



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES

April 14, 2020

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Elle Ting (Chair)
Andrew Candela (Vice Chair)
Ajay Patel (ex officio)
Ali Oliver
Brett Griffiths
Dave McMullen
David Wells
Denise Beerwald
Heidi Parisotto
Jessica Yeung
Jo-Ellen Zakoor
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha Mandryk
Nona Coles
Shane McGowan
Sukhman Jot Singh
Todd Rowlatt

Guests

Bobbi Mand
Bonnie Chan
Claire Sauvé
Dennis Innes
Francesco Barillaro
Jennifer Gossen
Lindsay Tiemer
Lisa Dillon Edgett
Marcia Tanaka
Nicole Degagne
Pervin Fahim
Phoebe Patigdas
Sara Yuen
Shirley Lew
Surinder Aulakh
Taryn Thomson
Yulia Gracheva

Regrets

Lisa Hunter

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

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

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the April 14, 2020 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council adopt the March 10, March 18, March 30, and April 6, 2020 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- E. Ting reported that the May 25 Academic Governance Council (AGC) meeting, which VCC was supposed to host, will take place via videoconference. Education Council members are encouraged to send E. Ting any questions they would like to bring forward for discussion.
- Following up on the discussion at Education Council about pass/fail grading, E. Ting reported that the AGC informally surveyed its member institutions on this question. None of the institutions that responded introduced pass/fail grading; one institution had not made a final decision.

6. BUSINESS ARISING

a) COVID-19 Response

- A. Patel provided an overview of measures in response to the COVID-19 pandemic at the federal and provincial levels. Post-secondary institutions were classified as non-health essential services and received ministry directives to remain open, providing alternative ways of delivery to ensure continuity of learning. At a recent visit to VCC, the minister called upon the post-secondary sector to “rebuild a collective future.” Following ministry guidelines, VCC campuses remain open, with added security, and public-facing services are suspended.
- S. Aulakh provided a timeline of Emergency Operation Centre (EOC) activities since the first reports of COVID-19. A small team was created in January, which started weekly meetings. After the WHO declared a pandemic on March 12, the team met daily and expanded its work. The EOC’s structure consists of several sections, including the command structure, an operations section, an academic planning group, and a services group. The EOC addresses issues such as security on campus and the creation of an alternative delivery plan after all face-to-face instruction was suspended on March 17. Meetings have been scaled back in the last few weeks, and the goal is to maintain what is in place and address any emerging issues. Recent activities included VCC’s participation in a City of Vancouver project to provide food for Downtown Eastside residents.
- In terms of the future outlook, A. Patel noted uncertainty around the duration and potential impact of continued social distancing measures on practical program components, as well as travel restrictions on international students. Responding to J. Demeulemeester, he explained that enrolment assumptions are based on last year, and there is still uncertainty around enrolment and financial numbers. VCC is starting to mitigate the expected deficit by limiting discretionary spending, and is awaiting guidance from the ministry regarding deficit management.
- J. Yeung and P. Patigdas inquired whether VCC is considering providing students with an option to withdraw after a grade has been issued, which has been implemented by Okanagan College. D. Wells responded that VCC students may withdraw until the last day of class, which is in line with all other Colleges except for Okanagan. D. McMullen added that the Registrar’s Office has not received any student requests, and allowing later withdrawals could cause delays in issuing grades and hinder transfers to other institutions. He noted that students have the option to appeal their grade.

b) EdCo Process Changes during COVID-19 Pandemic

MOTION: THAT Education Council approve and implement the temporary procedures for the duration of the COVID-19 pandemic as outlined in the decision note.

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

- E. Ting presented the proposed changes to Education Council processes in response to the COVID-19 pandemic. The changes had been discussed at a special Education Council meeting on March 30.

c) Curriculum Changes during COVID-19 Pandemic

MOTION: THAT Education form a working group to develop a process for curriculum changes during the COVID-19 pandemic.

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

- E. Ting presented the revised decision note and shared an article by P. Hill about the different phases of the response to the pandemic, providing additional context. The goal of the decision note is to address curriculum changes not only during the immediate emergency, but to create a process moving forward. After discussion at the special EdCo meeting on April 6, faculty and the CTLR's Instructional Associates were consulted, and the note revised, separating the process into clear phases and clarifying different categories of curriculum changes. An email requesting feedback was sent to deans on April 6. There was a longer discussion about the proposed process, during which the following main points were raised:
- There was concern that implementing an, albeit expedited, governance process for programs starting in September was too soon. Questions were raised regarding cohort programs spanning over several years; due to the current uncertainty, especially around practicum components, changes may become necessary at a later date, which cannot be foreseen at the start of the program. Once physical distancing restrictions are relaxed, there will be a need to move quickly to resume practicums.
- Ongoing curriculum adjustments may also be necessary to incorporate new educational technology and lessons learned from different methods being piloted now. In addition, the question was raised whether formal approval of short-term curriculum changes would necessitate re-approval of the previous curriculum once the situation normalizes.
- Questions were raised about the level of detail to be reported to Education Council, with concerns about creating an unmanageable workload for already taxed department leaders and faculty. In addition, it was noted that programs in Trades and Health Sciences are already overseen by external regulatory, licensing, and accrediting bodies, which are in regular contact with VCC departments.
- While several members emphasized the importance of upholding Education Council's oversight role and its rights and responsibilities under the College and Institute Act to provide standards and quality assurance, there were concerns that, should Education Council deny approval of certain changes, the timely delivery and continuance of programs already in progress may be at risk.
- To alleviate these concerns, there were suggestions to remove the September date, relax requirements around certain categories of curriculum changes, or replace the approval process altogether with an information and reporting mechanism.
- Education Council agreed to form a working group to further discuss the process and present a revised note at the next meeting. B. Griffiths and J.-E. Zakoor offered to join the working group.

d) Academic Schedule 2021/22

MOTION: THAT Education recommends the Board of Governors approve the 2021/22 Academic Schedule.

Moved by H. Parisotto, Seconded & CARRIED (Unanimously)

- D. Wells presented the 2021/22 Academic Schedule, which was created before the COVID-19 pandemic and may need to change. He acknowledged the Registrar's Office's efforts to support moving programs to a standardized term structure.

e) Update to Academic Plan – School of Trades, Technology & Design

MOTION: THAT Education recommends the Board of Governors approve the updated 2020-2023 Academic Plan.

Moved by D. Beerwald, Seconded & CARRIED (Unanimously)

- D. Wells and B. Griffiths presented the updated Academic Plan, which includes some additional information from the CAD/BIM department.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Dental Technology Sciences Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Dental Technology Sciences Diploma program.

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

- T. Rowlatt presented the proposal to remove the admission requirement of a credential review by the International Credential Evaluation Service (ICES) for international students. This lengthy process creates a barrier for international applicants, and VCC's International Education department is equipped to evaluate foreign credentials.

ii) Course Updates: Living with Hearing Loss Levels 1/2/3

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to DHHE 0618 Living with Hearing Loss 1 and DHHE 0619 Living with Hearing Loss 2, and the new course DHHE 0621 Living with Hearing Loss 3.

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

- L. Dillon Edgett presented the proposal for these courses designed for adults with hearing loss. In addition to minor revisions to DHHE 0618 and DHHE 0619, the course names were changed from "Speechreading" to "Living Successfully with Hearing Loss." The new third-level course DHHE 0621 provides real-world practice and experience with the skills and strategies learned in the first two levels. T. Rowlatt added that small changes requested by Curriculum Committee were completed.

iii) Course Updates: Deaf and Hard of Hearing Adults Job Readiness Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to fifteen (15) courses: DHHE 0601, 0602, 0603, 0604, 0605, 0611, 0612, 0613, 0614, 0615, 0621, 0622, 0623, 0624, and 0625.

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

- M. Tanaka presented the proposal for revisions to 15 course outlines in the Deaf and Hard of Hearing Adults Job Readiness Certificate program. These changes arose from the 2019/2020 renewal, and update the course documentation with more detailed learning outcomes and evaluation plans. T. Rowlatt added that Curriculum Committee requested some edits, including rewording learning outcomes, which were completed in consultation with the CTLR.

iv) New Program: Addiction Counselling Skills Advanced Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the new Addiction Counselling Skills Advanced Certificate program and nine (9) new courses: CNSK 2502, 2503, 2504, 2506, 2507, 2508, 2509, 2510, and 2511, and recommend the Board of Governors approve the credential.

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

- C. Sauvé presented the proposal and thanked M. Stevenson for his work. Following the 2016/17 review, the department developed the Counselling Skills Foundational Certificate, which ladders into the proposed Addiction Counselling Skills Advanced Certificate; the long-term goal is to offer a

diploma program. T. Rowlatt added that all changes requested by Curriculum Committee were completed.

v) Program Update: Teaching English to Speakers of Other Languages (TESOL) Short Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Teaching English to Speakers of Other Languages (TESOL) Short Certificate program content guide and five (5) new courses: TESO 1246, 1247, 1248, 1249 and 1251, and recommend the Board of Governors approve the credential.

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

- S. Yuen and F. Barillaro presented the TESOL program redesign, based on recommendations arising from the 2018/19 renewal following the program's suspension in 2018. Following one of the main recommendations, the program will be moved into the School of Instructor Education (SIE). The TESOL program will be delivered in two levels, corresponding with TESL Canada's Standards 1 and 2. The currently proposed TESOL Certificate program represents level 1.
- T. Rowlatt noted that the proposal in its current form does not meet VCC policy requirements or ministry guidelines for a certificate credential, but would qualify as a short certificate. The curriculum developers and S. Lew voiced concern about a competitive disadvantage if VCC offers a short certificate, since comparable offerings by other institutions across Canada are marketed as certificate programs.
- D. Wells recommended reviewing VCC's credential policy with regards to programs that involve third-party certifications, such as by TESL Canada. D. McMullen offered to work with S. Lew and A. Candela on recommendations for policy revisions.
- Education Council agreed to recommend approval of the program with a short certificate credential to the Board of Governors.

b) Policy Committee

- A. Candela reported that the committee will continue its work on both Student Code of Conduct policies. He acknowledged the recent revision of policy C.1.1 Grading, Progression and Withdrawal to include the Aegrotat grade standing as an example of quick action on behalf of Education Council.

c) Appeals Oversight Committee

- L. Griffith reported that the last meeting was postponed. The committee will meet on June 4 to work on developing a process to track appeals and outcomes, as well as to develop a protocol for appeals.

d) Education Quality Committee

i) Update on CD Funds and Program Renewals

- T. Rowlatt reported that due to the COVID-19 pandemic, D. Wells decided to put CD Funds and program renewals on hold. Renewals currently in progress will proceed. At its April 28 meeting, Education Quality Committee will discuss which projects emerging from the current situation may be suitable candidates for CD Funds. Education service renewals will proceed, where possible; the Library renewal will be discussed shortly.

8. RESEARCH REPORT

- E. Ting reported from the VCC Research Fund adjudication; out of seven applications, one individual and two inter-departmental projects were funded.
- The Research Ethics Board is expecting amendments to current projects; one amendment and an inquiry about course-based approvals were received. The next meeting is scheduled for April 17.

9. CHAIR REPORT

- E. Ting welcomed new Education Council staff representatives A. Oliver and S. McGowan; faculty representative J. Gilbert; and student representatives J. Yeung, S. Singh, M. Ng, and L. Hunter.

10. STUDENT REPORT

- P. Patigdas reported that the SUVCC office is closed, and all in-person services are suspended. SUVCC staff are working remotely, and the Board of Directors is meeting regularly to address students' concerns. Work is being done to move campus life initiatives and events to social media. SUVCC is continuing its advocacy related to financial assistance and programming, especially for international students. D. McMullen added that an agreement was reached with TransLink to temporarily suspend U-Pass BC as of May, and there are discussions about potential refunds for April.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on May 12, 2020, 3:30-5:30 p.m.

MOTION: THAT Education Council adjourn the April 14, 2020 meeting.

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

- The meeting was adjourned at 5:46 p.m.

APPROVED AT THE MAY 12, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council