



ATTENDANCE

Education Council Members

Ali Oliver	Dennis Innes	Shirley Lew
Andy Sellwood	Heidi Parisotto	Todd Rowlett
Dave McMullen	Louise Dannhauer	Vivian Munroe
David Wells	Marcus Ng	

Regrets

Belinda Kaplan	Janita Schappert	Sonal Singh
Derek Sproston	Natasha Mandryk (Chair)	
Gabby Sarnoh	Sarah Kay (Vice-Chair)	

Guests

Astrid Evensen	Jennifer Cummins	Marnie Findlater
Adrian Lipsett	Jennifer Gossen	Nicole Degagne
Andrew Dunn	Jo-Ellen Zakoor	Patris Aghakian
Brenda Carmichael	John Demeulemeester	Pervin Fahim
Clay Little	Karen Brooke	Reza Nezami
Clayton Munro	Ken McMorris	Stefan Nielsen
Dawn Cunningham Hall	Lucy Griffith	Taryn Thomson
Feras Ghesen	Maria Klassen	Vincent Chauvet
Herbie Atwal	Mark Chiarello	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m. A. Sellwood chaired the meeting on behalf of N. Mandryk.

2. ACKNOWLEDGEMENT

- D. Innes acknowledged the College's location on the traditional and unceded territories of the x̱m̱əθḵəy̱ əm (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and səliłw̱ ətaʔṯ (Tsleil-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 February 14, 2023 agenda as amended. Item 6b) was revised (from "New Program" to "Program Information") since discussions about the Interpreting Diploma program are ongoing.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the January 10, 2023 minutes as presented.

Moved by V. Munroe, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annual Update – Deans & Directors: Part 1

- Annual updates were presented by J. Gossen, Director of International Education; D. McMullen, Registrar; and C. Munro, AVP, Student and Enrolment Services. This year, presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.
- There were questions about capacity to accommodate growth in International Education. There is pent-up demand following the pandemic, and the conversion rate (students accepting offers of admission) has been higher than forecast, due to changes to the student visa application process and shorter processing times by IRCC (Immigration, Refugees and Citizenship Canada). The recent addition of an additional cohort on short notice was accomplished in close collaboration with the department. There are regular conversations between International Education and the Registrar's Office to coordinate seat allocation between international and domestic students.
- There were discussions about incorporating mental health and well-being considerations into curriculum and policy, as well as around program promotion and student recruitment.

b) Program Information: Sign Language Interpreting Diploma

- D. Wells reported on current developments around Douglas College's (DC) Sign Language Interpreting Diploma, which operates on a 1+2 year model: Most students in this program are graduates of VCC's long-standing 10-month ASL and Deaf Studies Certificate who continue their studies for another 2 years at DC.
- Due to low enrolment, DC has suspended the fall 2023 intake. There are discussions about the possibility of transferring the program to VCC for this fall, and to create a combined program structure at VCC. There are very few other options for ASL interpreter training in Canada, and several institutions have suspended their programming.
- There is a tight timeline to transfer the program, and discussions are in progress among DC, VCC and the province. Wide consultation will take place, including with the Westcoast Association of Visual Language Interpreters (WAVLI). The proposal to transfer the program requires approval by both colleges' governance bodies; discussions at DC's Education Council and Board of Governors are scheduled for March.

c) First Draft Enrolment Plan 2023–2024

- D. Wells presented the first draft of the Enrolment Plan. It was noted that some numbers in the current draft will be revised, particularly in course-based offerings in the School of Arts & Sciences (LINC, EAL, ABE, CF, UT, etc.). Budgeted FTE numbers listed are too low, compared to budgeted registrations, since some data on contact hours was missing. These numbers will be recalculated for the next draft.
- Overall, numbers are relatively consistent. Some fluctuation in trades can be attributed to changes in the proportion of international and domestic students. Contract delivery in health sciences can make these numbers more challenging to forecast.
- In line with the previous discussion about increased international student demand, questions were raised regarding capacity to accommodate and support rapid growth, particularly in Continuing Studies and Hospitality, Food Sciences and Applied Business. Challenges around space, particularly computer labs, were discussed. Space utilization is being analyzed, and some programs are considering a move towards use of student-owned laptops.

- There were questions about significant differences between budgeted numbers and actuals from last year in several areas (Baking, AST, and Hair apprenticeships; Drafting; missing Nail Technology numbers). Some apprenticeship courses are budgeted but did not run last year due to low enrolment; there are discussions with SkilledTradesBC around industry needs.
D. Wells will follow up with deans on the questions raised. Further inquiries can be directed to A. Sellwood or N. Mandryk.

d) Annual Affiliation Agreements Update

- D. Wells presented the annual update and suggested creating a framework for different types of affiliation agreements.
- Questions were raised about International Education referring students to private language schools for English language instruction, and whether the option of providing equivalent training in house has been explored. There have been conversations in this regard, including at EdCo meetings in 2019.

e) Affiliation Agreements with Private Institutions – School of Hospitality, Food Studies & Applied Business

- D. Innes reported on affiliation agreements with private institutions, particularly in hospitality management. Articulation agreements allow students to either transfer into year 2 of VCC’s diploma program, or to ladder into VCC’s degree program after completion of a 2-year diploma at a private institution. The experience has been positive; transfer students tend to be successful, as they are well prepared due to previous study and/or work experience. The additional pool of applicants has enabled VCC both to mitigate attrition and expand the number of cohorts. Private institutions benefit from being able to market pathways into VCC’s internationally recognized hospitality management programs.
- It was emphasized that private institutions are thoroughly vetted before an agreement is signed. A number of existing agreements were put in place in collaboration with the Registrar’s Office and International Education, but without governance approval. The College and Institute Act outlines the roles of Education Council and the Board of Governors in approving agreements. Conversations are underway to align the current process with governance requirements and bring existing agreements into compliance.

f) Articulation Agreement with CCTB (Canadian College of Technology and Business) for Computer Systems Technology Diploma

MOTION: THAT Education Council approve the Computer Systems Technology Articulation Agreement with Canadian College of Technology and Business (CCTB) and forward it to the Board of Governors for joint approval.

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

- F. Ghesen presented the articulation agreement, which will create an option for students who have completed the first term at CCTB to transfer into term 2 of VCC’s Computer Systems Technology Diploma (CST). This will enable the CST program to fill vacant seats and mitigate attrition. Multiple College areas were consulted, including the Registrar’s Office, International Education, and Marketing. Course outlines were reviewed by Curriculum Committee to ensure alignment of learning outcomes.
- It was confirmed that international students completing the program at VCC will be eligible for a post-graduate work permit (PGWP) since they will complete 4 (out of 5) terms at VCC.

g) Program Suspension: Teaching Online Certificate

MOTION: That Education Council recommend the Board of Governors suspend the Teaching Online Certificate program, effective March 29, 2023.

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

- K. Brooke presented the proposal to suspend the Teaching Online Certificate (TOC). The program was developed following the renewal of the Provincial Instructor Diploma Program (PIDP) and Online/eLearning Instruction Certificate (ONEL) in 2018/19. At that time, it was felt that online teaching should remain separate from the general PIDP. However, the pandemic has led to a significant shift towards online teaching as the norm.
 - The courses developed for the TOC are also offered as electives in the PIDP, with good uptake. However, enrolment in the separate TOC program has been too low to make this program viable. The proposal is to suspend the TOC but continue offering the courses as electives in the PIDP. The department is working on a plan to teach out the TOC to enrolled students.
 - It was suggested to consider offering higher-level/advanced training in online teaching in the future.
- A. Oliver left the meeting at 5:06 p.m.

h) Concept Paper: Automotive Parts and Service Management Diploma

- L. Griffith presented the concept paper for this new program, which will prepare students for success in a variety of roles within the automotive industry, including parts and service management, parts sales and service, and customer service. This program is also an option for those with experience in the automotive industry looking to advance their careers. There is industry demand for these roles, and Program Advisory Committees in the Automotive areas have requested this type of offering for years. Conversations with other colleges are underway to develop common training standards.
- Students will be trained in both technical and business and customer service aspects. There are great opportunities for collaboration with other VCC programs, including in Hospitality, Food Services and Applied Business, for example around events.

i) EdCo By-Election

- A by-election is underway to fill two vacancies on Education Council. Two nominations were received for the Downtown student seat; there are no nominees for the Student Success faculty seat. Voting will take place from February 22 to February 28.

7. COMMITTEE REPORTS

a) Curriculum Committee

- No proposals were put forward this month. T. Rowlett reported on a presentation by R. Warick (CareerLAB) to Curriculum Committee on Work-Integrated Learning (WIL). Lack of standard terminology was identified as a gap, and a working group was established to develop definitions for different types of WIL at VCC. Another group is working on a myVCC page to provide resources for curriculum developers.

b) Policy Committee

i) Policies for College Feedback: F.1.2 Ethics and Integrity in Research and Scholarly Activity and F.1.3 Conflict of Interest Related to Research (*to be rescinded*)

- A. Sellwood delivered S. Kay's report. Policy F.1.2 Ethics and Integrity in Research and Scholarly underwent a scheduled review. Key changes included the establishment of a clear process for handling allegations of misconduct; expanded definition of research misconduct; and the requirement to follow First Nations Principles of Ownership, Control, Access, and Possession (OCAP) for data collected by, on, or from Indigenous communities. Content from policy F.1.3 Conflict of Interest Related to Research was merged into F.1.2, so the proposal is to rescind policy F.1.3. Both policies are posted for College feedback from February 9 to March 2, 2023.
- A working group will explore ways to incorporate considerations around anti-racism, justice, equity, diversity and inclusion (JEDI) and Universal Design for Learning (UDL) into the policy review process.

c) Education Quality Committee

i) Program & Education Services Renewal Schedules 2022-2027

- T. Rowlatt presented the renewal schedules. It was suggested to populate years 4 and 5 so departments are aware of upcoming renewals well in advance.
- The committee will meet with deans to discuss annual program reviews. To streamline and focus the conversation, the format this year will be a panel discussion with guiding questions.
- Curriculum Development (CD) Fund proposals are due on February 17. Adjudication will take place on March 9. It was noted that the Service Innovation and Enhancement Fund (SIEF) has been adjudicated; notices will be sent out this week.

8. STUDENT REPORT

- S. Nielsen reported that SUVCC is pleased that efforts are underway to continue the Interpreting Services Diploma program, for which there is great social need.

9. CHAIR REPORT

- A. Sellwood delivered N. Mandryk's report.

N. Mandryk and T. Rowlatt met with members of the Registrar's Office to discuss the possibility of an expedited governance approval process for curriculum changes in specific cases, where a technically "major" change has only a minor impact (e.g., rearranging learning outcomes between courses). No decisions have been made. There will be a fuller discussion at Education Council when there is a concrete example.

- There was a meeting with various stakeholders to discuss an alternative to program content guides (PCGs) for areas that are mostly course-based. A "course content guide" could provide an option to better present these offerings on the website and improve marketing and recruitment. This idea is still at the concept stage.
- The appeals working group will meet later this week.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 7, 2023, 3:30-5:30 p.m., via Zoom.
- A special meeting will be held on March 16, 3:30-4:30 p.m., for the Enrolment Plan 2023/24.
- The meeting was adjourned at 5:25 p.m.

APPROVED AT THE MARCH 7, 2023 EDUCATION COUNCIL MEETING

**Andy Sellwood, EdCo Executive Member
on behalf of Natasha Mandryk, Chair, VCC Education Council**