: Most students in this program are graduates of VCC's long-standing 10-month ASL and Deaf Studies Certificate who continue their studies for another 2 years at DC.

- Due to low enrolment, DC has suspended the fall 2023 intake. There are discussions about the possibility of transferring the program to VCC for this fall, and to create a combined program structure at VCC. There are very few other options for ASL interpreter training in Canada, and several institutions have suspended their programming.

- There is a tight timeline to transfer the program, and discussions are in progress among DC, VCC and the province. Wide consultation will take place, including with the Westcoast Association of Visual Language Interpreters (WAVLI). The proposal to transfer the program requires approval by both colleges' governance bodies; discussions at DC's Education Council and Board of Governors are scheduled for March.

c) First Draft Enrolment Plan 2023–2024

- D. Wells presented the first draft of the Enrolment Plan. It was noted that some numbers in the current draft will be revised, particularly in course-based offerings in the School of Arts & Sciences (LINC, EAL, ABE, CF, UT, etc.). Budgeted FTE numbers listed are too low, compared to budgeted registrations, since some data on contact hours was missing. These numbers will be recalculated for the next draft.

- Overall, numbers are relatively consistent. Some fluctuation in trades can be attributed to changes in the proportion of international and domestic students. Contract delivery in health sciences can make these numbers more challenging to forecast.

- In line with the previous discussion about increased international student demand, questions were raised regarding capacity to accommodate and support rapid growth, particularly in Continuing Studies and Hospitality, Food Sciences and Applied Business. Challenges around space, particularly computer labs, were discussed. Space utilization is being analyzed, and some programs are considering a move towards use of student-owned laptops.

- There were questions about significant differences between budgeted numbers and actuals from last year in several areas (Baking, AST, and Hair apprenticeships; Drafting; missing Nail Technology numbers). Some apprenticeship courses are budgeted but did not run last year due to low enrolment; there are discussions with SkilledTradesBC around industry needs.
  D. Wells will follow up with deans on the questions raised. Further inquiries can be directed to A. Sellwood or N. Mandryk.

d) Annual Affiliation Agreements Update

- D. Wells presented the annual update and suggested creating a framework for different types of affiliation agreements.

- Questions were raised about International Education referring students to private language schools for English language instruction, and whether the option of providing equivalent training in house has been explored. There have been conversations in this regard, including at EdCo meetings in 2019.

e) Affiliation Agreements with Private Institutions – School of Hospitality, Food Studies & Applied Business

- D. Innes reported on affiliation agreements with private institutions, particularly in hospitality management. Articulation agreements allow students to either transfer into year 2 of VCC's diploma program, or to ladder into VCC's degree program after completion of a 2-year diploma at a private institution. The experience has been positive; transfer students tend to be successful, as they are well prepared due to previous study and/or work experience. The additional pool of applicants has enabled VCC both to mitigate attrition and expand the number of cohorts. Private institutions benefit from being able to market pathways into VCC's internationally recognized hospitality management programs.

- It was emphasized that private institutions are thoroughly vetted before an agreement is signed. A number of existing agreements were put in place in collaboration with the Registrar's Office and International Education, but without governance approval. The College and Institute Act outlines the roles of Education Council and the Board of Governors in approving agreements. Conversations are underway to align the current process with governance requirements and bring existing agreements into compliance.

f) Articulation Agreement with CCTB (Canadian College of Technology and Business) for Computer Systems Technology Diploma

MOTION: THAT Education Council approve the Computer Systems Technology Articulation Agreement with Canadian College of Technology and Business (CCTB) and forward it to the Board of Governors for joint approval.

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

- F. Ghesen presented the articulation agreement, which will create an option for students who have completed the first term at CCTB to transfer into term 2 of VCC's Computer Systems Technology Diploma (CST). This will enable the CST program to fill vacant seats and mitigate attrition. Multiple College areas were consulted, including the Registrar's Office, International Education, and Marketing. Course outlines were reviewed by Curriculum Committee to ensure alignment of learning outcomes.

- It was confirmed that international students completing the program at VCC will be eligible for a post-graduate work permit (PGWP) since they will complete 4 (out of 5) terms at VCC.

g) Program Suspension: Teaching Online Certificate

MOTION: That Education Council recommend the Board of Governors suspend the Teaching Online Certificate program, effective March 29, 2023.

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

- K. Brooke presented the proposal to suspend the Teaching Online Certificate (TOC). The program was developed following the renewal of the Provincial Instructor Diploma Program (PIDP) and Online/eLearning Instruction Certificate (ONEL) in 2018/19. At that time, it was felt that online teaching should remain separate from the general PIDP. However, the pandemic has led to a significant shift towards online teaching as the norm.

- The courses developed for the TOC are also offered as electives in the PIDP, with good uptake. However, enrolment in the separate TOC program has been too low to make this program viable. The proposal is to suspend the TOC but continue offering the courses as electives in the PIDP. The department is working on a plan to teach out the TOC to enrolled students.

- It was suggested to consider offering higher-level/advanced training in online teaching in the future.

    A. Oliver left the meeting at 5:06 p.m.

h) Concept Paper: Automotive Parts and Service Management Diploma

- L. Griffith presented the concept paper for this new program, which will prepare students for success in a variety of roles within the automotive industry, including parts and service management, parts sales and service, and customer service. This program is also an option for those with experience in the automotive industry looking to advance their careers. There is industry demand for these roles, and Program Advisory Committees in the Automotive areas have requested this type of offering for years. Conversations with other colleges are underway to develop common training standards.

- Students will be trained in both technical and business and customer service aspects. There are great opportunities for collaboration with other VCC programs, including in Hospitality, Food Services and Applied Business, for example around events.

i) EdCo By-Election

- A by-election is underway to fill two vacancies on Education Council. Two nominations were received for the Downtown student seat; there are no nominees for the Student Success faculty seat. Voting will take place from February 22 to February 28.

7. COMMITTEE REPORTS

a) Curriculum Committee

- No proposals were put forward this month. T. Rowlatt reported on a presentation by R. Warick (CareerLAB) to Curriculum Committee on Work-Integrated Learning (WIL). Lack of standard terminology was identified as a gap, and a working group was established to develop definitions for different types of WIL at VCC. Another group is working on a myVCC page to provide resources for curriculum developers.

b) Policy Committee

i) Policies for College Feedback: F.1.2 Ethics and Integrity in Research and Scholarly Activity and F.1.3 Conflict of Interest Related to Research *(to be rescinded)*

- A. Sellwood delivered S. Kay's report. Policy F.1.2 Ethics and Integrity in Research and Scholarly underwent a scheduled review. Key changes included the establishment of a clear process for handling allegations of misconduct; expanded definition of research misconduct; and the requirement to follow First Nations Principles of Ownership, Control, Access, and Possession (OCAP) for data collected by, on, or from Indigenous communities. Content from policy F.1.3 Conflict of Interest Related to Research was merged into F.1.2, so the proposal is to rescind policy F.1.3. Both policies are posted for College feedback from February 9 to March 2, 2023.

- A working group will explore ways to incorporate considerations around anti-racism, justice, equity, diversity and inclusion (JEDI) and Universal Design for Learning (UDL) into the policy review process.

c) Education Quality Committee

i) Program & Education Services Renewal Schedules 2022-2027

- T. Rowlatt presented the renewal schedules. It was suggested to populate years 4 and 5 so departments are aware of upcoming renewals well in advance.

- The committee will meet with deans to discuss annual program reviews. To streamline and focus the conversation, the format this year will be a panel discussion with guiding questions.

- Curriculum Development (CD) Fund proposals are due on February 17. Adjudication will take place on March 9. It was noted that the Service Innovation and Enhancement Fund (SIEF) has been adjudicated; notices will be sent out this week.

8. STUDENT REPORT

- S. Nielsen reported that SUVCC is pleased that efforts are underway to continue the Interpreting Services Diploma program, for which there is great social need.

9. CHAIR REPORT

- A. Sellwood delivered N. Mandryk's report.

  N. Mandryk and T. Rowlatt met with members of the Registrar's Office to discuss the possibility of an expedited governance approval process for curriculum changes in specific cases, where a technically "major" change has only a minor impact (e.g., rearranging learning outcomes between courses). No decisions have been made. There will be a fuller discussion at Education Council when there is a concrete example.

- There was a meeting with various stakeholders to discuss an alternative to program content guides (PCGs) for areas that are mostly course-based. A "course content guide" could provide an option to better present these offerings on the website and improve marketing and recruitment. This idea is still at the concept stage.

- The appeals working group will meet later this week.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 7, 2023, 3:30-5:30 p.m., via Zoom.
- A special meeting will be held on March 16, 3:30-4:30 p.m., for the Enrolment Plan 2023/24.
- The meeting was adjourned at 5:25 p.m.

APPROVED AT THE MARCH 7, 2023 EDUCATION COUNCIL MEETING

Andy Sellwood, EdCo Executive Member
on behalf of Natasha Mandryk, Chair, VCC Education Council

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Janita Schappert
Sarah Kay (Vice-Chair)	Dennis Innes	Louise Dannhauer
Ali Oliver	Derek Sproston	Marcus Ng
Andy Sellwood	Emmy Cheung	Shirley Lew
Belinda Kaplan	Gabby Sarnoh	Todd Rowlatt
Dave McMullen	Heidi Parisotto	
Regrets		
Sonal Singh	Vivian Munroe	
Guests		
Alicia Copp	Jo-Ellen Zakoor	Nicole Degagne
Cindy Reeves	Julia Slade	Pervin Fahim
Claire Sauvé	Julie Gilbert	Stefan Nielsen
Clay Little	Loney Forde	Tannis Morgan
Dawn Cunningham Hall	Lucy Griffith	Taryn Thomson
Herbie Atwal	Mark Chiarello	
Jamie Choi	Marnie Findlater	
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional, unceded and never surrendered territories of the xʷməθkʷəy̓ əm (Musqueam), Sḵwx̱ wú7mesh (Squamish), and səl̓ilw̓ ətaʔɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 7, 2023 agenda as amended, with new item 6f) Reinstatement of the Renal Dialysis Technician Short Certificate program.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the February 14, 2023 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- Following the recent EdCo by-election, E. Cheung was welcomed as a new Downtown Campus student representative.

6. BUSINESS ARISING

a) Budget Update

- J. Choi gave a presentation on the draft budget, which was previously shared at a recent town hall. Principles and assumptions for the 2023/24 budget were outlined. There were questions around the College's continuing investment into Indigenization and EDI (equity, diversity, and inclusion). Finalized budget numbers will be presented to the Board of Governors at its March 29 meeting.

b) Annual Update – Deans & Directors: Part 2

- Annual updates were presented by J.-E. Zakoor, Dean of Health Sciences; L. Griffith, acting Dean of Trades, Technology & Design; T. Morgan, Associate Vice President, Academic Innovation; and S. Lew, Dean of Arts & Sciences. This year, presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.

- Considerations for governance included support of new offerings by providing feedback on new program ideas as well as timely approvals to meet changing industry needs. Another key topic was expanding and promoting options for Prior Learning Assessment and Recognition (PLAR), e.g., in trades.

- One initiative related to Indigenization is to make the course on Impacts of Colonization on the Health and Wellbeing of Indigenous People (originally developed for the international Health Care Assistant Diploma) accessible to a wider range of students across the College. There were questions about the possibility of embedding Indigenization and EDI into curriculum in the School of Instructor Education (SIE). This area is beginning work on Indigenizing one course in collaboration with the BC Association of Aboriginal Friendship Centers (BCAAFC).

- There was a discussion about support, including marketing, for course- versus program-based offerings, particularly in Arts & Sciences and the School of Instructor Education.

- A possible relaunch of the Teaching English to Speakers of Other Languages (TESOL) program needs to be evaluated in terms of market demand post-COVID and in the context of VCC's priorities and capacity.

c) Duolingo English Language Assessment

> **MOTION:** THAT Education Council approve extending the use of Duolingo as an approved method for demonstrating English language proficiency to any programs starting before or during the January–April 2024 term.
> **Moved by D. McMullen, Seconded & CARRIED (Unanimously)**

- D. McMullen spoke to this item. In March 2020, Education Council approved a pilot program to accept the online Duolingo English Test as an alternative way to assess English language proficiency (ELP). The rational was the temporary closure of VCC's Assessment Centre due to the pandemic. Duolingo minimum scores were recalibrated during the pilot phase, in consultation with various relevant College areas. The pilot phase was extended until April 2023, and the current proposal is for another extension until the January–April 2024 term, since International Education is accepting applications for next year.

- While the number of applicants using Duolingo has declined in favour of other English assessments, maintaining multiple options to demonstrate ELP provides better accessibility and reduces barriers for students globally. VCC is exploring implementation of another assessment tool, Accuplacer, as an additional option, not necessarily a replacement for Duolingo.

- The Registrar's Office (RO) will conduct a provincial scan and compile data on student success for those who entered programs using Duolingo. The RO will report to EdCo in fall 2023 so a permanent decision on Duolingo can be made.

- The question was raised whether the English 10 requirement is being replaced. It was clarified that the equivalency table simply outlines different options to meet this admission requirement, rather than

replacing it (see also item 7d). Providing a variety of options to demonstrate ELP could reduce the need for individual assessments by department heads, which are currently accepted as an alternative to proof of ELP in some areas.

d) English Language Proficiency Equivalencies: Addition of Pearson Test of English (PTE) and English 10

MOTION: THAT Education Council approve addition of the Pearson Test of English (PTE) and English 10 equivalencies to VCC's English language proficiency requirements.
Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- D. McMullen presented the proposal to add the Pearson Test of English (PTE) to the ELP equivalencies chart as another option for students. The test is well established and widely used in the province and globally.

- VCC's ELP equivalencies chart previously did not include scores corresponding to English 10 for all English assessments. This data has now been added, which will improve consistency across the College.

- One important consideration for departments in setting ELP admission requirements is making a distinction between academic English skills versus verbal proficiency.

e) Guiding Questions for EdCo Curriculum Approvals

- N. Mandryk suggested establishing a working group to develop EdCo-specific guiding questions for curriculum approval. This idea arose from the EdCo self-evaluation survey; the goal is to better delineate the difference between Curriculum Committee's and EdCo's review of curriculum and to streamline the process. Interested members were invited to join the group.

f) Reinstatement of the Renal Dialysis Technician Short Certificate Program.

- N. Mandryk reported that the Renal Dialysis Technician Short Certificate program was suspended in November 2020. Policy C.3.3 Suspension and/or Discontinuance of Programs stipulates a re-evaluation after two years. Following consultations with health authorities, the department would like to reinstate the program as soon as possible. Since the policy does not outline a specific governance/ approval process to resume a suspended program, this item was presented to Education Council for information only.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: ACED 0715 Previous Work and Job Skills

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course ACED 0715 Previous Work and Job Skills.
Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- C. Reeves presented the proposal for this new CCA course, which provides students with prior work history with a framework to recognize and reflect on their work experience. The 1-credit course ACED 0710 will be replaced by this 3-credit course that counts towards the BC Adult Graduation Diploma. Multiple BC colleges are already offering this articulated course, and the goal is to bring ACED 0715 to the BCCAT articulation meeting in March.

ii) Program Update: Medical Transcription and Documentation Editing Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the Medical Transcription and Documentation Editing Certificate program, 12 revised course outlines, and 4 new courses, and recommend the Board of Governors approve implementation of the revised program.
Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- J. Slade presented revisions to the Medical Transcription and Documentation Editing Certificate arising from the program renewal. The program was moved fully online during the pandemic and will continue in this delivery mode (with the exception of some in-person practicum placements). Changes requested by Curriculum Committee were completed, including expanding PLAR options and outlining instructional strategies more clearly.

- Since the tuition will be reset, the proposal will move forward to the Finance and Audit Committee and the Board of Governors.

b) Policy Committee

- S. Kay reported that the last committee meeting was cancelled. Policies F.1.2 Ethics and Integrity in Research and Scholarly Activity and F.1.3 Conflict of Interest Related to Research were posted for College feedback; there were no comments.

c) Education Quality Committee

- A panel discussion with all deans was held to debrief themes from annual program reviews. A summary report will be submitted to EdCo. CD Fund adjudication will take place on March 9.

8. RESEARCH UPDATE

- A. Copp reported on recent revisions to VCC's research policies (F.1.1, F.1.2 and F.1.3), establishing a clear process for handling allegations of research misconduct.

- The Research Ethics Board (REB) reviewed six projects since December. A working group was formed to create guidelines for course-based reviews.

- Six new members have joined the REB this year, and an Indigenous community member will be appointed. Elder Sharon Jinkerson-Brass was invited to speak to the REB in April about ceremonial research related to her work on the Downtown Eastside.

- A major current initiative is development of a research data management strategy for VCC, as required by the Tri-Council.

9. CHAIR REPORT

- N. Mandryk reported that the 2022 Annual Policy Report was received from N. Degagne, Coordinator Curriculum & Policy.

- Following the conversation about affiliation agreements at the last EdCo meeting, N. Mandryk will meet with D. Wells, D. Innes, and the Registrar's Office to discuss a process for bringing some existing agreements through governance, in alignment with policy C.3.10 Educational Affiliations.

10. STUDENT REPORT

- G. Sarnoh reported on recent issues with phishing emails received by students, resulting in a large number of inquiries to SUVCC, which were referred to VCC. There was a discussion about raising awareness of cybersecurity issues and communicating appropriate reporting channels.

11. NEXT MEETING AND ADJOURNMENT

- A special meeting will be held on March 16, 3:30-4:30 p.m., for the Enrolment Plan 2023/24. The next regular meeting will be held on April 11, 2023.
- The meeting was adjourned at 5:29 p.m.

APPROVED AT THE APRIL 11, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
SPECIAL MEETING MINUTES
March 16, 2023
3:30–4:30 p.m., Videoconference

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	Dennis Innes	Shirley Lew
Sarah Kay (Vice-Chair)	Emmy Cheung	Todd Rowlatt
Ali Oliver	Gabby Sarnoh	Vivian Munroe
Andy Sellwood	Janita Schappert	
Dave McMullen	Louise Dannhauer	
David Wells	Marcus Ng	
Regrets		
Belinda Kaplan	Derek Sproston	Sonal Singh
Dennis Innes	Heidi Parisotto	
Guests		
Brynn Joyce	Janet Latter	Pervin Fahim
Carolyn Moi	Jo-Ellen Zakoor	Reza Nezami
Clay Little	Ken McMorris	Svetlana Mitrovic
Dawn Cunningham Hall	Mark Chiarello	Tannis Morgan
Frank Cosco	Maureen Kelbert	Valerie Kakurai
Herbie Atwal	Patris Aghakian	Vesna Radivojevic
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- G. Sarnoh acknowledged the College's location on the traditional, unceded and never surrendered territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ətaʔɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial, and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 16, 2023 agenda as presented.

Moved by S. Lew, Seconded & CARRIED (Unanimously)

4. BUSINESS ARISING

a) Enrolment Plan 2023-2024

MOTION: THAT Education Council recommend the Board of Governors approve, with changes discussed at this meeting, the 2023–2024 Enrolment Plan.

Moved by N. Mandryk, Seconded & CARRIED (with one opposing vote by S. Kay)

- D. Wells presented the second draft of the Enrolment Plan (EP). The annual EP reflects budgeted registrations projected by Finance, which in turn represent prospective enrolment and form the basis of full-time equivalent (FTE) calculations. The budget document from Finance is reviewed by deans and the Registrar's Office, and data is entered into Banner (VCC's Student Information System). The EP created by Institutional Research is based on an export from Banner, which represents a snapshot in time. Changes between the Finance document and Banner data, such as the addition or cancellation of individual course offerings, can create discrepancies and require manual adjustments.

- As discussed at the last meeting, some FTE numbers, particularly in Arts & Sciences, were recalculated since the first draft. While budgeted registration numbers were considered to be reliable, FTE calculations were inaccurate due to missing contact hours for some course offerings. In general, registration numbers are more meaningful than FTE numbers for departments or areas with course-based offerings, because of the mix of different course lengths and the challenge of predicting students' choices. No discrepancy between registration and FTE numbers for departments or areas with cohort-based programming were noted.

- Some numbers in Arts & Sciences are currently being reviewed by the dean; revisions to the EP will be shared with EdCo once finalized. It was confirmed that these final revisions following the meeting would not result in significantly changed projected numbers, and that affected departments will be made aware of changes that impact their operations. Going forward, the plan is to provide data earlier to deans and departments for review.

- Discussion around specific programs/departments:
  - Certain programs share the same organizational code (a four-digit number referred to as "ORG" on page 2 of the meeting package). Numbers for programs using the same ORG code are combined in the Enrolment Plan; separate numbers (e.g., for the Nail Technician program) can be obtained from the dean.
  - EAL Pathways: increase of about 7% in budgeted registrations compared to 2022–23 actuals.
  - UT Sciences: international FTE is lower because some sections under the Associate of Science/Computer Science were not included in the draft plan; this will be updated.
  - CF Math: numbers in the draft EP are significantly higher than in the section-level planning document; these numbers will be adjusted down.
  - LINC: FTE numbers for this area are not budgeted because LINC is funded through a contract; actual FTE numbers will be captured.
  - There was a request to follow up on questions raised at the February meeting about specific programming areas.

- Overall, international enrolment is growing, and there is particularly strong interest in business offerings. A major factor driving recent growth was the unexpectedly high number of students accepting offer letters; this development will be monitored. There was a discussion about VCC's plans and capacity to support this growth. Domestic demand for trades, culinary arts and hospitality management is decreasing, related to the strong labour market. There were questions about managing offerings with waitlists in terms of budgeted registrations and adding sections.

- The EP will move forward to the Board of Governors for approval at its March 29 meeting.

5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on April 11, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 4:24 p.m.

APPROVED AT THE APRIL 11, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	Dennis Innes	Marcus Ng
Sarah Kay (Vice-Chair)	Derek Sproston	Todd Rowlatt
Andy Sellwood	Emmy Cheung	Vivian Munroe
Dave McMullen	Heidi Parisotto	
David Wells	Janita Schappert	
Regrets		
Ali Oliver	Gabby Sarnoh	Shirley Lew
Belinda Kaplan	Louise Dannhauer	Sonal Singh
Guests		
Adrian Lipsett	Herbie Atwal	Mark Chiarello
Aerin Hack	J.-E. Zakoor	Nuala Rochfort
Beth Beeching	Jane Shin	Reba Noel
Clay Little	John Demeulemeester	Shantel Ivits
Clayton Munro	Julie Gilbert	Stefan Nielsen
Dawn Cunningham Hall	Kate Dickerson	Tannis Morgan
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

- The meeting was called to order at 3:33 p.m.

2. ACKNOWLEDGEMENT

- J. Schappert acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ətaʔɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the April 11, 2023 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the March 7 and March 16, 2023 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annual Update – Deans & Directors: Part 3

- Annual updates were presented by C. Little, Associate Director, Indigenous Education and Community Engagement; A. Lipsett, Dean of Continuing Studies; and D. Innes, Dean of Hospitality, Food Studies and Applied Business. This year, presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.

- Overall themes were increased flexibility for students in program delivery and formats, as well as growing partnerships. VCC recently signed an agreement with the Scottish Qualifications Authority (SQA), the national accreditation and awarding body for Scotland, which sets standards for qualifications and assessments. The agreement allows VCC to access curriculum for a relatively low licensing fee, providing opportunities to expand its offerings in different areas, e.g., supply change management.

- There were questions about next steps towards Indigenization at VCC. One key piece is recruitment of a Dean, Indigenous Initiatives, which is underway.

b) Strategic Innovation Plan Goals Update

- J. Shin provided background on the Strategic Innovation Plan (SIP) refresh process, during which 87 objectives were defined. The first annual update report was presented to EdCo, following presentation to the Board of Governors. The report is posted on the VCC website. The full SIP objectives document will be shared with EdCo members after the meeting.

- There were questions about constraints experienced in implementing objectives. Resource, funding, and capacity limitations are one factor, but the main challenge is the complexity of strategic projects requiring involvement of multiple College areas in addition to their day-to-day operations.

- Some of the key initiatives will be the development of an Indigenization framework once a Dean, Indigenous Initiatives, has been hired, as well as work on the Campus Plan, depending on the Treasury Board's outstanding decision on funding.

    H. Parisotto left the meeting at 4:35 p.m.

c) New Credential: Sign Language Interpretation Diploma

MOTION: THAT Education Council recommend approval of the Sign Language Interpretation Diploma credential to the Board of Governors.
Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- D. Wells presented the proposal following the initial conversation at the February EdCo meeting. Douglas College (DC) suspended its September 2023 intake for the Sign Language Interpretation Diploma due to low demand. The program operates on a 1+2 year model; most students in this program are graduates of VCC's long-standing 10-month ASL and Deaf Studies Certificate who continue their studies for another 2 years at DC.

- The proposal is to transfer the program to VCC, which aligns with recommendations of both a 2009 Provincial Study and a 2017 Comprehensive Program Review that suggested a closer alignment between VCC's and DC's programs.

- DC's EdCo and Board of Governors discussed the proposal at their March meetings, and the DC Board voted to approve transfer of the program to VCC and cancel the DC program once all students have completed their diploma at either DC or VCC.

- Approval of the credential is being requested prior to curriculum approval; this departure from VCC's normal curriculum approval process allows for expedited program development so VCC can accept students for September 2023. The Finance and Audit Committee and the Board of Governors will hold

special meetings by the end of the week to approve the tuition and credential. The curriculum will then be presented for review and approval to Curriculum Committee and Education Council.

- There was a discussion about planning for support services at VCC to run the program and ensure continuity. A working group including representation from different College areas will be established to support the transition.

d) Accuplacer English Language Assessment

> **MOTION:** THAT Education Council approve the use of Accuplacer as an approved method for demonstrating English proficiency for the purpose of admission to any VCC program.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- D. McMullen presented the proposal to introduce Accuplacer, a software-based assessment tool, at VCC. This recommendation arose from a two-year project on English language assessments, which included a needs analysis and consultation with faculty. Conversations around calibration of scores are ongoing, and a proposal to refine and adjust scores may be presented at a later time.

- Similar to the Duolingo English test, Accuplacer provides students with another option to demonstrate English language proficiency.

- It was clarified that while Accuplacer is a software-based test, it is not web based, and students will complete the test in the Assessment Centre. Paper-based and braille options are available. The cost for assessments is between $60–$80, which is lower than previous assessment fees (up to $100). A fee waiver program is being developed for students in financial need.

e) EdCo Planning Day – June 12

- EdCo will hold a half-day planning session on June 12. This is an opportunity to discuss emerging topics. The EdCo Executive has begun planning; members were invited to bring forward ideas.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: MATH 0660 Fundamentals of Mathematics 6A & MATH 0665 Fundamentals of Mathematics 6B

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the new courses MATH 0660 Fundamentals of Mathematics 6A and MATH 0665 Fundamentals of Mathematics 6B.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- S. Ivits presented the proposal to split Basic Education math courses (from the beginner level to grade 9) into two parts, which was a key recommendation from the recent program renewal. Currently, students have 3 months to cover content equivalent to 1.5 years in the K-12 system. Creating two courses for each level will give students more time, as well as improve tracking of progress. The current proposal is for math level 6; the proposal for levels 1–5 will come to Curriculum Committee in April.

- Curriculum Committee had a longer discussion about the mastery style of evaluation used in these courses, which emphasizes building foundational skills before students move forward within a course.

ii) New Courses: CCED 0605 Basic Computer Skills Level 1 and CCED 0606 Basic Computer Skills Level 2

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the new courses CCED 0605 Basic Computer Skills Level 1 and CCED 0606 Basic Computer Skills Level 2.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- N. Rochfort and B. Beeching presented the proposal to split an existing standalone Community & Career Education (CACE) course into two new parts. An option for Prior Learning Assessment and Recognition (PLAR) was added so students with prior knowledge can directly into level 2.

- T. Rowlatt reported that Curriculum Committee had no major feedback. There was a discussion about learning outcomes related to classroom behaviour and setting expectations in the special education context.

iii) Program Updates: Practical Nursing & Access to Practical Nursing Diplomas

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guides for the Practical Nursing Diploma and the Access to Practical Nursing Diploma.

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

- J. Schappert presented proposed changes to admission requirements, aimed at removing barriers for students and aligning with other institutions and regulatory body requirements. English language and math requirements were adjusted. The knowledge assessment was removed in favour of providing a Health Care Assistant (HCA) certificate or registration number, since the HCA curriculum has been standardized. There are outstanding questions around TB test requirements, which are being discussed among health authorities. The goal is to create a common standard for all VCC health sciences programs.

b) Policy Committee

i) 2022 Annual Policy Report

- The 2022 Annual Policy Report created by N. Degagne was included in the meeting package. One project in progress is transferring policies into CourseLeaf, VCC's online content management system currently used for curriculum.

ii) D.3.5 Prior Learning Assessment and Recognition (PLAR)

- S. Kay presented the revised policy and procedures drafts for information. Prior Learning Assessment and Recognition (PLAR) provides an avenue for recognizing knowledge and skills acquired in a variety of ways outside of the formal education system and granting formal credit for them. The committee provided feedback in September 2022 on initial drafts focused on including a Credit Bank, a collection of non-credit training opportunities pre-assessed as eligible for credit. Another key change was to include recognition of Indigenous knowledge and ways of being.

- Following the meeting, a full review of the policy was initiated, and revised drafts were presented to the committee in April. Members discussed the fees for PLAR assessments as a potential barrier for students, since they are not covered by financial aid; this is a larger conversation across the sector. The committee voted to post the drafts for College feedback, which is open until April 27.

iii) Research Policies: F.1.1 Ethical Conduct for Research Involving Humans, F.1.2 Ethics and Integrity in Research and Scholarly Activity, and F.1.3 Conflict of Interest Related to Research (to be rescinded)

- S. Kay presented the policies, which underwent a full scheduled review. Extensive revisions were made to align with the updated Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022). One key change was to include procedures for following First Nations Principles of Ownership, Control, Access and Possession (OCAP) (policy F.1.2). Policy F.1.3 was merged with the other two policies and is proposed to be rescinded. All three policies were posted for College feedback; no comments were received. Since these policies are approved solely by the Board of Governors, they were presented to Education Council for information only.

- A committee working group was struck to explore ways to incorporate anti-racism, justice, equity, diversity and inclusion (JEDI) and Universal Design for Learning (UDL) considerations into policy review.

- N. Mandryk, C. Little and S. Kay are continuing the review of policy A.2.1 Appeal to Education Council on Educational Matters.

c) Education Quality Committee

i) Curriculum Development (CD) Fund 2023/24

- T. Rowlatt presented projects approved for CD funding this year. $400,000 were allocated; the total ask was about $900,000. Scheduled program renewals again received $5,000 in automatic funding.

8. CHAIR REPORT

- N. Mandryk reported that the recently established EdCo working group has begun developing guiding questions for Education Council to consider in reviewing curriculum proposals. The rationale is to create a clearer differentiation between curriculum review by Curriculum Committee and EdCo.

- The Elections Committee met in March to debrief the recent EdCo and Board of Governors by-elections. Changes to the election rules are under discussion, including removing the distinction between Broadway and Downtown campus student seats and updating the definition of students to exclude most employees.

- To support accessibility of EdCo meetings, a note was added to the website regarding requests for ASL interpretation.

9. STUDENT REPORT

- M. Ng reported on end-of-term celebrations organized by SUVCC at both campuses.

10. NEXT MEETING AND ADJOURNMENT

- The next meeting will be held on May 9, 2023.
- The meeting was adjourned at 5:29 p.m.

Natasha Mandryk,
Chair, VCC Education Council

APPROVED AT THE MAY 9, 2023 EDUCATION COUNCIL MEETING

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
May 9, 2023
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Derek Sproston	Shirley Lew
Andy Sellwood	Heidi Parisotto	Sonal Singh
Belinda Kaplan	Janita Schappert	Todd Rowlatt
Dave McMullen	Louise Dannhauer	Vivian Munroe
Regrets		
Ali Oliver	Emmy Cheung	
Dennis Innes	Gabby Sarnoh	
Guests		
Adrian Lipsett	Herbie Atwal	Marnie Findlater
Alicia Copp	Jennifer Gossen	Michael Yue
Andrea Korens	John Demeulemeester	Pam Khinda
Brenda Carmichael	Lucy Griffith	Shantel Ivits
Clay Little	Mari Klassen	Stefan Nielsen
Dawn Cunningham Hall	Mark Chiarello	Taryn Thomson
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- S. Lew acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ ətaʔɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the May 9, 2023 agenda as amended. Item 6f) Brand and Web Project (BAWP) Update was postponed to June. Presentation slides will be distributed for information after the meeting.

Moved by V. Munroe, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the April 11, 2023 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) English Language Proficiency (ELP) Requirements - Revisions

MOTION: THAT Education Council approve the decision to remove the following statement: "*at least three-years of full-time, face-to-face secondary or post-secondary education in an English-speaking country where English is the primary language of instruction*" from VCC's English language proficiency requirements effective September 2024.

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

- D. McMullen presented the proposal to remove VCC's English Language Proficiency (ELP) requirement for students to have completed three years of full-time, face-to-face secondary or post-secondary education in an English-speaking country, effective September 2024. This change is intended to remove barriers to access, simplify requirements for prospective students, and make VCC more competitive with other institutions.

- There were questions about consultations and the impact of this change on various programs. Consultation was limited due to timing; this revision is being brought forward now in time for the next international student admission cycle. There will be ongoing outreach and conversations with departments. The change in general ELP requirements does not override specific program or external regulatory body requirements that are in place, e.g., in health programs. Departments can choose to outline specific admission requirements within program content guides. The effective date of September 2024 allows some time for such updates to be made beforehand, if required.

- VCC's ELP website will be updated to outline the various ways to meet language requirements, with three years of full-time face-to-face English instruction as one of multiple options. ELP pages for specific programs, such as within the School of Health Sciences, will continue to exist. The Registrar's Office will monitor and evaluate the success of the revised ELP requirements. No detrimental effect on student success is expected since students will still need to demonstrate English language proficiency by other means.

b) Duolingo English Language Assessment

MOTION: THAT Education Council end the pilot program using the Duolingo English test and approve the permanent use of the Duolingo English Test as an acceptable option for meeting English language proficiency requirements at VCC.

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

- D. McMullen presented the proposal to make the use of the Duolingo English test permanent. Originally, an extension until April 2024 of the pilot project using Duolingo was approved by EdCo in March, and the plan was to review data and make a more permanent decision in the fall. The proposal for permanent use of Duolingo is being presented earlier in the context of other changes to ELP requirements.

- Some statistics on Duolingo at VCC were included in the meeting package. More data was requested comparing Duolingo with other assessments. Direct comparisons are challenging at this time, since Duolingo was introduced during the pandemic and other factors could have impacted student performance during this timeframe. The Registrar's Office will collect and compare data on various ELP assessments and scores, both internally and externally, and will present this data to EdCo by next spring.

- There is no need to update individual program content guides, since they generally refer to VCC's ELP page listing various acceptable language assessments.

c) Accuplacer English Language Assessment

MOTION:	THAT Education Council approve the revised Accuplacer applicant calibration score for potential VCC students.
Moved by N. Mandryk, Seconded & CARRIED (Unanimously)	

- The use of Accuplacer as an English language assessment tool at VCC was approved by Education Council last month. The taskforce working on the Accuplacer project meets regularly and includes faculty, representation from the Registrar's Office, and Senior Team members. Based on further conversations around scoring, D. McMullen presented proposed updates to the calibration.

- Conversations are ongoing with the College and Career Access (CCA) department, which favours higher assessment score requirements. For the time being, scores for this area were removed from the document. Another point of discussion is that current assessments in CCA are free of charge, while there is a fee for Accuplacer. However, there are plans to provide a waiver program for students in financial need.

- There was a discussion about EAL test scores; there have been consultations with appropriate departments, a scan of other institution, as well as field testing.

  S. Kay left the meeting at 4:00 p.m.

d) Academic Year

MOTION:	THAT Education Council recommend the Board of Governors approve the Academic Year 2023/2024, 2024/2025, and 2025/2026.
Moved by N. Mandryk, Seconded & CARRIED (Unanimously)	

- D. McMullen presented the Academic Year for approval. Key dates are planned out three years in advance; these include term start and end dates, exam periods, and grade submission deadlines. It was clarified that setting dates for the winter break falls under the purview of People Services. N. Mandryk has been in conversation with the Registrar's Office around exam periods and appreciated the opportunity to provide feedback.

e) Contract Training Update

- M. Yue provided the annual contract training update. A background document on education services contracts and a summary of 2022/23 contracts was included in the meeting package. Twenty-six new contracts started during that timeframe.

f) Continuing Studies Non-Credit Course Outlines

- A. Lipsett presented the annual update on Continuing Studies (CS) non-credit courses. The number of offerings has increased compared to the previous year. Non-credit courses provide an opportunity to trial new offerings and test market demand for different types of programming. The number of micro-credentials is expanding; registration for all micro-credentials, including from the non-CS side is managed through CS' online registration system to streamline the process for students.

- There was a discussion about evaluation of non-credit courses, as well as feedback to students in non-credit offerings.

g) EdCo Planning Day

- A half-day EdCo planning session will be held on June 12. One topic of discussion will be academic freedom in governance. Members were invited to suggest additional topics.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Program: Sign Language Interpretation Diploma

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

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

- T. Rowlatt presented the program content guide (PCG) for the Sign Language Interpretation Diploma. The program was previously delivered by Douglas College and is being transferred to VCC for September 2023. The curriculum mirrors what has been taught at Douglas College, and only minor adjustments were made to language to align with VCC's registration process.

- The PCG was reviewed by M. Klassen, Department Head of ASL & Deaf Studies, and department faculty, as well as Douglas College faculty. Based on consultations, some final edits to admission requirements were made before the meeting: students will need to have taken first-year English, rather than English 12, since a high level of English skills is necessary for ASL interpretation. This has been the standard for this program for some time.

- To expedite the approval process, the PCG was presented directly to Education Council, without prior review by Curriculum Committee. The rationale for expediting the process was to alleviate uncertainty for potential students and facilitate admissions processes for the Fall 2023 intake. Curriculum Committee was informed of this approach and received the draft PCG for information.

- Course details are being finalized and will come to Curriculum Committee and EdCo in June. Course numbers, names and credits were determined in collaboration with the Registrar's Office.

- The plan is to teach the program in the current form for two intakes; simultaneously, the program structure will be reviewed to consolidate it with VCC's current ASL & Deaf Studies Certificate program.

  S. Singh left the meeting at 4:41 p.m.

ii) New Courses: MATH 0610, 0615, 0620, 0625, 0630, 0635, 0640, 0645, 0650, 0655

MOTION: THAT Education Council approve, in the form presented at this meeting, ten new courses: MATH 0610, MATH 0615, MATH 0620, MATH 0625, MATH 0630, MATH 0635, MATH 0640, MATH 0645, MATH 0650, and MATH 0655.

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

- S. Ivits presented the proposal to split existing Basic Education math courses (from the beginner level to grade 9) into two parts, which was a key recommendation from the recent program renewal. Currently, students have 3 months to cover content equivalent to 1.5 years in the K–12 system. Creating two courses for each level will give students more time, as well as improve tracking of progress. The current proposal is for math levels 1–5; level 6 courses were approved at the last EdCo meeting.

iii) Program Update: Graphic Design Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Graphic Design Diploma and revisions to eight (8) courses.

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

- T. Rowlatt presented the proposal. The main changes were adding program learning outcomes and related course learning outcomes around equity, diversity, and inclusion (EDI). These changes were originally planned as part of the revisions to the diploma in 2021. Other edits included incorporating Prior Learning Assessment and Recognition (PLAR) for most courses.

- The department is exploring adding first-year pre-requisites to some second-year courses. The rationale is to clearly indicate that these courses are at the second-year level so students receive appropriate credit if they transfer to another institution.
- There were questions around scheduling and hours, particularly self-paced hours, in this program, which the department will review.

iv) Program Update: Counselling Skills Foundations: Mental Health & Addictions Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the Counselling Skills Foundations: Mental Health & Addictions program, revisions to nine (9) course outlines, and three (3) new courses.

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

- A. Korens presented the proposal for the significantly revised and renamed Counselling Skills Foundations: Mental Health & Addictions Certificate program. Following the 2017/18 renewal, counselling programming was split into a Counselling Skills Foundational Certificate and an Addiction Counselling Skills Advanced Certificate. The advanced certificate did not launch due to low enrolment, despite the local need for counsellors with training in addictions.
- While the Counselling Skills Foundational Certificate already covered base-level addictions content, the redesign saw the addition of specific addictions-focused learning outcomes throughout and a new course on Pharmacology and Concurrent Disorders. With these changes, graduates will be eligible for membership in the Canadian Addiction Counsellors Certification Federation (CACCF). Another key update was embedding decolonization, equity, diversity and inclusion (EDI), and social justice throughout the program, making these core values (for the program and the professional field) explicit in the program content guide.
- Curriculum Committee had a longer discussion about the values embedded in the program and commended the department for their work.

b) Policy Committee

i) D.3.5 Prior Learning Assessment and Recognition (PLAR)

MOTION: THAT Education Council approve the revised D.3.5 Prior Learning Assessment and Recognition policy and procedures, in the form presented at this meeting.

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

- L. Dannhauer presented on behalf of S. Kay. Policy D.3.5 Prior Learning Assessment and Recognition (PLAR) was last updated in 2017 and underwent a full review. PLAR provides an avenue for recognizing knowledge and skills acquired in a variety of ways outside of the formal education system and granting formal credit for them. Key policy changes include recognition of Indigenous knowledge and ways of being and introduction of a Credit Bank as a new PLAR option, in the context of a growing number of micro-credentials. The policy was posted for College feedback; the only substantive change suggested was to the definition of transfer credit. Policy D.3.11 Transfer Credit is undergoing review, which may prompt further updates to this definition.
- Education Policy Committee discussed the cost for PLAR as a potential barrier for students, since it is not covered by financial aid; this is part of a larger conversation across the sector.
- An environmental scan of PLAR across the post-secondary sector is in progress, and a PLAR working group is drafting a report. Report findings are not expected to necessitate changes to the PLAR policy.

ii) Committee Chair Report

- Policies F.1.2 Ethics and Integrity in Research and Scholarly Activity, F.1.1 Ethical Conduct for Research Involving Humans, and F.1.3 Conflict of Interest Related to Research (to be rescinded) are moving forward to the Board of Governors for approval.

- The committee working group exploring ways to incorporate anti-racism, justice, equity, diversity and inclusion (JEDI) and Universal Design for Learning (UDL) considerations into policy review met on April 12. The group will adapt the EDI Impact Assessment Tool specifically for policy review. The next meeting is in mid-May.

c) Education Quality Committee

i) Program Renewal Reports: Architectural Technician, Asian Culinary Arts, Basic Education, Paralegal, Medical Laboratory Assistant, University Transfer (UT) and Associate Degrees

- T. Rowlatt reported that the committee met with deans in March to discuss overall trends identified during annual program reviews. The committee is working on a report for EdCo summarizing key takeaways and next steps around main themes, e.g., mental health and wellbeing.

- Several program renewals were completed; reports were included in the meeting package for information. The Instructional Associates in the Centre for Teaching, Learning and Research were recognized for their work on program renewals and support for departments.

d) Research Report

- A. Copp reported that the Research Ethics Board (REB) is working on a process for course-based review, following recent updates to VCC's research policies.

- Elder Sharon Jinkerson-Brass spoke to the REB in April about ceremonial research related to her work on the Downtown Eastside. Elder Glida Morgan, who previously worked with Vancouver Coastal Health, joined the REB as its first Indigenous community members.

- The REB reviewed two new multi-jurisdictional projects in April. One project was not approved. Data management and storage of student emails is a key topic requiring more discussion. The REB aims to respond within 10 working days, but it is recommended to allow 3–4 weeks for review of proposals and potential revisions.

- Harmonization is a big project at this time. A. Copp attended a retreat for REBs across BC, at which implementation of the RISe system, an online research administration tool, was discussed. Going forward, the College will take on projects only if VCC's REB is the board of record for multi-jurisdictional reviews, which will streamline the process.

8. CHAIR REPORT

- N. Mandryk reported on the Post-Secondary Board Governance Workshop hosted by the Ministry of Post-Secondary Education and Future Skills on April 17.

- Following the update on VCC's Strategic Innovation Plan (SIP) objectives at the last EdCo meeting, the list of objectives was distributed to EdCo. Members wishing to follow up on any of the objectives can reach out to N. Mandryk.

9. STUDENT REPORT

- M. Ng reported on SUVCC's Eid celebrations at both campuses. Welcome activities are planned for incoming summer students.

10. NEXT MEETING AND ADJOURNMENT

- EdCo Planning Day will be held on June 12, 9 a.m.–12 p.m. The next regular meeting will take place on June 13, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 5:13 p.m.

APPROVED AT THE JUNE 13, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council

| VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL |
| MEETING MINUTES |
| June 13, 2023 |
| 3:30–5:30 p.m., Videoconference |

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Dennis Innes	Shirley Lew
Ali Oliver	Janita Schappert	Todd Rowlatt
Andy Sellwood	Louise Dannhauer	
Regrets		
Belinda Kaplan	Emmy Cheung	Sonal Singh
Dave McMullen	Gabby Sarnoh	Vivian Munroe
Derek Sproston	Heidi Parisotto	
Guests		
Adrian Lipsett	Jo-Ellen Zakoor	Mari Klassen
Brenda Carmichael	John Demeulemeester	Mark Chiarello
Brendan Frith	Kamran Khan	Marnie Findlater
Claire Sauvé	Karen Brooke	Nicole Degagne
Dawn Cunningham Hall	Karen Wilson	Shiow Lin
Herbie Atwal	Lisa Beveridge	Sid Khullar
Jennifer Kelly	Lucy Griffith	Taryn Thomson
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- D. Wells acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ əta?ɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the June 13, 2023 agenda as amended. New item 6g) Baking and Pastry Arts – Resolution Update was added.

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

4. APPROVE PAST MINUTES

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

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

5. ENQUIRIES & CORRESPONDENCE

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

6. BUSINESS ARISING

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

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

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

- J. Kelly and S. Lew presented the proposal for the Academic Upgrading Grades 10–12 course content guide (CCG). This new type of document is intended to replace the program content guides for the ABE (Adult Basic Education) Graduation Program Certificate and ABE Intermediate Program Certificate (see item 6c).

- Both programs have seen a very low number of graduates, since most ABE students take courses à-la-carte to upgrade or complete required pre-requisites, as opposed to completing a full program of study for high school graduation. Since VCC's systems, including the website, are geared towards traditional program-based offerings, it has been challenging to market to and recruit these students.

- The CCG provides a way to group courses from different departments and present them on the website in a way that is more accessible and appealing to potential students. There is no VCC credential attached to the CCG, but students will still be able to earn credit towards a BC Graduation Certificate (Dogwood) or BC Adult Graduation Diploma.

- The CCG utilizes the program content guide (PCG) template in CourseLeaf; most sections are not applicable and have been left blank. The recommended characteristics of students section in the CCG was written to welcome and encourage students with different educational backgrounds and goals to register in courses.

b) Approval Process for Changes to Course Content Guides

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

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

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

- Related to item 6a), the creation of a new type of document, the course content guide (CCG), raised the question about the appropriate approval process for changes. The key question was whether the CCG is considered curriculum, in order to ensure the process is compliant with EdCo's responsibilities under the College & Institute Act. Three potential processes were outlined in the decision note (p. 10). VCC's policy C.3.14 Curriculum Development and Approval Process defines curriculum as "The planned sequence of instruction for a program or course. Curriculum comprises learning outcomes, teaching and learning methodology, and strategies for assessing and evaluating student learning."

- There was agreement that, while the CCG may touch on curriculum elements, it does not in itself constitute curriculum. The CCG provides a way to cluster courses so they can easily be posted online for marketing and recruitment purposes. Learning outcomes, methodology and evaluation plans are part of course outlines, which will continue going through the regular governance process.

- It was decided that CourseLeaf administrators can make changes to CCGs (e.g., removing or adding courses) that do not affect curriculum elements, as determined by the administrator; these changes will be reported to Curriculum Committee on a regular basis. Changes to CCGs with an impact on curriculum elements require approval by Curriculum Committee and will be reported to Education Council on a regular basis.

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

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

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

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

d) Concept Paper: Cybersecurity Risk Management

- S. Khullar presented the concept paper for a proposed two-year Cybersecurity Risk Management Post-Degree Diploma (PDD). This program addresses a critical and growing shortage of cybersecurity professionals in Canada and globally. VCC's program will have a unique focus on skills in governance, risk, and compliance (GRC) within the cybersecurity context, which are essential to protection of sensitive data, intellectual property, and critical infrastructure. International graduates will be eligible for a post-graduate work permit (PGWP). Opportunities to incorporate industry certification as well as develop cybersecurity micro-credentials are being explored.

- There was a discussion about the decision to run the program out of Continuing Studies (CS). This program complements existing information technology offerings in CS, which are seeing high student demand, and CS has instructors with expertise in this field.

- In terms of facilities, there is no need for specialized labs, since the program focus is on policies and compliance, rather than technology. In addition, VCC is exploring cloud-based software that can be accessed from any PC.

- There was a discussion about efforts to reach underrepresented groups, particularly Indigenous students; creation of micro-credentials and hybrid or online delivery and could improve accessibility, particularly for remote communities.

e) EdCo Planning Day Debrief

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

f) Brand and Web Project (BAWP) Update

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

g) Baking and Pastry Arts – Resolution Update

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

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

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

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

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: Sign Language Interpretation Diploma

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

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

- T. Rowlatt presented courses for the new Sign Language Interpretation Diploma, which is in the process of being transferred to VCC from Douglas College. The focus at Curriculum Committee was on determining credits, hours and course names to enable the Registrar's Office to set up courses for the September 2023 program start. Minor final adjustments to courses may come to Curriculum Committee in August; overall, the curriculum mirrors what has been taught at Douglas College.

- The hours:credits ratio will be reviewed at a later time, as both the Sign Language Interpretation Diploma and VCC's ASL & Deaf Studies Certificate will be evaluated to potentially create a combined program structure.

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

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

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

- K. Brooke presented proposed updates to the Provincial Instructor Diploma Program (PIDP) and Train the Trainer Short Certificate PCGs. The English language requirement was increased to English 12, in consultation with the Registrar's Office; policy D.3.6.1 Flexible Admissions allows for alternative options for students with non-traditional backgrounds that do not meet the English requirement, so this change should not create a barrier for these students. Other changes included clarifying the maximum time for completion and increasing the number of credits that can be obtained through Prior Learning Assessment and Recognition (PLAR).

- New elective course PIDP 3401 PID Independent Studies was developed to allow student to focus on areas of interest to their own development as instructors. The course can be taken multiple times for credit for different areas of interest (up to 3 credits).

- As PIDP 3401 is repeatable for credit, there were concerns about listing the same course name on the transcript multiple times without any indication of different course content. There was also a discussion about evaluation, which includes both student self-assessment and evaluation by the

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

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

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

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

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

iv) Program Update: Heavy Mechanical Technology Diploma

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

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

- B. Frith presented the proposal to restructure the program from over 50 to 18 courses, delivered over four terms. In addition to consolidating courses, some content around new industry trends, such as alternative fuels and electrification, was incorporated. The plan is to seek program recognition from Applied Science Technologists & Technicians of BC (ASTTBC) as Level 1 training. The program name was also updated – "International Cohort" was removed.

- Curriculum Committee had a longer discussion about communication skills and how they are embedded throughout the program.

v) Program Update: Health Care Assistant

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

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

- L. Beveridge presented proposed revisions to the Health Care Assistant Certificate, bringing the program in alignment with the updated provincial curriculum. The evaluation and grading plan sections were updated to support the department's blended learning strategy. Some course learning outcomes were adjusted, but program learning outcomes remained the same (only formatting in CourseLeaf was updated).

- The high hours:credits ratio in this program will be reviewed and discussed at a later date.

vi) Minor Curriculum Changes January–May 2023

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

b) Policy Committee

i) Committee Chair Report

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

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

ii) Policy Renumbering and Recategorization Proposal

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

c) Education Quality Committee

i) Annual Program Review Report

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

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

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

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

8. CHAIR REPORT

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

9. STUDENT REPORT

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

10. NEXT MEETING AND ADJOURNMENT

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

APPROVED AT THE SEPTEMBER 12, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Dennis Innes	Shirley Lew
Ali Oliver	Heidi Parisotto	Todd Rowlatt
Andy Sellwood	Janita Schappert	
Belinda Kaplan	Louise Dannhauer	
Regrets		
Dave McMullen	Emmy Cheung	Vivian Munroe
Derek Sproston	Sonal Singh	
Guests		
Aastrid Evensen	Jennifer Gossen	Marnie Findlater
Amber Ariss	Jo-Ellen Zakoor	Stefan Nielsen
Dave Stevenson	John Demeulemeester	Tannis Morgan
David Kirk	Kelly Wightman	Taryn Thomson
Emily Simpson	Lucy Griffith	Willy Aroca Aguirre
Feras Ghesen	Marcia Tanaka	
Herbie Atwal	Mark Chiarello	
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəẏ̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓əta?ɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

- D. Kirk, new Dean of Curriculum & Pedagogy, was welcomed.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the September 12, 2023 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the June 13, 2023 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Academic Plan

- The three-year Academic Plan is generally presented to Education Council each year for a recommendation to the Board of Governors. During the upcoming year, the Academic Plan structure will be reviewed and redeveloped in a consultative process. David Wells, Vice President Academic and Research, provided a high-level overview of this dialogue process. As this is a transitional year, no three-year Academic Plan will be presented for approval in 2023.

b) Affiliation Agreements Update

- This item was brought back for discussion following conversations in the spring. Previously, some educational agreements were identified as not being aligned with College approval processes.

- N. Mandryk outlined the different types of educational agreements according to VCC policy C.3.10 Educational Affiliations. The policy outlines governance oversight and approval processes, in alignment with the powers of Education Council and the Board of Governors under the College & Institute Act.

- D. Wells and D. Innes provided an update. A process is underway to compile and review existing agreements. There was a discussion about the status of a particular agreement with a private institution, as well as more generally about all agreements that were put in place without going through the governance process. Work is underway to update some of these agreements. N. Mandryk will follow up with D. Wells and D. Innes regarding timelines around bringing existing agreements through governance.

c) Math Admission Requirements Equivalencies

MOTION: THAT Education Council approve the math equivalencies table for admissions requirements and delegate approval of minor changes and updates to the Registrar.

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

- H. Atwal presented the math admission requirements equivalencies table, which outlines different ways for students to meet math requirements. The table was developed in consultation with various affected departments and the Assessment Centre. The purpose is to provide one single public-facing "source of truth" to create consistency and transparency, as well as streamline how requirements are listed in curriculum documentation. A similar table for English language requirements is already in place.

- The motion for approval was amended to delegate authority for approval of minor changes and updates to the Registrar.

d) Education Council Meeting Schedule 2024

MOTION: THAT Education Council approve the Education Council and Standing Committees meeting schedule for 2024.

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

e) Education Council Elections

- N. Mandryk announced upcoming elections for five faculty, four student and two staff seats on Education Council, as well as a by-election for the vacant Student Success faculty seat. Elections to the Board of Governors are taking place at the same time. Election rules changed this year to remove the distinction between campuses for student seats. Election timeline: nomination period from September 18 to 29; campaign period from October 3 to 6; voting from October 11 to 17. Results will be announced by October 20.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Final Program Approval: Marketing Technology Diploma

MOTION: THAT Education Council provide final approval for the Marketing Technology Diploma program, removing the provisionally approved status.

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

- T. Rowlatt presented the proposal to remove the provisionally approved status from the Marketing Technology Diploma. The program launched in tandem with the Accounting Diploma, and the first cohorts graduated in May 2023. Larger revisions are planned for the Accounting Diploma, and the Provisional Approval of New Programs Committee will remain in place through the curriculum development process for this program.

- The department noted challenges recruiting Indigenous entrepreneurs to teach the Indigenous Business in Canada course. The department head has reached out to the Dean, Indigenous Initiatives, for support.

ii) Course Update: MTSK 0877 Mathematics Skills 11

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the course MTSK 0877 Mathematics Skills 11.

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

- T. Rowlatt presented updates to course MTSK 0877, mostly to populate missing information in the course outline. This self-paced math course is intended for students who have completed Math 11 but need to refresh some skills before taking Pre-calculus 12. Curriculum Committee requested minor edits, which were completed.

iii) Program Update: Trades Program Updates: 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

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to five program content guides in CAD & BIM Technologies; 23 revised courses; and 37 new course outlines.

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

- K. Wightman presented the proposal to restructure multiple credentials in the CAD & BIM Technologies area following program renewal. This first step in a multi-year project focused on aligning hours and credits with VCC policy, moving to a standard term structure, and consolidating short courses to simplify sequencing. Minor updates were made to courses, but learning outcomes essentially remained the same. Edits requested by Curriculum Committee, including changes to course names, were completed.

iv) Program Update: Hospitality Management Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Hospitality Management Diploma program.

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

- W. Aroca Aguirre presented the proposal to remove the math requirement, as Math 11 did not prepare students for the type of mathematics skills required in the industry. Instead, more relevant mathematics content was added to courses in the program. Curriculum Committee discussed concerns

around potential impacts on student success. The department will monitor student outcomes and make adjustments if necessary.

v) Program Update: Bachelor of Hospitality Management

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Bachelor of Hospitality Management program, including 12 revised courses and 8 new courses, and recommend the Board of Governors implement the significantly revised program.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- W. Aroca Aguirre presented significant program revisions to the Bachelor of Hospitality Management. The department worked on the curriculum during an intensive "curriculum design sprint" and incorporated recommendations from the program renewal. New content was added relating to global tourism, human resources, business law, entrepreneurship, event management and capital and asset management.

- Curriculum Committee made two key recommendations: connecting with D. Kirk and C. Little around Indigenization and decolonization; and reviewing the research methods and capstone courses to distribute content more evenly. The department is working on both recommendations and may bring further course changes through governance at a later time.

vi) New American Sign Language Foundations for DHH Courses: DHHE 0611, 0612, 0613

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, three new courses: DHHE 0611 ASL Foundations for DHH 1, DHHE 0612 ASL Foundations for DHH 2, and DHHE 0613 ASL Foundations for DHH 3.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- A. Evensen presented three new American Sign Language (ASL) Foundations courses for Deaf and hard of hearing students. The courses build on each other, and students are placed according to their existing ASL skills.

- Curriculum Committee requested only minor edits to course names and pre-requisites; these changes were completed.

vii) Program Update & New Program: Deaf and Hard of Hearing Essential Employment Certificate (EESC) & New Deaf and Hard of Hearing Employment Skills Advantage Short Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Deaf and Hard of Hearing Essential Employment Skills Certificate (EESC) program content guide, including a program name change, the program content guide for the new Deaf and Hard of Hearing Employment Skills Advantage Short Certificate, and 14 new courses; and recommend the Board of Governors approve the new credential and the implementation of both programs.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- M. Tanaka presented significant revisions to the 10-month Deaf and Hard of Hearing Essential Employment Certificate (EESC) arising from the program renewal, including a program name change (formerly Job Readiness). The content was updated to align with current work practices. Students with prior work experience or graduates of the previous Job Readiness program (or similar) can choose to complete only the last two months (four courses) and obtain the new Deaf and Hard of Hearing Employment Skills Advantage Short Certificate credential. The short certificate was designed to meet demand for refresher training and support for those already in the workforce.

- Curriculum Committee suggested the department connect with Indigenous Education and Community Engagement around Indigenization and decolonization.

viii) Program Update: Dental Hygiene Diploma

MOTION:	THAT Education Council approve, in the form presented at this meeting, revisions to the Dental Hygiene Diploma program and 24 new course outlines; and recommend the Board of Governors approve the implementation of this significantly revised program.

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

- A. Ariss presented the proposal for significant revisions, incorporating revised Entry-to-Practice Canadian Competencies for Dental Hygienists and aligning the program length, hours, and credits with similar programs. The number of credits was reduced from over 120 to 79. Prior Learning Assessment and Recognition (PLAR) and opportunities for transfer credit were included as part of these revisions.

- The Registrar's Office requested adjustments to progression grades and language around progression, graduation and reinsertion; these changes have been completed.

ix) Program: Automotive Parts and Service Technology

MOTION:	THAT Education Council provisionally approve, in the form presented at this meeting, the new program content guide for the Automotive Parts and Service Technology Diploma program, including 20 new courses; and recommend the Board of Governors approve the credential and program implementation.

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

- F. Ghesen presented the proposal for this new program, which will be the only two-year diploma of its kind in BC (BCIT offers one course, and KPU a one-year program). The first year of the program is mapped to SkilledTradesBC outcomes. Some curriculum adjustments were made based on Curriculum Committee feedback, including offering prior learning assessment and recognition (PLAR) for those with experience in the industry.

- T. Rowlatt added that some course learning outcomes were adjusted based on Curriculum Committee feedback. The committee also encouraged development of more specific and authentic evaluation plans for courses once instructors are hired. There were some concerns around the level of communications, as the program is geared towards international students. The Trades Success Centre can provide some support to students.

- The School requested provisional approval for this program, for which a new department will be established. The Provisional Approval of New Programs Committee provides support during the first run of a program and has the authority to approve minor curriculum adjustments.

b) Policy Committee

i) Edit to Procedures C.1.3 Granting of Credentials

- Education Policy Committee has the authority to approve changes to procedures, provided they do not conflict with policy principles. S. Kay presented an addition to C.1.3 Granting of Credentials procedures related to graduates wearing traditional or ancestral regalia or recognized objects of cultural significance at convocation. The Board of Governors had requested the College embed this current practice in official policy language.

ii) Edit to Procedures D.1.4. Curriculum/Educational/ Institutional Material Created within the College

- The committee approved edits to procedures D.1.4. Curriculum/Educational/ Institutional Material Created within the College. During the policy revision in 2019, oversight of copyright agreements was moved from the Executive Director, Finance and Chief Financial Officer (CFO) to the Dean, Library, Teaching and Learning Services. The committee approved returning authority to the CFO (or delegate), in alignment with the process for royalty agreements in the Purchasing policy. Minor edits were made to language around record-keeping.

c) Education Quality Committee (EQC)

- There were no meetings over the summer. The committee will meet next week and work on next steps identified in EQC's recent Annual Program Review Summary Report to EdCo.

8. CHAIR REPORT

- N. Mandryk reported on the Academic Governance Council's first meeting after a longer hiatus on June 21. The council is made up of EdCo chairs and vice-chairs from institutions across B.C. Topics of interest included micro-credentials, Indigenous representation on Education Councils, and policy writing and review. The next meeting is planned for November.

- The Registrar's Office added online options for the TOEFL and IELTS English tests to VCC's English Language Proficiency page. Previously, VCC accepted only results from the in-person versions of these tests.

- The September 2023 intake for the Medical Transcription and Documentation Editing Certificate was cancelled due to low enrolment. The program was recently significantly revised. Cancellation of the single intake for this program raised questions related to policy C.3.3 Suspension and/or Discontinuance of Programs that warrant further discussion.

- The Board of Governors met on June 28.
  - The Board received the ministry's 2023/24 mandate letter.
  - The only item brought forward from EdCo was the suspension of the ABE Graduation Program and ABE Intermediate Program Certificates. These program content guides were replaced with course content guides to reflect the course-based nature of these offerings.
  - The Board received a VCCFA report, which outlined increased spending on administration at VCC and called for a freeze on faculty lay-offs. The Board noted that these were operational matters. T. Thomson reiterated the VCCFA's position against lay-offs at the Education Council meeting.

9. STUDENT REPORT

- M. Ng reported on the Students' Union's Welcome Days activities. Elections for the SUVCC Board of Directors are underway.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on October 10, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 5:11 p.m.

APPROVED AT THE OCTOBER 10, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
October 10, 2023
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Derek Sproston	Shirley Lew
Andy Sellwood	Heidi Parisotto	Todd Rowlatt
Belinda Kaplan	Janita Schappert	Vivian Munroe
Dave McMullen	Louise Dannhauer	
Regrets		
Ali Oliver	Emmy Cheung	
Dennis Innes	Sonal Singh	
Guests		
Adrian Lipsett	Feras Ghesen	Marnie Findlater
Alicia Copp	Herbie Atwal	Michael Yue
Andrew Dunn	Jennifer Kelly	Rachel Warick
Claire Sauvé	Jo-Ellen Zakoor	Stefan Nielsen
Clay Little	John Demeulemeester	Tannis Morgan
David Kirk	Ling Lo Yan	Taryn Thomson
Dawn Cunningham Hall	Lucy Griffith	Venecia Williams
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- S. Kay acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Sḵwx̱ wú7mesh (Squamish), and səl̓ilw̓ əta?ɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 10, 2023 agenda as presented.

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

4. APPROVE PAST MINUTES

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

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Academic Planning Engagement

- Following the discussion at the last EdCo meeting about the restructuring of the Academic Plan, D. Wells presented a timeline for the engagement process with the College community and external guides/knowledge holders over the next year. The first step will be establishment of a working group.

- The importance of multiple perspectives was emphasized. It was suggested to review results from the recent survey conducted as part of the brand refresh project.

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

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

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

- S. Lew and J. Kelly presented the proposal to suspend the VR/AR Design and Development program, a joint offering with Vancouver Film School (VFS). Students complete foundational courses at VCC, VR/AR courses at VFS, and an extended practicum at VCC. Due to ongoing low enrolment, the dean and department agreed to pursue program suspension in accordance with policy C.3.3 Suspension and/or Discontinuance of Programs. Once approved by the Board, the suspension would be reviewed in two years for a final decision on program cancellation.

- The program will be taught out to current students. VFS was notified of the intent to terminate the Memorandum of Understanding (MOU) before the next intake. The associated affiliation agreement is being reviewed.

c) Approval of New Programs Committee & Process

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

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

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

d) Work-Integrated Learning (WIL) Definitions

- T. Rowlatt, R. Warick and M. Yue presented on Work-Integrated Learning (WIL) at VCC. Following a presentation to Curriculum Committee earlier in the year, a working group was struck to develop definitions for different types of WIL at VCC, based on definitions from Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada). Standardizing definitions provides benefits for data collection, reporting, and funding opportunities, both provincially and nationally.

- Definitions were presented to Education Council for feedback and informal agreement as part of a guiding framework for WIL at VCC, but not for formal approval. T. Rowlatt will work with the Registrar's Office (RO) to align terminology for courses with these definitions.

- Currently, WIL is supported by the Partnership Development Office (PDO), whose work has included surveys, reports, creation of a WIL database, and introduction of the VCC Works platform. Questions were raised around the responsibility for supporting WIL and its growth going forward, and where at

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

e) **IELTS One Skill Retake Test for English Language Proficiency**

- D. McMullen presented a new option for students taking the IELTS test (International English Language Testing System) to demonstrate English language proficiency (ELP) for the purpose of admission to VCC. Students will now have the option to retake one of the four sub-components of the IELTS test to improve their results. This change has been adopted widely by institutions in BC and across Canada.

- N. Mandryk noted that changes around ELP admission requirements have come to EdCo for approval in the past. To simplify the process, EdCo could consider formally delegating authority to the RO to maker minor ELP changes, as was recently done for adjustments to mathematics equivalencies. EdCo would receive regular updates from the RO.

- D. McMullen will provide a summary report on ELP for the next EdCo meeting, and EdCo will consider a motion to delegate authority at that time.

f) **EdCo Elections & New Member Orientation**

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

g) **EdCo Planning Day**

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

h) **EdCo Planning Calendar**

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

i) **Benefits of Program-Level Standardization in Moodle**

- A. Dunn, V. Williams and H. Parisotto presented on standardization of courses in Moodle (VCC's learning management system), following a previous presentation to Education Quality Committee. Standardization is part of a larger discussion around online course quality. Benefits of a consistent approach include accessibility/Universal Design for Learning (UDL), reduced cognitive load for students, and efficiency.

- A standard template was developed and is now the default for any new Moodle shell. The template can be customized according to program needs. However, importing previous course information overrides the template, and departments are not required to use the standard Moodle shell. The CTLR offers additional resources to support online course quality, such as checklists and 1:1 consultations.

- There was a discussion about delivery modes and the role of Moodle depending on the type of delivery.

j) **Concept Paper: Clean Energy Technology Diploma**

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

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

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Certified Dental Assisting Certificate

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

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

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

b) Policy Committee

i) D.3.11 Transfer Credit

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

c) Education Quality Committee (EQC)

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

8. RESEARCH UPDATE

- Alicia Copp reported on VCC's [Research Data Management Strategy](#), a requirement for institutions receiving Tri-Council funding.

- The Teaching, Learning & Research symposium is planned for February 29 & March 1, 2024, and will again include a student showcase.

- The Research Ethics Board (REB) annual report will be published online next week. A new REB Chair will be elected in November to replace interim Chair A. Copp.

- The Library has several licenses for envivo.io, software that can be used to analyze qualitative research data.

- VCC's Research Fund is still accepting proposals; there is $2,500 in remaining funds.

- VCC's online [Institutional Repository (IR)](#) is accepting submissions.

9. CHAIR REPORT

- N. Mandryk reported on an update on the Enrolment Plan process proposed by Institutional Research and the Registrar's Office. The proposal is to remove projected full-time equivalent (FTE) numbers and solely report projected registrations. Actual FTE numbers from the previous fiscal year would continue to be reported. The rationale is to simplify and streamline the reporting process. Registrations are the authoritative measure used in enrolment planning, and FTE calculations are not standardized between programs or registrations. Reporting projected FTEs is not a standard practice among other post-secondary institutions. There were some questions about the impact of this change on comparisons with previous years, and identification of discrepancies. More information will be provided at the next meeting, and the plan is to set up an educational session on enrolment planning for EdCo members in the new year.

- At the Board of Governors meeting, N. Mandryk reported on the Academic Governance Council session in June. At both meetings, Indigenous representation on Education Councils was discussed. N. Mandryk proposed resuming this conversation for VCC's EdCo.

- The Board of Governors approved a domestic tuition increase of 2%. International tuition will be increased by 3%; one-third of this increase will be used specifically to fund support for international students.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

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

APPROVED AT THE NOVEMBER 14, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Lisa Beveridge
Sarah Kay (Vice-Chair)	Dennis Innes	Louise Dannhauer
Belinda Kaplan	Derek Sproston	Marcus Ng
Brianna Higgins	Emily Simpson	Shirley Lew
Dana Valeria Rodriguez	Heidi Parisotto	Todd Rowlatt
Arellano	Jessica Ligeralde	Vivian Munroe
Dave McMullen	Kseniia Osipova	

Regrets		
Simranjot Kaur		

Guests		
Claire Sauvé	Jeremy White	Lucy Griffith
Clay Little	Jo-Ellen Zakoor	Mark Chiarello
David Kirk	John Demeulemeester	Marnie Findlater
Dawn Cunningham Hall	Julia Slade	Nuala Rochfort
Herbie Atwal	Julie Gilbert	Rebeccah Bennett
Janet Latter	Ken McMorris	Stefan Nielsen
Jennifer Gossen	Les Apouchtine	Willy Aroca Aguirre

Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

▪ The meeting was called to order at 3:31 pm.

2. ACKNOWLEDGEMENT

▪ B. Kaplan acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəỷəm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ətaʔɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 14, 2023 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the October 10, 2023 minutes as presented.

Moved by M. Ng, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

▪ There were none.

6. BUSINESS ARISING

a) EdCo Elections & Welcome to New Members

- Following the recent elections, new EdCo members were welcomed: S. Kaur, D. Rodriguez Arellano, J. Ligeralde (student representatives); B. Higgins, E. Simpson, L. Beveridge (faculty representatives); and K. Osipova (staff representative). V. Pardalis Munroe, M. Ng, L. Dannhauer, T. Rowlatt and N. Mandryk were re-elected.

- Departing members were thanked for their service on EdCo and its standing committees: A. Oliver (staff representative); A. Sellwood and J. Schappert (faculty representatives); and G. Sarnoh, S. Singh, and E. Cheung (student representatives).

b) Enrolment Plan Update

- Following the announcement of updates to the Enrolment Plan at the last meeting, J. Latter attended the meeting to respond to questions. The proposal from the Registrar's Office and Institutional Research is to remove projected full-time equivalent (FTE) student numbers and solely report projected registrations. Actual FTE numbers from the previous fiscal year would continue to be reported.

- The rationale is to simplify and streamline the reporting process. Registrations are the authoritative measure used in enrolment planning, and FTE calculations are not standardized between programs or registrations.

- There were questions about the impact of this change on comparisons with previous years. For example, if a program's structure/number of courses was significantly revised, the number of registrations would automatically deviate from previous years, making comparisons more difficult. Notes could be added to the Enrolment Plan document to explain changes based on program revisions. However, it is not feasible to provide FTE calculations for only a select number of programs. Discussions about the approach for next year's plan will continue.

- Education Council reviews Enrolment Plan drafts each year in February and March and makes a recommendation on approval to the Board of Governors at the end of March. An educational session for Education Council members around enrolment planning will be held in the new year.

c) English Language Proficiency (ELP) Requirements - Report

- D. McMullen shared a report on various English language assessment tools and related student achievement as measured by grade point average (GPA). The motivation for the report is the addition of new tools, such as Duolingo, prompted by the pandemic. VCC has also recently begun using Accuplacer, and not enough information was available to warrant including Accuplacer in the report at this time. The purpose of the report was to provide confidence around established test scores.

- Data encompassed about a 4-year time span; data was not separated by year, which would have been challenging due to a lack of standard terms. Data includes both international and domestic students. The report does not distinguish between the ELP level or grade students had to meet to be admitted to their program. The use of TOEFL (Test of English as a Foreign Language) has declined, though it is still an accepted assessment tool.

- Members discussed experiences with discrepancies between students' English language skills in the classroom and their test scores. Re-assessing students at the start of a program was discussed as an option to identify students who require more language support. The College is working on a plan to add more EAL (English as an Additional Language) faculty.

- Discussions about this topic will continue. It was suggested to share this report more widely, for example, at Leaders' Forum, and provide updates to Education Council on a regular basis.

d) Updates to English Language Proficiency Page

> **MOTION:** THAT Education Council delegate approval of minor changes and updates to the English language proficiency page to the Registrar.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- D. McMullen presented the proposal, which mirrors a previous decision by EdCo to delegate minor changes to the math equivalency page to the Registrar. The goal is to enable the Registrar's Office to update the English language proficiency (ELP) page in a timely manner, without requiring EdCo approval for minor edits. EdCo will be consulted to confirm whether a change is considered minor.

e) Affiliation Agreements Update

- This item was brought back for discussion following conversations earlier in the year. Several educational agreements were identified as not being aligned with approval processes.

- D. Wells spoke to the item in reference to policies C.3.10 Educational Affiliations and C.3.5 Education Service Contract. Some issues to address will be capturing definitions for all types of agreements, as well as accurately categorizing agreements, since approval pathways depend on the agreement type. Policy will need to be reviewed, including around managing agreement expiry and renewal. A standardized template will be developed. One consideration will be differentiating between agreements in which VCC is the receiving institution (of transfer students), as opposed to the sending institution. Review of affiliation agreements could also be tied in with program renewal.

- There were questions about the process and timeline for the review of existing agreements and bringing them in compliance with governance processes. The discussion will continue at a later date.

  D. Wells left the meeting at 4:30 p.m.

f) Election: Interim EdCo Executive Committee Member

- D. McMullen conducted the election of an interim EdCo Executive Committee member (November–December 2023), since A. Sellwood's EdCo term ended.

  N. Mandryk nominated T. Rowlatt. Nomination accepted.

  Second and third call for nominations: there were none.

  By acclamation, T. Rowlatt was announced interim Executive Committee member of Education Council.

g) EdCo Planning Day

- Education Council Planning Day will be held on December 1. Following the morning session for EdCo members, Curriculum Committee and Education Policy Committee will hold a joint session on trauma-informed practice. The session will be facilitated by N. Johnson and I. Gianvito from Sheridan College, authors of the Cultivating Trauma-Informed Spaces in Education: Promising Practices Manual. EdCo and Education Quality Committee members will be invited to attend.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Course Updates: CCED 0605 & 0606 & New Course: CCED 0607

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to CCED 0605 and CCED 0606, and new course CCED 0607.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- N. Rochfort presented the proposal. Following program renewal in the Community and Career Education (CACE) department, two new courses were created (CCED 0605 and 0606). To align with the standard term structure, hours in both courses were adjusted, and the new capstone course CCED

0607 created. Adjustments to learning outcomes across the three courses were requested by Curriculum Committee and completed.

ii) Program Updates: Renal Dialysis Technician Short Certificate & Medical Device Reprocessing Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Medical Device Reprocessing Technician Certificate and the Renal Dialysis Technician Short Certificate programs.

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

- T. Rowlatt presented proposed updates to admission requirements in these two programs. COVID-19 was added to the list of immunizations, and English language proficiency requirements were aligned with the standard format. Curriculum Committee discussed immunization requirements. While VCC does not require immunizations, practicum placement sites for these two programs do, and students cannot complete the programs without the practicum.

iii) Program Update: Accounting Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Accounting Diploma program, two revised and five new courses outlines, and removing the provisionally approved status of the program.

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

- J. White presented proposed revisions to the Accounting Diploma. The program focus is shifting from preparation for a pathway towards Chartered Professional Accountant (CPA) designation towards preparing students to enter entry-level employment. This change was based on experiences with the first two cohorts. However, the program will still include required courses students can transfer into a degree, after which they can pursue CPA designation.

- T. Rowlatt explained that the program was originally provisionally approved, meaning that and ad hoc committee was formed to provide guidance during the first run of the program as well as approve minor curriculum adjustments. The committee is recommending removal of the provisional status. J. White and the department were commended on their work.

iv) Program Update: Medical Office Assistant Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Medical Office Assistant Certificate program, four revised and six new course outlines.

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

- J. Slade presented proposed revisions to the Medical Office Assistant Certificate, following program renewal. The curriculum was brought up-to-date and aligned with actual teaching practice. The program duration of six months remained unchanged.

- Changes requested by Curriculum Committee were completed, including expanding the purpose section and revising language around accommodations.

v) Program Update: Legal Administrative Assistant Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Legal Administrative Assistant Certificate program, one revised and nine new course outlines, and recommend the Board of Governors approve the implementation of this significantly revised program.

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

- J. Slade presented the proposal for the redesign of the long-standing Legal Administrative Assistant Certificate, following program renewal. Based on student and instructor feedback around the intensity

of the program, the duration was extended from five to six months and a practicum preparedness course added. The program is still shorter than similar offerings at other institutions. Additional changes were made to bring the curriculum up-to-date and align it with actual teaching practice. Curriculum Committee feedback was incorporated.

- Since the program was substantially revised, VCC will seek a tuition reset. Tuition changes need to be approved by the ministry and the Board of Governors.

vi) New Program: UI/UX Design Diploma

MOTION:	THAT Education Council approve, in the form presented at this meeting, the new program content guide for the UI/UX Design Diploma and eight revised course outlines, and recommend the Board of Governors approve the credential and implementation of the program.
Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)	

- T. Rowlatt presented the proposal on behalf of S. Albert. The new UI/UX Design Diploma will prepare students for in-demand careers in user interface and user experience (UI/UX). Students will take foundational courses shared with the existing Graphic Design Diploma program before moving on to UI/UX content.

- The original program proposal developed a few years ago included a range of electives, which would have been challenging to operationalize. The current proposal is for a more stream-lined cohort-based model. Since new courses were approved at the time of the original proposal, only a small number of courses was included in the current proposal.

- In consultation with the Registrar's Office, the advanced entry pathway was removed. However, students will be able to complete up to 65% of credits through prior learning assessment and recognition (PLAR) and transfer credit. The department will consult with D. Kirk and C. Little on Indigenous research approaches for the research and design course.

b) Policy Committee

i) D.3.11 Transfer Credit

MOTION:	THAT Education Council approve, in the form presented at this meeting, the revised D.3.11 Transfer Credit policy and procedures, and forward them to the Board of Governors for joint approval.
Moved by S. Kay, Seconded & CARRIED (Unanimously)	

- S. Kay presented revisions to D.3.11 Transfer Credit policy and procedures following a scheduled review. Revisions focused on clarifying language and definitions, as well as clearly outlining the transfer credit process and documentation requirements for students. A College-wide standard deadline for transfer credit was established, with some discretion for departments. The residency requirement (percentage of credits students need to complete at VCC to qualify for a VCC credential) was increased from 25% to 35%, matching the requirement in the revised Granting of Credentials policy. New principle #3 was added, explicitly delegating authority from Education Council and the Board of Governors to the Registrar's Office for evaluation of transfer credit requests that do not fall under policy C.3.10 Educational Affiliations.

- The policy went through the College feedback process; no substantive feedback was received. Following the November 1 Education Policy Committee meeting, a definition of syllabus was added, and the definitions of course outline and program content guide updated to align with policy C.3.14 Curriculum Development and approval (under review).

- Following Education Council approval, the policy will move forward to Governance Committee and the Board of Governors for joint approval.

c) Education Quality Committee (EQC)

i) Annual Program Review 2023

- T. Rowlatt reported that Annual Program Review (APR) information was sent to department leaders earlier in the month. The committee will review reports in the new year to identify key themes.

8. CHAIR REPORT

- N. Mandryk reported that J. Shin will provide a written update on Strategic Innovation Plan (SIP) objectives to EdCo later this month, followed by a Q&A session at the December EdCo meeting.

- The Academic Governance Council met on November 6 at BCIT's Burnaby campus and remotely. The council is made up of EdCo chairs and vice-chairs from institutions across B.C. Representatives shared institutional reports highlighting major change initiatives, governance updates, and areas of EdCo interest or development. Topics of discussion included the role of the registrar in academic governance, policy review and development processes, micro-credentials, generative AI and academic integrity, and strategies for establishing dedicated Indigenous member seats on education councils.

9. STUDENT REPORT

- M. Ng reported on SUVCC activities, including an immunization clinic and Diwali celebrations. Students' concerns were raised about limited cafeteria opening hours at both campuses.

10. NEXT MEETING AND ADJOURNMENT

- Education Council Planning Day will take place on December 1 (9:00 a.m. –12 noon), followed by lunch and Education Policy Committee and Curriculum Committee planning sessions (1:00–3:00 p.m.).
- The next regular Education Council meeting will take place on December 12, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 5:15 p.m.

APPROVED AT THE DECEMBER 12, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
December 12, 2023
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	Dennis Innes	Louise Dannhauer
Sarah Kay (Vice-Chair)	Emily Simpson	Marcus Ng
Brianna Higgins	Heidi Parisotto	Shirley Lew
Dana Valeria Rodriguez Arellano	Kseniia Osipova	Todd Rowlatt
David Wells	Lisa Beveridge	Vivian Munroe
Regrets		
Belinda Kaplan	Derek Sproston	Simranjot Kaur
Dave McMullen	Jessica Ligeralde	
Guests		
Adrian Lipsett	Jane Shin	Nigel Scott
Carmen Kimoto	Jo-Ellen Zakoor	Radhika Kumar
Claire Sauvé	Kelly Wightman	Shantel Ivits
David Kirk	Les Apouchtine	Sid Khullar
Dawn Cunningham Hall	Marnie Findlater	Stefan Nielsen
Elmer Wansink	Nicole Degagne	
Recording Secretary		
Darija Rabadzija		

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- B. Higgins acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ətaʔɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the December 12, 2023 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the November 14, 2023 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING (PART 1)

a) EdCo Planning Day Debrief

▪ N. Mandryk reported on the annual EdCo Planning Day held on December 1. The first session revolved around Indigenous representation on Education Council and was attended by J. Williams, Dean of Indigenous Initiatives; C. Little, Associate Director of Indigenous Education and Community Engagement; and Elder John Sam. D. Kirk, Dean of Curriculum & Pedagogy, was consulted before the session. Following these conversations, a proposal for Indigenous representation on EdCo will be put forward at this meeting (agenda item 6b).

▪ The second session on the Private Training Institutions Branch (PTIB) program evaluation process aimed at providing background to EdCo members on evaluation of program quality at private institutions, in the context of ongoing discussions about VCC's affiliation agreements.

▪ S. Kay and T. Rowlatt reported on the joint planning session for Curriculum and Education Policy Committees. N. Johnson and I. Gianvito from Sheridan College, authors of the Cultivating Trauma-Informed Spaces in Education: Promising Practices Manual, presented on trauma-informed education. The committees will debrief the session at their next meetings.

b) Indigenous Representation on Education Council

MOTION: THAT, in accordance with section 15(2) of the College and Institute Act, Education Council approve, and forward to the president for joint approval, the expansion of the voting membership of Vancouver Community College's Education Council to twenty-one (21), to include one additional seat designated for an Indigenous educational administrator.

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

▪ Indigenous representation on Education Council was discussed at previous EdCo meetings and at the December 1 planning session. N. Mandryk outlined different options to include non-voting or voting Indigenous representatives on Education Council under the College & Institute Act.

▪ During the planning day discussion, members supported adding both a voting and a non-voting member, for additional support.

▪ The College and Institute Act provides two avenues to add voting members:

   o Section 15 (3): adding a member for one year

   o Section 15 (2): adding a member for more than one year, as long as the ratio of faculty members, students, educational administrators, and support staff remains the same

▪ Both avenues have been utilized by other institutions in BC. Terms under either option are renewable. Adding an additional seat changes the ratio of constituency groups, but only minimally. At least two other BC institutions have added a seat under section 15(2).

▪ EdCo members agreed to add one voting seat for an Indigenous educational administrator under section 15 (2). This change also requires approval by VCC's president and CEO. Once approved, the administrator will be appointed by the president.

▪ The next step will be to add a non-voting Indigenous representative in consultation with Indigenous Education and Community Engagement (IECE). Ways to create an elected seat for an Indigenous faculty, student, or staff member will also be explored in consultation with IECE, in view of considerations around eligibility to stand for election and vote.

7. **COMMITTEE REPORTS (PART 1)**

a) **Curriculum Committee**

i) **New Course Content Guide: Academic Upgrading Pre-Grade 10 Skills**

<div style="background-color:#dce8c4">

MOTION: THAT Education Council approve, in the form presented at this meeting, the new Course Content Guide for Academic Upgrading Pre-Grade 10 Skills.

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

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- T. Rowlatt presented the proposal for the Course Content Guide (CCG) for Academic Upgrading Pre-Grade 10 Skills. CCGs provide a way to group courses and present them on the website in a way that is more accessible and appealing to potential students.

ii) **Program Update: Occupational/Physical Therapist Assistant Diploma**

<div style="background-color:#dce8c4">

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised admission requirements for the Occupational/Physical Therapist Assistant Diploma program.

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

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- C. Kimoto presented proposed changes to admission requirements to align with similar programs in BC and Canada and reduce unnecessary barriers for students. Curriculum Committee inquired about potential negative impacts of lowered requirements on student success. The department will monitor student outcomes but had no concerns about the changes.

- There was a discussion about removing the requirement to attend an information session. This change was made to reduce barriers and streamline admissions processes. Information sessions will continue to be held regularly, and students are strongly encouraged to attend. In addition, videos about the program will be added to the website. There is a robust new student orientation in the first week of the program to make students aware of available support services at VCC.

iii) **Program Update: Health Unit Coordinator Certificate**

<div style="background-color:#dce8c4">

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised admission requirements for the Health Unit Coordinator Certificate program and six revised course outlines.

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

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- R. Kumar presented proposed changes to admission requirements to align with similar programs in BC and Canada and reduce barriers for students. The minimum keyboarding speed of 30 words per minutes was removed, and attending a program information session is strongly recommended but no longer required. In addition, minor revisions were made to hours in six courses to better fit the scheduling requirements of the program.

- Curriculum Committee discussed the touch-typing skills required for student success. Students will have the length of the entire program to build up to the industry standard of 40 gross words per minute. The department will monitor student outcomes but had no concerns about removing the admission requirement, based on their experience.

iv) **Program Updates: Health Care Assistant Certificate & Health Care Assistant Diploma (International Cohort)**

<div style="background-color:#dce8c4">

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Health Care Assistant (HCA) Certificate and the Health Care Assistant Diploma (International Cohort) programs.

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

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- L. Beveridge presented proposed changes to admission requirements to align with updated guidelines from the regulatory body for health care assistants, the BC Care Aide Registry. Grade 10 completion is

now required for the certificate, instead of only English 10. The diploma program for international students already required Grade 12 completion. There are now also two distinct pathways to demonstrate English Language Proficiency.

- At the EdCo meeting, L. Beveridge also proposed moving course HRCA 1163 Impacts of Colonization on the Health and Wellbeing of Indigenous People (along with HRCA 1192) from Term 1 to Term 2 in the international diploma program. Students have found it challenging to fully engage in these intense courses, as there are no opportunities to apply their learning into practice during the introductory term, and many students are still adjusting to life in Canada. The proposal is to move these two courses to Term 2 and swap in a lighter course (HRCA 1183) in Term 1. The department would like to trial this change for May 2024 without formally changing the program content guide at this time. There were no concerns about this approach. The Registrar's Office and the Curriculum Committee Chair will work with the department after the meeting.

v) Program Updates: 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

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guides for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma, the Mechanical Drafting Technician Certificate, the Civil/Structural Technician Certificate, the Architectural Technician Certificate, and the Steel Construction Modelling Technician Certificate, and six new course outlines.

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

- T. Rowlatt proposed additional changes following the recent program renewal and restructuring. International students must take full-time studies (minimum 9 credits) in every term (except for the last term). Term 3 of the diploma program did not meet this minimum, which would have prevented international students from taking the program. To resolve this issue, three courses were split into six new courses, and credits were moved from Term 2 to Term 3. Learning outcomes, assessments and content remained the same.

vi) New Program: Cybersecurity Governance, Risk and Post-Degree Diploma

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the new Cybersecurity Governance, Risk and Compliance Post-Degree Diploma program content guide and 17 new course outlines, and recommend the Board of Governors approve the credential and program implementation.

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

- S. Khullar presented the proposal for this new program, which was developed in consultation with industry experts and is unique in Western Canada. Graduates will be prepared for in-demand careers in cybersecurity governance, risk and compliance (GRC). The curriculum also includes project management, technical and business writing, and a capstone project, which students can use as a portfolio.

- T. Rowlatt added that Curriculum Committee commended the program design and requested only minor adjustments, which were completed. Provisional approval is sought for this program since a new department will be established.

8. BUSINESS ARISING (CONTINUED)

a) Strategic Innovation Plan (SIP) Update

- J. Shin responded to questions about the Strategic Innovation Plan (SIP) Update, which was shared with EdCo members before the meeting.

- There were questions about justice, equity, diversity, and inclusion (JEDI); rather than developing a standalone policy, statements on JEDI and Indigenization and decolonization were embedded in VCC's Policy Development and Management policy (101).

- E. Wansink responded to questions about business intelligence and data lake, web time entry, and desktop as a service (DAAS). There was a request for more training and support for department heads to broaden their expertise and skill level in using data available in Power BI.

- N. Scott reported that, in alignment with the Accessible BC Act, VCC has developed an Accessibility Plan, established an Accessibility Committee and created an online feedback mechanism to report accessibility barriers. The Accessibility Plan outlines action items, such as updating related policy.

- D. Wells spoke to initiatives in the academic area, including prior learning assessment and recognition (PLAR), and new roles in the Centre for Teaching, Learning & Research to support Indigenization, JEDI, and accessibility.

- The Partnership Development Office (PDO) has created an inventory of VCC's access and community programs to tell the story of VCC's work in this space.

- In the new year, J. Shin will return to EdCo to present the next annual SIP update. Senior Team is planning a process to re-engage with departments around the SIP as the plan moves into its third year.

9. COMMITTEE REPORTS (CONTINUED)

a) Curriculum Committee (continued)

vii) Curriculum Approval Timeframe 2024

- The document outlining governance approval timelines was included in the meeting package.

viii) myVCC Curriculum Development Page

- T. Rowlatt reported that a new [myVCC page](#) was created to house resources and information related to curriculum development and approval at VCC.

b) Policy Committee

- S. Kay reported that the new policy webpage was launched, which will make policies more accessible. Policies were renumbered and recategorized, and the page includes related forms and a glossary of terms. N. Degagne was commended for her work. Existing links to policies will remain active and will gradually be updated to link to the new page.

c) Education Quality Committee (EQC)

- T. Rowlatt reported that the committee is working on guidelines for Curriculum Development (CD) Funds for 2024/25, which will be adjudicated in March. At its last meeting, the committee discussed a paper on quality assurance offices and approaches to program review and renewal.

10. ELECTIONS

a) Education Council Chair

- L. Apouchtine conducted the elections on behalf of D. McMullen.

  H. Parisotto nominated N. Mandryk. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, N. Mandryk was announced Chair of Education Council.

b) Education Council Vice-Chair

- M. Ng nominated S. Kay. Nomination accepted.
  Second and third call for nominations: There were none.

By acclamation, S. Kay was announced Vice-Chair of Education Council.

c) Two Executive Committee Members

- N. Mandryk nominated T. Rowlatt. Nomination accepted.
  T. Rowlatt nominated L. Dannhauer. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, T. Rowlatt and L. Dannhauer were announced Executive Committee Members of Education Council.

d) Curriculum Committee Chair

- B. Higgins nominated T. Rowlatt. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, T. Rowlatt was announced Chair of Curriculum Committee.

e) Education Policy Committee

- E. Simpson nominated S. Kay. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, S. Kay was announced Chair of Education Policy Committee.

f) Education Quality Committee

- E. Simpson nominated T. Rowlatt. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, T. Rowlatt was announced Chair of Education Quality Committee.

11. CHAIR REPORT

- N. Mandryk reported that the Board of Governors approved the new Automotive Parts and Service Technology Diploma and suspension of the VR/AR Design and Development Diploma program.

12. STUDENT REPORT

- M. Ng reported on SUVCC's participation in 16 Days of Activism Against Gender-based Violence, as well as holiday activities at both campuses.

13. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 16, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:26 p.m.

APPROVED AT THE JANUARY 16, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council