



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES

March 10, 2020

3:30–5:30 p.m. VCC Broadway Campus, Room 5025

## ATTENDANCE

### Education Council Members

Elle Ting (Chair)  
Andrew Candela (Vice Chair)  
Dave McMullen  
David Wells  
Denise Beerwald (via teleconference)  
Jo-Ellen Zakoor  
John Demeulemeester  
Lucy Griffith  
Natasha Mandryk (via teleconference)  
Nona Coles  
Todd Rowlatt

### Regrets

Brett Griffiths  
Heidi Parisotto

### Guests

Patris Aghakian  
Phoebe Patigdas  
Shirley Lew  
Taryn Thomson  
Yulia Gracheva

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

- The meeting was called to order at 3:36 p.m.

## 2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̓m̓əθk̓əy̓əm (Musqueam) and Tsleil-Waututh peoples.

## 3. ADOPT AGENDA

**MOTION:** THAT Education Council adopt the March 10, 2020 agenda as amended.  
J.-E. Zakoor requested adding item 6e) COVID-19 update.

**Moved by A. Candela, Seconded & CARRIED (Unanimously)**

## 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council adopt the February 11, 2020 minutes as presented.

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

## 5. ENQUIRIES & CORRESPONDENCE

- E. Ting reported that VCC will host the Academic Governance Council meeting on May 25.

## 6. BUSINESS ARISING

### a) Deans and Directors

- Deans and directors presented their departments' accomplishments from 2019/20 and priorities for 2020/21. Presentations were made by D. McMullen, Registrar, and S. Lew, Dean of Library, Teaching & Learning Services.
- Responding to A. Candela, D. McMullen clarified that, while there is a move toward online registration, the College will continue to provide different registration options.

- S. Lew will present on the School of Arts and Sciences at an upcoming Education Council meeting; EAL and LINC will be included in this presentation, although these departments have been moved under Library, Teaching & Learning Services.

## b) Enrolment Plan 2020/21

**MOTION:** THAT Education Council recommends the Board of Governors approve the 2020/21 Enrolment Plan with additional amendments to specific numbers as discussed.

**Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

- P. Aghakian presented the final draft of the Enrolment Plan, including actual registrations as of February 28, 2020, and projections for Continuing Studies based on the previous year's enrolment. P. Aghakian explained that international cohort programs are listed under the Centre for International Education (CIN), while international registrants in programs with mixed domestic and international cohorts are attributed to the home school.
- A. Candela inquired why some areas that fell short of projections still project growing enrolment. D. Wells explained that projections have a margin built in to allow for growth, but targets are set at numbers the College is expected to be able to achieve. The Ministry views 90% seat utilization as "substantially achieving" the target.
- A. Candela inquired about Basic Education's budgeted registrations for 2020-21, which are less than last year's actuals. D. Wells responded that this is an error and will be corrected. He will also review other areas in Arts & Sciences (including Community & Career Education, CCED Part Time Courses, Access to Careers & Education, CF Humanities/Math/Sciences, ABE Lab, UT Math/Computing) that have lower projections for 2020-21 than actuals in 2019-20. D. Wells clarified that some of these numbers are projected lower to provide a buffer and balance out areas that may fall short. Due to long waitlists, the Ministry provided one-time funding for an additional cohort in CACE, which boosted numbers last year.
- L. Griffith requested a review of the numbers for Heavy Duty/Commercial Transport, since no international registrations were budgeted for this area, despite its international cohort programs. D. Wells will follow up with Finance.
- T. Rowlatt inquired about involvement of department leaders in the enrolment planning process. P. Aghakian explained that previously, deans discussed the previous year's actuals with the Registrar's Office and Finance, requested department leader input, and then finalized numbers with Finance. This process changed about three years ago and is now driven by Finance. D. Wells noted that this change was made to ensure more financially accurate projections. T. Rowlatt emphasized the importance of involving departments in the process, and D. McMullen agreed that this point will be discussed during the debrief of this year's enrolment planning process.
- D. Wells will review the numbers for the noted programs in Arts & Sciences and Heavy Duty/Commercial Transport. The amended Enrolment Plan will be sent out to Education Council members before presentation to the Board of Governors.

## c) Budget Update

- D. Wells presented the draft budget; slides from the Budget Town Hall meetings in February are posted on myVCC (<https://employee.vcc.ca/departments/administration/finance/reports/>). The budget will be presented at the next Board meeting.
- International tuition revenue is expected to surpass domestic tuition, but is still lower than at other institutions. Provincial government funding constitutes less than 50 percent of budgeted revenue, and this proportion is expected to continue to decrease.
- T. Rowlatt inquired about funding for new programs, which present an opportunity for growth and increased revenue. D. Wells responded that there are discussions about providing resources for Indigenization, intercultural support, and new programs, if funds are available.
- Several Education Council members felt it would be beneficial if the budget was presented to Education Council by the VP Admin & CFO, as it was in the last several years. This would allow a

discussion with Finance regarding topics such as barriers to international enrolment in VCC's apprenticeship programs, and opportunities to expand VCC's presence into the Fraser Valley. D. Wells will take back this feedback. N. Coles left the meeting at 5:18 p.m.

#### d) Academic Plan 2020-2023

**MOTION:** THAT Education Council recommends the Board of Governors approve the 2020-23 Academic Plan.

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

- D. Wells presented the Academic Plan for 2020-2023 as a transitional plan, with the College shifting from the Integrated College Plan (ICP) to the Academic Master Plan and Strategic Innovation Plan (SIP). The Academic Plan focuses on the ICP's Key Success Drivers #1 and #5, educational quality and business development, which are pertinent to academic programming areas. KSDs 2-4 (operational excellence, financial stability and sustainability, and reputational management) were removed, since they will be addressed as part of the high-level SIP. The time frame was shortened from five to three years, which is more practicable for projections. The overall structure will be similar, but more thematic to align with priorities in the Academic Master Plan including PLAR, Work-Integrated Learning, Indigenization, and UDL.

#### e) COVID-19 Update

- J.-E. Zakoor referred council members to regular Emergency Operations Centre updates on the website. There are discussions about international students who may not be able to travel back to Canada, and other students who are unable to continue their studies. D. Wells added that business continuity plans have been submitted by most departments.

### 7. COMMITTEE REPORTS

#### a) Curriculum Committee

##### i) Program Update: Computer Systems Technology Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Systems Technology Diploma program content guide.

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

- T. Rowlatt presented the proposal to switch from a term structure to a list of courses required to graduate. This change makes it easier to insert students, offer courses more flexibly, and provide part-time options.

##### ii) Program Update: Graphic Design Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Graphic Design Diploma program content guide, revisions to 24 course outlines, and the creation of 11 new courses: VCDP 1133 Design Thinking, VCDP 1253 Video Production 1, VCDP 1283 Wordpress 1, VCDP 1292 Guided Design Exploration, VCDP 1293 Mini-Portfolio, VCDP 2312 Digital Image 2, VCDP 2325 Studio 1: Fundamentals, VCDP 2445 Video Production 2, VCDP 2455 Studio 2: Special Topics, VCDP 2465 Studio 3: Specialization, and VCDP 2495 Collaborative Capstone.

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

- T. Rowlatt presented the proposal including significant revisions, mostly to web design and user experience courses. A major change was removing the option to exit with a certificate after one year, since more time is required to fully prepare students for success in the field. Curriculum Committee requested some adjustments, which were completed.

### iii) Course Deactivations: Graphic Design Diploma

**MOTION:** THAT Education Council approve the deactivation of nine courses, effective December 2021: VCDP 1141 Client Designer Management, VCDP 1252 Image and Video, VCDP 1282 Wordpress Foundation, VCDP 2310 Advanced Image & Photography, VCDP 2311 Studio Business Practices, VCDP 2321 Studio 1 with Advanced Type, VCDP 2451 Studio 2 with Web Production, VCDP 2461 Studio 3 with Web Content, and VCDP 2471 Studio 3 with Print.

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

- T. Rowlatt presented the proposal to deactivate nine older courses effective December 2021, as part of the revisions to the Graphic Design Diploma program.

### iv) Course Deactivations: Health Care Assistant Certificate

**MOTION:** THAT Education Council approve the deactivation of six courses from the Health Care Assistant Certificate, effective December 2020: HRCA 1193 Personal Care & Assistance 1, HRCA 1194 Common Health Challenges, HRCA 1195 Health & Healing, HRCA 1196 Clinical 1, HRCA 1290 Personal Care & Assistance 2, and HRCA 1390 Clinical 2.

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

- T. Rowlatt presented the proposal to deactivate six courses effective December 2020, as part of the revisions to the Health Care Assistant Certificate program approved by Education Council in January 2020.

### b) Policy Committee

- No report.

### c) Appeals Oversight Committee

- L. Griffith reported that Tribunal Training Day on February 21 was a success, with a total of 46 participants, including 10 committee members. Participant feedback was positive, and 21 employees and 3 students signed up for the roster of tribunal panel members. Training materials will be posted on myVCC.
- The committee will now work on a process to track appeals and report back to EdCo, as well as develop training and a resource package for appeal tribunal chairs.

### d) Education Quality Committee

- T. Rowlatt reported that three meetings were held for deans' action plan and CD Fund proposal presentations. CD Fund adjudication took place today, and results will be reported to EdCo in April.

## 8. RESEARCH REPORT

- E. Ting reported that seven applications were submitted for the VCC Research Fund; adjudication begins tomorrow.

## 9. CHAIR REPORT

- E. Ting reminded council members that voting for the EdCo by-elections starts tomorrow. Another faculty member, Janet Theny, was added to the list of candidates.

## 10. STUDENT REPORT

- P. Patigdas reported that SUVCC is working on the Period Promise and Moose Hide campaigns. The Grants Not Loans campaign was successful; the B.C. Access Grant was introduced. J.-E. Zakoor inquired about student concerns regarding COVID-19 and noted that counselling is available.

## 11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on April 14, 2020, 3:30-5:30 p.m., in room 240 at the Downtown campus.

**MOTION:** THAT Education Council adjourn the March 10, 2020 meeting.

**Moved by E. Ting, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:38 p.m.

**APPROVED AT THE APRIL 14, 2020 EDUCATION COUNCIL MEETING**

**Elle Ting**  
**Chair, VCC Education Council**