



ATTENDANCE

Education Council Members

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

Regrets

Dana Valeria Rodriguez Arellano	Emily Simpson	Simranjot Kaur
Derek Sproston	Marcus Ng	

Guests

Adrian Lipsett	Dawn Cunningham Hall	John Demeulemeester
Amber Ariss	Fionna Chong	Lucy Griffith
Andy Sellwood	Herbie Atwal	McKenzie Hutchison
Chelsea Hunter	Jennifer Corbett	Nicole Degagne
Claire Sauvé	Jennifer Kelly	Pervin Fahim

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- L. Dannhauer acknowledged the College’s location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̓ ətaʔt (Tseil-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 8, 2024 agenda as amended. Item 7bi) Curriculum Development and Approval Policy & Procedures (410) was removed.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the September 10, 2024 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- Enquiries were received related to the Education Council elections. An EdCo member’s concerns about security at the Downtown campus were brought to Operations Council.

6. BUSINESS ARISING

a) International Enrolment Update

- D. Wells provided a preliminary update in the context of the most recent [announcements](#) by the federal government related to post-graduate work permit (PGWP) eligibility, which is tied to fields of study linked to occupations in long-term shortage.
- VCC had adjusted its budgeted international enrolment numbers for 2024/25 based on expected lower enrolment. These lower numbers have largely been met for the current year. However, a significant drop in international enrolment is expected for the Spring 2025 term. One challenge of the new PGWP requirements is that federal labour market demands do not align with the labour market in BC or Metro Vancouver.
- International Education will provide another update at the November EdCo meeting.

b) English Language Proficiency Equivalencies – Composition 12

- D. McMullen presented the updated English Language Proficiency (ELP) equivalencies table. Composition 12 has been added, in consultation with subject matter experts, to provide more options for students to demonstrate language proficiency. EdCo previously delegated authority to the Registrar's Office for minor changes and updates to the ELP table.

c) Program Feasibility Working Group: Executive Assistant & Medical Transcriptionist

- T. Rowlatt reported that a Feasibility Working Group was established for the Executive Assistant and Medical Transcriptionist Certificate programs, since the department did not agree with the dean's proposal to suspend the programs. In accordance with the Suspension and/or Discontinuance of Programs policy (414), the working group was formed to explore the current state of the programs, impacts of suspension, and other potential options for these programs.
- The working group will be chaired by T. Rowlatt as Chair of the Education Quality Committee and include broad representation. A final report with recommendations needs to be completed within 3 months (by December 18, 2024), and submitted to employees of the program area, senior leadership, Education Council, CUPE, VCCFA and the SUVCC. Should the dean continue to seek program suspension at that time, the proposal will need to go through Education Council and the Board of Governors for approval.

d) Recommended Characteristics of Students

- T. Rowlatt presented a proposal for changes to the recommended characteristics of students section in program content guides. The proposal was developed by a working group consisting of N. Scott, B. Higgins, D. Cunningham Hall and T. Rowlatt. This PCG section was reviewed from an accessibility and Universal Design for Learning (UDL) lens.
- Changes would see "Recommended Characteristics of Students" be replaced with "Things to Consider," shifting the focus away from personal qualities to key information on the learning environment and common educational tasks, allowing students to make informed decisions and seek support and accommodations as needed.
- The proposal was discussed at Curriculum Committee, and the working group is seeking feedback from Education Council, department leaders, and deans.
- Education Council supported the shift towards greater accessibility for students. It was noted that some licensing/regulatory bodies currently require certain physical characteristics, e.g. for nurses.
- Members emphasized the importance of providing clear and in-depth information about what programs entail so potential students can make informed decisions. Some institutions also include videos on their websites. The working group will consult with the Marketing department in this regard.

- Members inquired whether this PCG section will be required. The current recommended characteristics section is required, but the amount of content varies. Even for programs that are not employment-focused, the new “Things to Consider” section could provide useful information about the learning environment.

e) EdCo Elections & New Member Orientation

- N. Mandryk reported that the nomination period closed on October 4. Voting will take place from October 16–22, and results will be announced by October 25. EdCo members with ending terms were acknowledged and thanked for their contributions to the council.

f) Education Council Meeting Schedule 2025

MOTION: THAT Education Council approves, in the form presented at this meeting, the 2025 Education Council and Standing Committees meeting schedule.

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

g) EdCo Planning Day

- N. Mandryk reported that Education Council Planning Day will be held on November 29, 2024, with a morning session for EdCo members and afternoon sessions for Education Policy and Curriculum Committee. Members were invited to suggest topics.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Name Change: Project Management Post-Degree Diploma

MOTION: THAT Education Council approves, with the change approved at this meeting, the revised program content guide for the Project Management Post-Degree Diploma, and recommends the Board of Governors approve the program name change.

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

- A. Sellwood presented the proposal to change the name of the Business and Management Post Degree Diploma program to Project Management Post-Degree Diploma. The curriculum has been revised over the years to focus more on project management, and the name change will more clearly differentiate this offering from related programs. Curriculum Committee had no concerns and requested only minor adjustments to standardize admission requirements language. The name change requires Board of Governors approval.
- Education Council requested one edit – removing “international” from the purpose statement in the PCG. While the student body is mostly international, domestic students could take the program.

ii) Course Updates & New Courses: LINC

MOTION: THAT Education Council approves, in the form presented at this meeting, revisions to eight LINC course outlines: LINC 0601H to 0608H; and eight new LINC courses: LINC 0601 to 0608.

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

- T. Rowlatt presented the proposal. LINC courses are federally funded and required to use a portfolio-based language assessment model where students must complete 32 assessments related to the four key skills (listening, speaking, reading and writing). The courses have been taught in this model since 2017, and outlines were updated to reflect this practice. The LINC department agreed to Curriculum Committee’s recommendation to remove the specific number of assessments from course evaluation plans; there are ongoing discussions about this requirement, and removing details from evaluation plans provides more flexibility should the requirement change in the future.

- The second part of the proposal was to create new course numbers for these eight courses, as requested by the Registrar’s Office. The new course outlines will have standard numbers (without the “H”), and “Half Time” was removed from the course names.

iii) Courses: Visually Impaired (VOVI)

MOTION: THAT Education Council approves, in the form presented at this meeting, 22 new course outlines in the Visually Impaired department.

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

- J. Corbett presented the proposal for 22 new courses, which were developed based on recommendations from the recent Visually Impaired program renewal. Key changes included splitting 4-month courses into 2-month courses, which supports student success and completion. Students can tailor their learning to their individual goals, and workloads are more manageable in these shorter courses. Previous courses were often adapted from other departments, while the new courses are tailored specifically to the needs of visually impaired students and use of adaptive technology, and provide clearer streams and progression among courses.
- Curriculum Committee commended the department for their course design.

iv) Program Update: Occupational/ Physical Therapist Assistant Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, the revised program content guide for the Occupational/Physical Therapist Assistant Diploma, 4 revised and 15 new course outlines.

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

- T. Rowlatt presented the proposal to restructure the program to align with VCC’s academic schedule. Content and courses were reorganized to better support students, and to explicitly reflect the two different aspects of the program: occupational therapy and physical therapy. In addition, some content was aligned with national standards, particularly around the addition of cultural safety and humility practices into learning outcomes.
- Curriculum Committee discussed adding more details to course evaluation plans. While the department simplified evaluation plans to provide more flexibility for instructors to change their assessments from term to term, students receive syllabi with detailed assessment plans at the beginning of courses.

v) Program Update: Dental Hygiene Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, revisions to the Dental Hygiene Diploma program content guide, and recommends the Board of Governors approve the implementation of the significantly revised program.

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

- A. Ariss and T. Rowlatt presented the proposal for significant revisions to the Dental Hygiene Diploma, including a reduction in credits. These changes were initially approved by Education Council in 2023 for September 2024. However, they were not implemented due to an outstanding ministry decision on VCC’s request for exemption from the Tuition Limit Policy. Since the existing curriculum needed to be updated for September 2024 to align with changed Entry-to-Practice (ETP) Canadian Competencies for Dental Hygienists, an interim curriculum update was approved by EdCo in March 2024.
- The ministry has now approved establishment of a new tuition level, and the substantial revisions are moving forward for September 2025. Tuition and program implementation will be presented to the Board of Governors for final approval in November.

- Members discussed how to manage the application process for September 2025, since the revised program has new admission requirements, including Casper test results. The department is reaching out to applicants to make them aware of these changes.

vi) Program Update: Heavy Mechanical Technology Diploma

- T. Rowlatt reported that adjustments are needed to the international Heavy Mechanical Technology Diploma for its January 2025 intake. The program was restructured from over 50 into 18 courses in 2023 but has not been taught yet. The Registrar’s Office identified that some course hours need to be adjusted for scheduling purposes, including moving some hours between courses. Due to the tight timeline, the proposal is to delegate approval authority for these changes to Curriculum Committee. Education Council had no concerns about this approach.
- D. Wells left the meeting at 4:28 p.m.

vii) Program Update & Final Program Approval: Optician Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, the revised program content guide for the Optician Diploma, and provides final approval for the overall program, removing the provisionally approved status.

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

- T. Rowlatt presented proposed changes to the Optician Diploma admission requirements, most notably to increase the minimum math grade from a C- to a C. The rationale is to ensure students are better prepared for math content in the program. C- is a low grade compared to requirements in other programs, and further adjustments may be required in the future.
- The Optician Diploma program was provisionally approved by Education Council in September 2021 and launched in January 2023. The first cohort has graduated, and almost all graduates passed both National Alliance of Canadian Optician Regulators (NACOR) exams. The program has also earned “accreditation with conditions” status with Accreditation Canada/Equal and is working towards “accredited” status. The Provisional Approval of New Programs Committee recommended final approval of the program to Education Council.

b) Policy Committee

- L. Dannhauer reported that Education Policy Committee reviewed the revised Curriculum Development and Approval policy and procedures (410) at its October meeting. The committee recommended approval of the policy to EdCo. However, based on recent discussions, additional revisions may be required. For this reason, the policy was removed from the EdCo agenda.

c) Education Quality Committee

- T. Rowlatt reported that the committee is finalizing documents for the 2024 Annual Program Reviews (APR). The APR form will include a question about the impacts of AI on programs and industry.

8. RESEARCH UPDATE

- Item deferred.

9. CHAIR REPORT

- N. Mandryk reported that the Board of Governors approved two new credentials: the Global Supply Chain Post-Degree Diploma and the Professional Baking & Pastry Arts Diploma. The Teaching Online Certificate program will be discontinued effective January 2025.
- The appeals working group hosted a well-attended Fairness in Practice workshop run by the BC Ombuds office. Resources from the workshop can be requested from N. Mandryk.

10. STUDENT REPORT

- M. Hutchinson reported on the recent SUVCC Board of Directors elections, which saw an unprecedented level of engagement. SUVCC organized several student events for the start of the fall term.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on November 12, 2024, 3:30–5:30 p.m.
- EdCo Planning Day will be held on November 29, 9:00–12:00 p.m., followed by lunch and planning sessions for Education Policy Committee and Curriculum Committee.
- The meeting was adjourned at 4:44 p.m.

APPROVED AT THE NOVEMBER 12, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council