



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES

March 12 2019, 3:30-5:30pm, Room 5025 BWY-A

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31 p.m.
2.	Acknowledgement	E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	<b>Motion:</b> Moved by I. Belhacene and seconded THAT Education Council adopt the March 12, 2019 agenda as presented. All in favour. <b>Motion carried.</b>
4.	Approve Past Minutes	<b>Motion:</b> Moved by D. Wells and seconded THAT Education Council adopt the February 20, 2019 minutes as presented. All in favour. <b>Motion carried.</b>
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	J. Choi presented the first budget draft for 2019/2020. The finalized budget will come to the Board of Governors in April. The five-year outlook forecasts revenue growth based on an increase in international enrolment, new programs, online programming, and partnership development. Improved systems and processes are being implemented, including new software for HR and a new CS online registration system. The Campus Master Plan process is ongoing, with open houses at both the Downtown and Broadway campuses in the first week of April.
	a) Budget Update	
	b) Annual Update/Report Deans and Directors	Deans and directors presented their departments' accomplishments from 2018/19 and priorities for 2019/20. Presentations were made by D. Innes, Dean of Hospitality, Food Studies and Applied Business; T. Pierce, Director of Indigenous Education & Community Engagement; and T. Rowlett on behalf of S. Lew, Dean of Library, Teaching & Learning Services.
	c) Annual Update on Affiliation Agreements	K. McNaughton presented the annual update on affiliation agreements. She requested that any updates regarding affiliation agreements be sent to L. Zabrieszach. N. Coles will follow up on E. Ting's request for more information about practicum placement agreements for counselling students at SFU, UBC, and the Alder Institute. E. Ting will send L. Zabrieszach an update on the NSERC and SSHRC grants.  <b>Motion:</b> Moved by T. Thomson and seconded THAT the affiliation agreements with ILAC and ILSC come to the next Education Council meeting for discussion.  T. Thomson noted that MOU details state as the goal of the agreement to facilitate admission of students from ILAC and ILSC to VCC, while in practice VCC's IE refers students to these institutions for English upgrading, rather than this upgrading taking place at VCC. She requested further discussion of these agreements at the next Education Council meeting with J. Gossen, Director of

		<p>International Education. There was a discussion about barriers to international student enrolment in VCC’s EAL classes. Factors discussed included higher cost at VCC and less frequent intakes than at language schools.</p> <p>S. Broekhuizen had inquired with IE regarding English upgrading options for international Hospitality students; she quoted a response from Alison Rudko explaining that the tuition for ENGL 1101/1102 for international students is quite high, and the language admission requirements for these English courses are higher than the language requirements for admission to international Hospitality programs.</p> <p>K. McNaughton supported a conversation about these affiliations agreements, since the landscape has changed over the last years. She also recommended a discussion with EAL about their capacity and different models for EAL offerings. All in favour. <b>Motion carried.</b></p>
7)	<p>Committee Reports</p> <p>a) Curriculum Standing Committee</p> <p>i) New Course: ACED 0700: Career Planning 12</p> <p>ii) Course Update: ENSK 0826: Writing Skills 11</p> <p>iii) Course Update: MATH 1020: Precalculus</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the new course ACED 0700 Career Planning 12.</p> <p>T. Rowlatt explained that this course provides a Career Planning 12 credit towards the Adult Graduation Diploma in blended or online format. The course will be brought for provincial articulation after Education Council approval. Evaluation activities were clarified as requested by Curriculum Committee. D. Wells responded to A. Candela that the department name listed in the course outline cannot be updated due to the connection to budget codes. All in favour. <b>Motion carried.</b></p> <p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the course outline for ENSK 0826 Writing Skills 11.</p> <p>T. Rowlatt reported that the course outline for this non-credit writing skills improvement course had been requested by D. Seremba, since the original went missing. Minor edits at Curriculum Committee included standardizing language around course learning outcomes. T. Rowlatt clarified that there are three different delivery options outlined under learning strategies. All in favour. <b>Motion carried.</b></p> <p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to MATH 1020 Precalculus.</p> <p>C. Karavas presented the proposal for an online delivery option for this course. The rationale is to increase enrolment through greater flexibility compared to the face-to-face offering. T. Rowlatt added that the major change was the inclusion of a participation grade for the online offering to encourage student engagement. All in favour. <b>Motion carried.</b></p>

	<p>iv) New Program: Transportation Trades Sampler</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the curriculum for the Transportation Trades Sampler Short Certificate, and recommend the Board of Governors approve the program.</p> <p>B. Griffiths presented the proposal for this ITA-funded program for high school students. The program was previously offered under a Continuing Studies CRN. The forklift certification is no longer a requirement, since high school students may not have a driver’s license. T. Rowlatt added that students only need to complete eight of the ten courses to obtain the certificate. Regarding N. Coles’ concerns around access to counselling, B. Griffiths explained that most students are from VSB, which runs year-round. This allows VCC counsellors to connect with high school counsellors during the summer months. Solutions need to be found for high schools that close over the summer. B. Griffiths responded to E. Ting’s question that students aged 16 and over are treated as adults, in line with school board requirements. T. Rowlatt received Education Council’s approval to finalize course numbers with L. Apouchtine. All in favour. <b>Motion carried.</b></p>
	<p>v) Provisional Approval of Curriculum</p>	<p><b>Notice of Motion:</b> T. Rowlatt will bring a motion to the April Education Council meeting for approval of a two-year pilot of the Provisional Approval of New Programs Ad Hoc Committee and its Terms of Reference.</p> <p>The idea of a provisional approval process was previously discussed at Education Council and Curriculum Committee. The goal of this optional process is to offer additional review and support from experienced committee members during the first offering of new or significantly revised programs, especially in areas not previously taught at VCC. The new process would allow for minor adjustments during the first offering, as long as students are not disadvantaged and the program’s integrity is not compromised.</p> <p>H. Parisotto inquired about the definition of “significantly revised” programs. T. Rowlatt referred to policy C.3.14 Curriculum Development and Approval Process. Significant revisions include, for example, a change of credential, extensive changes to program learning outcomes, or major changes to credits.</p> <p>A. Candela inquired about provisional approval of courses, in addition to programs. T. Rowlatt responded that the proposal refers only to programs due to their larger scope and usually longer duration. T. Rowlatt emphasized that provisional approval does not present a shortcut to the standard approval process.</p>

		<p>M. Heaps gave feedback based on discussions among Instructional Associates in the CTLR. She noted that mechanisms are already in place for new programs, such as student feedback collection after each course by IR and IA-supported faculty group discussion at the end of each term. There was a discussion about communication of student and faculty feedback collected by IR to committee. M. Heaps also emphasized the need for clear criteria denoting which programs can undergo the provisional approval process. T. Rowlatt acknowledged that the process is only appropriate for some programs, not for those with standardized credentials. K. McNaughton added that the Canadian Business Management Post-Degree Diploma could have benefited from this approach, since it was the first time this content was taught.</p>
	<p>b) Policy Standing Committee                      i) D.1.4 Curriculum/Instructional Materials Created within the College</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council recommends the Board of Governors approve D.1.4 Curriculum/Instructional Materials Created within the College.</p> <p>T. Rowlatt presented the revised policy and procedures document, since J. Demeulemeester and V. Adams were unable to attend. The rationale for the revisions was to clarify ownership of materials created during work hours. The policy outlines that the College retains copyright with extensive exceptions as noted in the VCCFA collective agreement. Relevant sections of the VCCFA collective agreement are included in the policy’s appendix.</p> <p>E. Ting inquired about collaborative research with industry partners and the question of patents. D. Wells noted that patent and copyright law supersedes the policy. T. Rowlatt explained that the policy calls for a written agreement in scenarios involving third parties. All in favour. <b>Motion carried.</b></p>
	<p>c) Appeals Oversight Committee                      i) Terms of Reference Update</p>	<p><b>Motion:</b> Moved by A. Candela and seconded THAT Education Council approve, with edits agreed at this meeting, the updated Appeals Oversight Committee Terms of Reference.</p> <p>A. Candela proposed the following revision to the end of the purpose section: “in full compliance with educational policies, the legislative requirements of the College &amp; Institute Act <i>and in accordance with procedural fairness and natural justice precepts.</i>”</p> <p>K. Crossett asked why support staff are not included in the membership. T. Rowlatt responded that most appeals are directly related to instructors or deans. All in favour. <b>Motion carried.</b></p>
	<p>d) Program Review and Renewal Committee                      i) QAPA Response</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT, on the advice of the Program Review and Renewal Committee, Education Council approve, in the form presented at this meeting, the response and action plan to the Quality Assurance Process Audit Recommendations.</p>

		T. Rowlatt reported on the QAPA process, which culminated in an external panel visit in November and a very positive assessors’ report received in December. VCC had three months to formulate a response and action plan based on the nonbinding recommendations. The response draft, including an introductory letter by K. McNaughton and the action plan, went to committee for feedback and approval. The response focuses on improving processes, gap analysis, and further steps to roll out ILOs. T. Rowlatt acknowledged the work done by J.-E. Zakoor and P. Fahim, who were invited by Langara to share their expertise. The next QAPA will take place in eight years. All in favour. <b>Motion carried.</b>
8)	Research Report	E. Ting reported that the REB completed the course designation for Dental Hygiene. There are discussions to change the name from "course designation" to "course-based approval." The deadline for the President’s Research Fund was extended until Friday. The new Research Advisory Committee is meeting for the first time tomorrow. Its mandate is to provide information and guidance for research conducted at VCC.
9)	Chair Report	No report.
10)	Student Report	I. Belhacene reported that SUVCC is planning an end-of-semester event. S. Sullivan added that the campaign to eliminate interest on student loans was successful on the provincial level and will continue on the federal level. Other SUVCC activities include work on the Grants not Loans campaign and collaboration with the Library and Learning Centre around open educational resources. S. Sullivan commented positively on SUVCC’s health and dental plan and reported high student engagement in the Campus Master Plan process.
11)	Next Meeting:	Special Meeting: April 2, 2019 2:30 to 3:00 p.m., room 5025 BWY-A Regular Meeting: April 9, 2019 3:30-5:30 p.m., room 240 DTN
12)	Adjournment	The meeting was adjourned at 5:19 p.m.

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| <b>ATTENDEES:</b> | Elle Ting<br>Kathryn McNaughton<br>Heidi Parisotto | Todd Rowlatt<br>Denise Beerwald<br>Nona Coles          | Jo-Ellen Zakoor<br>David Wells<br>Karen Crossett | Shawna Broekhuizen<br>Andrew Candela<br>Ilyes Belhacene |
| <b>REGRETS:</b>   | Dave McMullen<br>Paul Yeung<br>Cindy Reeves        | John Demeulemeester<br>Robert Kunka<br>Margaret Buxton | Natasha Mandryk<br>Shirley Lew                   | Gurpreet Kaur<br>Virginia Adams                         |
| <b>GUESTS:</b>    | Jamie Choi<br>Costa Karavas<br>Denis Seremba       | Dennis Innes<br>Brett Griffiths<br>Nicole Degagne      | Tami Pierce<br>Sydney Sullivan                   | Taryn Thomson<br>Marilyn Heaps                          |

**RECORDING SECRETARY:** Darija Rabadzija