



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES
February 20, 2019, 3:30-5:30pm, Room BWY 1223-B

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:36 pm.
2.	Acknowledgement	E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by A. Candela and seconded THAT Education Council adopt the February 20, 2019 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by I. Belhacene and seconded THAT Education Council adopt the January 8, 2019 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising a) Annual Update/Report Deans and Directors	<p>Deans and directors presented their departments' accomplishments from 2018/19 and priorities for 2019/20. Presentations were made by Brett Griffiths, Dean of Trades, Technology and Design; Jo-Ellen Zakoor, Dean of Health Sciences; and Jennifer Gossen, Director of International Education.</p> <p>T. Rowlatt inquired about the CASN accreditation for the Practical Nursing Diploma. Jo-Ellen Zakoor responded that, since this is a pilot, some of the accreditation cost will be covered by CASN, and a site visit is scheduled for 2020. H. Parisotto asked about opportunities for repeated cohorts in the Health Care Assistant Program through the Aboriginal Community Career Employment Services Society (ACCESS) Partnership. Jo-Ellen Zakoor responded that there are 12 students currently enrolled. K. McNaughton added that the Head of ACCESS is now on the Indigenous Advisory Committee.</p> <p>J. Gossen responded to T. Rowlatt's question that international students now make up about 11 percent of the student population. The department is cognizant of the need to maintain a balance. A. Candela asked about oversight of representatives in other countries regarding ethical practices. J. Gossen responded that there is no oversight body on a national level, but IE consults with local resources and ICEF, a training organization, to confirm agents meet industry standards. T. Rowlatt asked about challenges finding housing in Vancouver. J. Gossen responded that housing does not appear to be an issue for international students. VCC's homestay program is only used by 6–10 students per year. Some students live with family and friends or find</p>

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	<p>b) Annual Update/ VP Academic, Students and Research</p>	<p>roommates through agents. J. Gossen will send S. Sullivan information to increase awareness of the homestay program among students.</p> <p>K. McNaughton presented the major accomplishments and priorities of the Office of the VP Academic, Students and Research. She welcomed C. Deans to the new project coordinator role and thanked T. Rowlatt, J.-E. Zakoor, and P. Fahim for their work on the main project, the Quality Assurance Process Audit (QAPA). K. McNaughton noted that the panel had commended VCC for its collaborative and collegial atmosphere.</p> <p>Other accomplishments include the creation of a Leaders’ Forum working group to identify training opportunities, development of ILOs, completion of the Online Learning Strategy, and the hiring of A. Dunn as the manager of Online Learning Strategy & Design. Priorities for 2019/20 include diversity, Universal Design for Learning (e.g., the use of Blackboard Ally), and partnership development.</p>
<p>7.</p>	<p>Committee Reports</p> <p>a) Curriculum Committee Reports</p> <p>i) Program Update: Business and Project Management Post-Degree Diploma</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the Business & Project Management Post-Degree Diploma program.</p> <p>A. Petrone presented the proposed changes to the math admission requirements to include courses at the post-secondary level in finance, statistics, or accounting, in addition to mathematics or pre-calculus. The rationale is that students require quantitative skills in the second year of the program, when the program content diverges from the Canadian Business Management Post-Degree Diploma. The department is expecting enrolment of about 50 students in two cohorts for the first offering starting in September.</p> <p>A. Candela expressed concern that requiring only one math course may be insufficient to ensure student success. N. Mandryk explained that students need to have completed one degree in any discipline and one post-secondary quantitative course. T. Rowlatt responded that there is a fair amount of math in the program and emphasized that the program is only an introduction to Project Management. A. Petrone took note of the comment. D. Innes added that the program is marketed to students with a math background. He expressed confidence that the updated prerequisite and marketing strategy will attract students who can succeed in the program. E. Ting suggested considering a maximum time limit after course completion for these courses to be accepted as pre-requisites. K. McNaughton commented that faculty and staff need to be more aware of students’ diverse experiences in their home countries. All in favour. Motion carried.</p>

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	<p>ii) Program Update: Culinary Arts Diploma</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, with the change approved at this meeting, the revisions to the Culinary Arts Diploma program and two new courses: CULI 1526 Cook Chill Production Kitchen 2 and CULI 1528 Short Order Café 2.</p> <p>T. Rowlatt reported that the original proposal came to Curriculum Committee in January. The proposal was revised at the February 19 meeting, based on C. Gill’s discussion with the Registrar’s Office. T. Rowlatt distributed copies of the revised decision note, PCG, and two new course outlines.</p> <p>C. Gill presented the proposal, which aims to streamline course scheduling by creating blended international and domestic cohorts. Terms 1 and 2 will be identical for both student populations. Only international students continue on after Term 2 to complete their diploma. Currently, CULI 1516 and CULI 1518 (8 credits per course) are each split between the DTN and BWY campuses. After revisions, the content will be split into four courses of 4 credits each: CULI 1506 & CULI 1508 at the Downtown cafeteria in Term 2 (blended), and the new courses CULI 1526 & CULI 1528 at Quizine on the Broadway campus (international only) in Term 3. The remaining program content was moved to Term 4 and a newly created Term 5.</p> <p>Other proposed changes include</p> <ul style="list-style-type: none"> • Removing “(International Cohort)” from the title of the program to reflect blended cohorts in Terms 1 and 2 • New “upon acceptance” admission requirements, including a FoodSafe Level 1 Certificate; an immunization record; a negative skin TB test; a note regarding the ability to handle meat, seafood and dairy; and the disclosure of food allergies • Adding Math 10 to admission requirements <p>T. Rowlatt explained that CULI 1511 was replaced with CULI 1501, which does not include FoodSafe, since students need to obtain their FoodSafe Level 1 Certificate separately. The PCG was revised to clearly state that evidence for completion of “upon acceptance” requirements needs to be submitted by the end of Block One to the department (not to International Education). This allows international students to obtain their FoodSafe Level 1 Certificate and immunizations after arrival in Canada.</p> <p>H. Parisotto asked whether students can continue in the program if they fail to provide immunization records. C. Gill responded that in order to continue after Block One (during which</p>

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		<p>students do not work in a food outlet) students need to provide proof of immunization. J.-E. Zakoor asked what record is used to verify immunization status and who will review the records. N. Degagne responded that she is planning a meeting with D. Seremba, C. Gill, Health Sciences, and Hospitality to discuss centralizing this process. N. Degagne will report to Education Council next month. J.-E. Zakoor noted that Health Sciences uses a form with more vaccinations and suggested considering the inclusion of measles vaccinations due to the current outbreak. T. Rowlatt clarified that immunization requirements have already been added to Professional Cook 1 and 2, but not yet to Asian Culinary Arts.</p> <p>K. Crossett requested clarification of terminology, since the term “Block” is used internally by the department to indicate one month but is not defined in the PCG. The wording will be revised to “before the end of CULI 1501 Kitchen Orientation (the first course of the program).” All in favour.</p> <p>Motion carried.</p>
	<p>iii) Course Update: NETT 2107</p>	<p>Motion: Moved by T.Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to NETT 2107 Active Directory.</p> <p>S. Khullar reported that the revisions are necessary since Microsoft has retired exam 70-640 relating to the Windows Server 2008 environment. Support for Server 2008 will end in 2020. Windows Server 2012R2 will still be supported for a number of years. Updates were made to reflect the fact that students use Microsoft Azure cloud technology, and the participation grade was separated out in the evaluation plan. T. Rowlatt added that this urgent change is a stopgap measure, since the Networking Technology Certificate program is in the last stages of renewal, with major changes coming next year. All in favour. Motion carried.</p>
	<p>iv) Program Updates: Practical Nursing & Access to Practical Nursing Diplomas</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the Practical Nursing Diploma and Access to Practical Nursing Diploma programs.</p> <p>J. Schappert reported that the British Columbia Practical Nursing Program Provincial Curriculum (PNPPC) was revised in 2018. The Practical Nursing and Access to Practical Nursing Diploma programs need to align with these updates to maintain recognition by the BCCNP. The provincial revision process included eight major recommendations including language modifications, changes to faculty qualifications, admission requirements updates, and additions to learning outcomes. Additional outcomes refer to cultural humility and safety, especially regarding</p>

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		<p>Indigenous people, intercultural competency, LGBTQ2 content, trauma informed practice, and enhanced leadership skills.</p> <p>H. Parisotto inquired about the required passing grade of 100% in math for Pharmacology. J. Schappert responded that this requirement was put in place in view of medication errors. All in favour. Motion carried.</p>
	b) Policy Standing Committee	<p>J. Demeulemeester reported on the January meeting’s discussion about D.1.4 Students with Disabilities, led by B. Higgins and S. Wiwchar. The report from the February 13 meeting will come to Education Council in March.</p>
	c) Appeals Oversight Committee	<p>A. Candela reported that the Tribunal Training online Moodle course is complete and accessible to all students and employees of VCC. He presented the 15-hour module as a good PD opportunity. After course completion, participants can opt to have their name added to a roster of potential tribunal panel members. A. Candela will promote the training at the Leaders’ Forum. The link can be found on myVCC: https://employee.vcc.ca/college/governance/education-council/appeals-oversight-committee/tribunal-training/</p> <p>The Tribunal Training Day for in-person training is set for September. A. Candela noted the role of the Appeals Oversight Committee in supporting Deans to populate tribunal panels. Committee will discuss at the next meeting where to house and how to share the roster of potential panelists; suggestions include the Registrar’s Office or the VP Academic, Students and Research. A minor change to the Terms of Reference to include Procedural Fairness and Natural Justice precepts will come to Education Council next month. The Committee will work on feedback to several policies under review, including D.4.1 Students with Disabilities, D.4.3 Student Code of Conduct, and D.4.5 Student Educational Contact.</p>
	d) Program Review and Renewal Committee	<p>T. Rowlatt reported that the response to the QAPA report will come to committee next week and to Education Council in March before being sent to the ministry.</p> <p>T. Rowlatt announced the upcoming annual program reviews with Deans’ presentations of their Action Plans. CD Fund proposals are due by the end of the week; proposal presentations and adjudication are scheduled for the second week of March. The revised CD Fund guidelines include automatic seed funding of \$5,000 for programs on the approved Program Renewal schedule.</p>

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		A. Candela asked when CD Fund guidelines are revisited. He voiced the concerns of Arts & Sciences instructors about lack of opportunity to develop and reinvigorate instructional language materials. T. Rowlatt responded that CD Fund guidelines are continuously reviewed by the committee, which includes faculty members. He reiterated that CD Funds are provided to work on the overall structure of the curriculum, not on teaching materials. Regarding Universal Design for Learning (UDL), he responded that CD Funds could be used to support the planning process, but not the development of classroom materials. K. McNaughton recommended exploring open educational resources and external funding options through other agencies or partnerships. She emphasized to need to think about resources beyond textbooks for student populations such as the Deaf and Hard of Hearing or Visually Impaired.
8.	Research Report	E. Ting reported that the REB received five review requests last month. Course designations (approving the course rather than each individual research project) are coming to REB from Dental Hygiene and Nursing. The President's Research Fund is accepting applications for a total amount of \$10,000. The fund is adjudicated by the newly struck Research Advisory Committee; any questions can be sent directly to E. Ting. The REB is also looking to join the harmonization process of REBs underway in B.C., with the goal of streamlining the review process for multi-site projects. Currently, only universities and health authorities are included, but VCC and other colleges are in talks with UBC. Projects with VCC as their primary site still need to undergo review by VCC's REB. E. Ting reported on the visit by Mitacs, a federal program that funds student internships in research work. Talks are ongoing with BCARIN to create a research inventory allowing researchers to connect with each other. Federal funding is being sought for our next research symposium.
9.	Chair Report	No report.
10.	Student Report	I. Belhacene reported on SUVCC events, including a Lunar New Year lion dance on February 6 DTN, chocolates for Valentine's Day, and Donut Day in March. S. Sullivan reported that the campaign to eliminate interest on student loans was successful. SUVCC is working with the Learning Centre and library on an open educational resources campaign connected to TextbookBroke. K. McNaughton announced activities for Pink Shirt Day, including a bracelet sale, special buffet at JJ's, and a VCC video.
11.	Next meeting	March 12, 2019 3:30-5:30pm room 5025 BWY-A
12.	Adjournment	The meeting was adjourned at 5:22 p.m.

ATTENDEES:	Elle Ting Kathryn McNaughton Andrew Candela	Todd Rowlatt Denise Beerwald Ilyes Belhacene	Jo-Ellen Zakoor Heidi Parisotto Natasha Mandryk	John Demeulemeester Karen Crossett
REGRETS:	David Wells Dave McMullen	Dharuv Puri Nona Coles	Paul Yeung Taryn Thomson	Robert Kunka Julie Gilbert
GUESTS:	Brett Griffiths Sid Khullar Sydney Sullivan	Jennifer Gossen Al Petrone Nicole Degagne	Janita Schappert Dennis Innes Gordon McIvor	Collin Gill Les Apouchtine

RECORDING SECRETARY: Darija Rabadzija