



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Emily Simpson	Sarah Kay
Belinda Kaplan	Heidi Parisotto	Shirley Lew
Brianna Higgins	Kseniia Osipova	Todd Rowlatt
Dave McMullen	Lisa Beveridge	Vivian Munroe
David Wells	Louise Dannhauer	
Dennis Innes	Marcus Ng	

Regrets

Dana Valeria Rodriguez Arellano	Derek Sproston
David Kirk	Simranjot Kaur

Guests

Adrian Lipsett	Herbie Atwal	Mari Klassen
Andrea Korens	Janet Chee	Michael Coard
Andy Sellwood	Jennifer Gossen	Nicole Degagne
Beth Beeching	Jennifer Kelly	Reza Nezami
Claire Sauvé	Jo-Ellen Zakoor	Stefan Nielsen
Daniel Lindskog Wilson	Karen Brooke	Susie Findlay
Dawn Cunningham Hall	Kirsten Hagemoen	Tannis Morgan
Heather McMullen	Laurie Vestergaard	Willy Aroca Aguirre

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- E. Simpson acknowledged the College’s location on the traditional unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the September 10, 2024 agenda as amended, with adjusted timing of items 6a) and b).

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the June 11, 2024 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Draft Institutional Guidelines on Generative AI in Teaching and Learning

- T. Morgan and E. Simpson presented VCC's [Draft Institutional Guidelines on Generative AI in Teaching and Learning](#). The guidelines were developed by a VCC working group with broad representation, drawing on guidelines of other institutions such as UBC and KPU. The document aims to guide ethical and effective use of generative AI at VCC within teaching and learning and addresses issues such as academic integrity, security, privacy and copyright, and assessments.
- Efforts to create awareness of these guidelines across the College include presentations at Leaders' Forum and School meetings, outreach to departments, CTLR workshops, and an updated AI page on the CTLR site. Due to rapid changes around AI, the guidelines are intended as a living document.
- There was a discussion about academic integrity and the importance of clear statements on AI use in course syllabi. The CTLR is available to address questions and receive feedback on the guidelines.

b) Memorandum of Understanding with Athabasca University

R. Nezami presented a Memorandum of Understanding (MOU) with Athabasca University, established by VCC's School of Trades, Technology and Design. The goal is to explore transfer options for VCC students in the Computer Systems Technology Diploma program to Athabasca University, and potentially other transfer opportunities. MOUs are presented to EdCo and the Board of Governors for information only. There was a discussion about the format and required clauses for agreements, including MOUs.

c) Concept Paper: Professional Baking & Pastry Arts Diploma

- D. Innes presented the concept paper for this new credential, which is replacing the international Dual Certificate (see item 7ai).

d) Election: Interim Education Policy Committee Chair

- S. Kay took on a new position at VCC and stepped down as Education Policy Committee Chair in August. She was thanked for chairing the committee for the last 2.5 years.
- D. McMullen conducted the election for an interim EPC chair (until December 31, 2024).

N. Mandryk nominated L. Dannhauer. Nomination accepted.

Second and third call for nominations: There were none.

By acclamation, N. L. Dannhauer was announced interim Chair of Education Policy Committee.

e) EdCo Elections

- N. Mandryk announced upcoming elections to fill five faculty and four student seats on EdCo. Details and timelines will be posted on September 16.

f) Program Discontinuance: Teaching Online Certificate

MOTION: THAT Education Council recommends the Board of Governors discontinue the Teaching Online Certificate program effective January 1, 2025

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

- K. Brooke presented the proposal to discontinue the Teaching Online Certificate (TOC), which was suspended in March 2023. The TOC has not attracted sufficient enrolment to make it a viable option for the College to offer as a separate certificate program. However, TOC courses have been popular as electives in the Provincial Instructor Diploma (PIDP). Courses covering the outcomes of the TOC have been added to the Provincial Instructor Diploma program.

- While the procedures for VCC Policy 414 Suspension and/or Discontinuance of Programs specify a two-year timeline for a decision on program discontinuance, EdCo had no concerns about the shorter timeline due to unanimous support from both the dean and department.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Program: Professional Baking & Pastry Arts Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the new Professional Baking & Pastry Arts Diploma program content guide and 16 new course outlines, and recommend the Board of Governors approve the credential and implementation of the new program.

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

- D. Innes, S. Findlay and L. Vestergaard presented the proposal for the Professional Baking & Pastry Arts Diploma, which is designed to replace the international Dual Certificate offering. The proposed new program reflects all three levels of the national 3-year Baker Apprenticeship curriculum and meets SkilledTradesBC (STBC)'s requirements around technical training for bakers.
- The new credential provides a more reliable pathway for international students to access a Post-Graduate Work Permit (PGWP). It also provides an opportunity for international students to take all three levels of technical training and pursue their Red Seal once they have completed required workplace hours. With the Dual Certificate, students only completed Level 1 and had to obtain their Permanent Residency first before they could take Apprenticeship Levels 2 and 3.
- Some concerns were raised about the new credential related to educational quality, fairness, and reputational risk. The department clarified that content in Year 2 of the diploma is significantly leveled up from a certificate and includes in-depth study of theory and science, enabling students to adapt and create new recipes for specific dietary needs. Education Council was satisfied regarding levelling concerns and suggested acknowledging the higher level of some certificate courses by eventually re-numbering them at the 2000-level.
- The diploma is geared towards international students, while domestic students complete an 11-month certificate in either Pastry Arts or Artisan Baking, and would not be able to continue into the diploma. However, in practice, domestic students are mostly interested in entering the workforce after completing a certificate, with the option to continue with apprenticeship training later on. While they do not receive a formal diploma, there are options for domestic students to transfer credits into a bachelor's degree. In addition, STBC has historically not supported funding for diplomas for domestic students that teach all three levels of technical training. While the School will pursue STBC support for a domestic diploma, this funding decision rests with STBC.
- There are other examples of programs where a certificate is offered to domestic students and a diploma to international students, such as the Health Care Assistant programs, so this structure is not unprecedented at VCC.
- Education Council unanimously agreed to support the proposal, and to provide this context for the Board of Governors. VCC will exceptionally and intentionally continue to offer certificate programs in this profession to domestic students, which best responds to their demands and training needs.

ii) Program Update: Sign Language Interpretation Diploma

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

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

- K. Hagemoen presented proposed updates to admission requirements for the Sign Language Interpretation Diploma. The rationale is that applicants often underestimate the demands of

interpreting, which requires a high level of English-language skills, cognitive processing and interpersonal skills. Proposed changes include increasing English language requirements and requiring completion of the CASPer Test, which evaluates situational judgment and is commonly used in health sciences.

- Curriculum Committee discussed the potential impacts of these changes, including on competitiveness of the program. There is very limited competition as there are only three interpreting programs nationally, with VCC being the only one in Western Canada.

iii) Program Update: American Sign Language & Deaf Studies Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the American Sign Language and Deaf Studies Certificate and 10 new course outlines; and recommend the Board of Governors approve the implementation of the significantly revised program.

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

- M. Klassen presented significant curriculum revisions following the recent program renewal. The program was aligned with the standard term structure and the credit policy: the new program is now 31.5 credits (down from 56 credits) and can be taught in two academic terms. To reduce the number of credits, content not required for students who do not wish to apply for the Sign Language Interpretation program was removed. This material will be moved into bridging courses separate from the certificate. A key goal of these changes was to make the program more accessible to different student groups.

iv) New Program: Retail & Service Careers Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the new program content guide for the Retail and Service Careers Certificate and 11 new course outlines, and recommend the Board of Governors approve the credential and implementation of the new program.

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

- B. Beeching presented the proposal for this new CACE (Community and Career Education) program designed for adults with cognitive disabilities. Based on the renewal of the Retail & Hospitality Careers Certificate and a lack of work experience opportunities in the hotel sector during the pandemic, the new program encompasses a broader range of customer service areas, while still including travel and tourism. The program includes two work experiences, followed by a “Bridging to Employment” course to reinforce students’ learning, or to complete a third work experience leading to ongoing employment.
- Education Council discussed opportunities for work experiences in various fields, including in assisted living and long-term care facilities.

v) Program Update: Paralegal Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Paralegal Diploma program content guide and 32 new course outlines, and recommend the Board of Governors approve the implementation of the significantly revised program.

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

- C. Sauv  and J. Chee and presented the proposal. The program was substantially updated and restructured based on recommendations from the recent renewal, in consultation with the BC Paralegal Association and subject matter experts.
- The previous version included four separate certificates and the diploma; the new version of the diploma program includes a foundational certificate as an exit pathway and provides professional development opportunities in the form of specialization awards of achievement (a VCC micro-

credential) for the four main practice areas: Litigation, Real Estate/Conveyancing, Corporate, and Family Law/Estates. This change aligns the program with VCC's credentials policy. Course structures were standardized, and courses can be delivered online, blended, or fully face-to-face.

- The program is designed to be taken part-time, since many students are working. While there is no explicit attendance requirement, each course includes a participation component. The department is monitoring developments around AI that may impact the profession and is considering offering a related elective in the future.

vi) Program Update: Medical Laboratory Assistant Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Medical Laboratory Assistant Certificate program content guide and 11 new course outlines, and recommend the Board of Governors approve the implementation of the significantly revised program.

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

- H. McMullen presented proposed extensive program revisions based on the recent renewal. The most significant change was to extend the program duration from six to eight months, in alignment with VCC's standard term structure. Revisions include updates to the BC Society of Laboratory Sciences (BCSLS) competencies and the Canadian Society of Medical Laboratory Science (CSMLS) competencies. The department's goal is to pursue program accreditation through Accreditation Canada.
- Curriculum Committee requested minor edits to language in the admission requirements and evaluation of student learning sections, which were completed.

vii) Program Update: Pharmacy Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Pharmacy Technician Certificate program content guide.

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

- T. Rowlatt presented proposed updates to program admission requirements, based on recommendations from the accreditation process. These changes align with programs at other institutions and remove barriers for mature students returning to education..

viii) Program Updates: Professional Cook 1 Plus Certificate, Professional Cook 1 Certificate (STBC Youth Cohort), Professional Cook 2 Advanced Certificate, Culinary Arts Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to four program content guides (Professional Cook 1 Plus Certificate, Professional Cook 1 Certificate (STBC Youth Cohort), Professional Cook 2 Advanced Certificate, and Culinary Arts Diploma), 16 revised and 3 new course outlines.

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

- T. Rowlatt presented the proposal. The major change involved adding explicit safety and sanitation requirements to the programs along with providing expanded information around attendance requirements. In addition, the Culinary Arts Diploma course Modern Cuisine is being split into two separate courses: Molecular Cuisine and Chefs Table Gastronomy. The goal is to enable the department to offer these courses to domestic students outside the international Culinary Arts Diploma.

ix) Program Updates: Early Childhood Care and Education Diploma, Early Childhood Care and Education Diploma (International Cohort) & Early Childhood Care and Education Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to 3 program content guides (Early Childhood Care and Education Diploma, Early Childhood Care and Education Diploma (International Cohort) & Early Childhood Care and Education Certificate), 16 revised and 3 new course outlines.

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

- T. Rowlatt reported that the Early Childhood Care and Education programs are moving from Continuing Studies to the School of Arts & Sciences. The Registrar's Office requested changing the subject code from ECCE to ECED, so new course outlines were created. There were no changes to course content. Some edits were made to the program content guides, including to standardize language in the admission requirements and evaluation of student learning sections. A note will be added to the PCGs to clarify that students will receive recognition for completing courses with the previous subject code (ECCE).

x) Program Update: Hospitality Management Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Hospitality Management Diploma including two new courses: HOSP 1365 Principles of Food Production and HOSP 1470 HR Management in Hospitality, and updates to HOSP 2360 Restaurant Operations.

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

- T. Rowlatt presented the proposal to change the level of two courses from second year to first year in the Hospitality Management Diploma, and to renumber them accordingly.

xi) Course Updates: Automotive Service Technician Harmonized Foundation Certificate (AUTO) Courses

MOTION: THAT Education Council approve, in the form presented at this meeting, 11 revised course outlines for the Automotive Service Technician Harmonized Foundation Certificate program.

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

- T. Rowlatt presented revisions to 11 courses, aligning them with the updated SkilledTradesBC program outline for the AST Harmonized Foundation Certificate. There were no changes to credits or hours, and the program content guide remained unchanged.

xii) New Courses: LINC 0623–0628

MOTION: THAT Education Council approve, in the form presented at this meeting, six new courses: LINC 0623 LINC 3 Employment Skills, LINC 0624 LINC 4 Employment Skills, LINC 0625 LINC 5 Employment Skills, LINC 0626 LINC 6 Employment Skills, LINC 0627 LINC 7 Employment Skills, and LINC 0628 LINC 8 Employment Skills.

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

- T. Rowlatt presented the proposal to split two recently approved courses (LINC 0613 LINC 3–5 Employment Skills and LINC 0616 LINC 6–8 Employment Skills) into six new courses, one for each level. This change will make it easier to track student progress and attendance, which is important for LINC student progress reports. There were no changes to content.

xiii) New Course: ACED 0760 Designing Your Life

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course ACED 0760 Designing Your Life.

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

- T. Rowlatt presented the proposal for this new course in College & Career Access (CCA), which applies a design thinking approach to career and life planning.

xiv) New Course: PGMT 1100 PMP/CAPM Test Prep

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course PGMT 1100 PMP/CAPM Test Prep.

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

- T. Rowlatt presented the proposal for new course PGM 1100, which will be part of a new micro-credential: the PMP/CAPM Test Prep Award of Achievement. This offering is designed to prepare students for either the PMP (Project Management Professional) or the CAPM (Certified Associate in Project Management) certification exams. Micro-credentials don't require Education Council approval, and the Award of Achievement was presented for information only.

b) Policy Committee

- N. Mandryk reported that the Curriculum Development and Approval Policy (410) is posted for College feedback until September 25, 2024. There are several related supporting documents, including the Curriculum Delivery Framework and Exemption Request, and flowcharts for different approval pathways. These supporting documents do not require governance approval.

c) Education Quality Committee

i) Program Renewal Report & Action Plan: Visually Impaired

- T. Rowlatt presented the Visually Impaired program renewal report and commended the department for their work. The curriculum is being redesigned, and 22 new courses are coming to Curriculum Committee in September.
- EQC is working on updates to the Annual Program Review template for this year. A working group was formed to review the program and course evaluation process at VCC.
- A Feasibility Working Group will be struck for the Executive Assistant and Medical Transcriptionist Certificate programs, as per policy [Suspension and/or Discontinuance of Programs](#) (414), since the department did not agree with the dean's suspension proposal. The working group will submit a report with recommendations within 3 months.

8. CHAIR REPORT

- N. Mandryk invited members to attend the Fairness in Practice workshop on October 1, delivered specifically for VCC by the BC Ombuds office.
- The Board of Governors approved the new Clean Energy Technology Diploma at its June 2024 meeting.

9. STUDENT REPORT

- M. Ng reported on SUVCC activities during Welcome Week. Elections for the SUVCC Board of Directors are underway.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 8, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:23 p.m.

APPROVED AT THE OCTOBER 8, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council