



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Dennis Innes	Louise Dannhauer
Sarah Kay (Vice-Chair)	Emily Simpson	Marcus Ng
Brianna Higgins	Heidi Parisotto	Shirley Lew
Dana Valeria Rodriguez Arellano	Kseniia Osipova	Todd Rowlett
David Wells	Lisa Beveridge	Vivian Munroe

Regrets

Belinda Kaplan	Derek Sproston	Simranjot Kaur
Dave McMullen	Jessica Ligeralde	

Guests

Adrian Lipsett	Jane Shin	Nigel Scott
Carmen Kimoto	Jo-Ellen Zakoor	Radhika Kumar
Claire Sauvé	Kelly Wightman	Shantel Ivits
David Kirk	Les Apouchtine	Sid Khullar
Dawn Cunningham Hall	Marnie Findlater	Stefan Nielsen
Elmer Wansink	Nicole Degagne	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 pm.

2. ACKNOWLEDGEMENT

- B. Higgins acknowledged the College’s location on the traditional unceded territories of the x̣ʷməθḳʷəỵ əm (Musqueam), Sḳẉx̣ wú7mesh (Squamish), and səliłẉ ətaʔṭ (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 December 12, 2023 agenda as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the November 14, 2023 minutes as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING (PART 1)

a) EdCo Planning Day Debrief

- N. Mandryk reported on the annual EdCo Planning Day held on December 1. The first session revolved around Indigenous representation on Education Council and was attended by J. Williams, Dean of Indigenous Initiatives; C. Little, Associate Director of Indigenous Education and Community Engagement; and Elder John Sam. D. Kirk, Dean of Curriculum & Pedagogy, was consulted before the session. Following these conversations, a proposal for Indigenous representation on EdCo will be put forward at this meeting (agenda item 6b).
- The second session on the Private Training Institutions Branch (PTIB) program evaluation process aimed at providing background to EdCo members on evaluation of program quality at private institutions, in the context of ongoing discussions about VCC's affiliation agreements.
- S. Kay and T. Rowlett reported on the joint planning session for Curriculum and Education Policy Committees. N. Johnson and I. Gianvito from Sheridan College, authors of the [Cultivating Trauma-Informed Spaces in Education: Promising Practices Manual](#), presented on trauma-informed education. The committees will debrief the session at their next meetings.

b) Indigenous Representation on Education Council

MOTION: THAT, in accordance with section 15(2) of the College and Institute Act, Education Council approve, and forward to the president for joint approval, the expansion of the voting membership of Vancouver Community College's Education Council to twenty-one (21), to include one additional seat designated for an Indigenous educational administrator.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- Indigenous representation on Education Council was discussed at previous EdCo meetings and at the December 1 planning session. N. Mandryk outlined different options to include non-voting or voting Indigenous representatives on Education Council under the College & Institute Act.
- During the planning day discussion, members supported adding both a voting and a non-voting member, for additional support.
- The College and Institute Act provides two avenues to add voting members:
 - Section 15 (3): adding a member for one year
 - Section 15 (2): adding a member for more than one year, as long as the ratio of faculty members, students, educational administrators, and support staff remains the same
- Both avenues have been utilized by other institutions in BC. Terms under either option are renewable. Adding an additional seat changes the ratio of constituency groups, but only minimally. At least two other BC institutions have added a seat under section 15(2).
- EdCo members agreed to add one voting seat for an Indigenous educational administrator under section 15 (2). This change also requires approval by VCC's president and CEO. Once approved, the administrator will be appointed by the president.
- The next step will be to add a non-voting Indigenous representative in consultation with Indigenous Education and Community Engagement (IECE). Ways to create an elected seat for an Indigenous faculty, student, or staff member will also be explored in consultation with IECE, in view of considerations around eligibility to stand for election and vote.

7. COMMITTEE REPORTS (PART 1)

a) Curriculum Committee

i) New Course Content Guide: Academic Upgrading Pre-Grade 10 Skills

MOTION: THAT Education Council approve, in the form presented at this meeting, the new Course Content Guide for Academic Upgrading Pre-Grade 10 Skills.

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

- T. Rowlatt presented the proposal for the Course Content Guide (CCG) for Academic Upgrading Pre-Grade 10 Skills. CCGs provide a way to group courses and present them on the website in a way that is more accessible and appealing to potential students.

ii) Program Update: Occupational/Physical Therapist Assistant Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised admission requirements for the Occupational/Physical Therapist Assistant Diploma program.

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

- C. Kimoto presented proposed changes to admission requirements to align with similar programs in BC and Canada and reduce unnecessary barriers for students. Curriculum Committee inquired about potential negative impacts of lowered requirements on student success. The department will monitor student outcomes but had no concerns about the changes.
- There was a discussion about removing the requirement to attend an information session. This change was made to reduce barriers and streamline admissions processes. Information sessions will continue to be held regularly, and students are strongly encouraged to attend. In addition, videos about the program will be added to the website. There is a robust new student orientation in the first week of the program to make students aware of available support services at VCC.

iii) Program Update: Health Unit Coordinator Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised admission requirements for the Health Unit Coordinator Certificate program and six revised course outlines.

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

- R. Kumar presented proposed changes to admission requirements to align with similar programs in BC and Canada and reduce barriers for students. The minimum keyboarding speed of 30 words per minutes was removed, and attending a program information session is strongly recommended but no longer required. In addition, minor revisions were made to hours in six courses to better fit the scheduling requirements of the program.
- Curriculum Committee discussed the touch-typing skills required for student success. Students will have the length of the entire program to build up to the industry standard of 40 gross words per minute. The department will monitor student outcomes but had no concerns about removing the admission requirement, based on their experience.

iv) Program Updates: Health Care Assistant Certificate & Health Care Assistant Diploma (International Cohort)

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Health Care Assistant (HCA) Certificate and the Health Care Assistant Diploma (International Cohort) programs.

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

- L. Beveridge presented proposed changes to admission requirements to align with updated guidelines from the regulatory body for health care assistants, the BC Care Aide Registry. Grade 10 completion is

now required for the certificate, instead of only English 10. The diploma program for international students already required Grade 12 completion. There are now also two distinct pathways to demonstrate English Language Proficiency.

- At the EdCo meeting, L. Beveridge also proposed moving course HRCA 1163 Impacts of Colonization on the Health and Wellbeing of Indigenous People (along with HRCA 1192) from Term 1 to Term 2 in the international diploma program. Students have found it challenging to fully engage in these intense courses, as there are no opportunities to apply their learning into practice during the introductory term, and many students are still adjusting to life in Canada. The proposal is to move these two courses to Term 2 and swap in a lighter course (HRCA 1183) in Term 1. The department would like to trial this change for May 2024 without formally changing the program content guide at this time. There were no concerns about this approach. The Registrar's Office and the Curriculum Committee Chair will work with the department after the meeting.

v) Program Updates: Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma, Architectural Technician Certificate, Civil/Structural Technician Certificate, Mechanical Drafting Technician Certificate, Steel Construction Modelling Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guides for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma, the Mechanical Drafting Technician Certificate, the Civil/Structural Technician Certificate, the Architectural Technician Certificate, and the Steel Construction Modelling Technician Certificate, and six new course outlines.

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

- T. Rowlatt proposed additional changes following the recent program renewal and restructuring. International students must take full-time studies (minimum 9 credits) in every term (except for the last term). Term 3 of the diploma program did not meet this minimum, which would have prevented international students from taking the program. To resolve this issue, three courses were split into six new courses, and credits were moved from Term 2 to Term 3. Learning outcomes, assessments and content remained the same.

vi) New Program: Cybersecurity Governance, Risk and Post-Degree Diploma

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the new Cybersecurity Governance, Risk and Compliance Post-Degree Diploma program content guide and 17 new course outlines, and recommend the Board of Governors approve the credential and program implementation.

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

- S. Khullar presented the proposal for this new program, which was developed in consultation with industry experts and is unique in Western Canada. Graduates will be prepared for in-demand careers in cybersecurity governance, risk and compliance (GRC). The curriculum also includes project management, technical and business writing, and a capstone project, which students can use as a portfolio.
- T. Rowlatt added that Curriculum Committee commended the program design and requested only minor adjustments, which were completed. Provisional approval is sought for this program since a new department will be established.

8. BUSINESS ARISING (CONTINUED)

a) Strategic Innovation Plan (SIP) Update

- J. Shin responded to questions about the Strategic Innovation Plan (SIP) Update, which was shared with EdCo members before the meeting.

- There were questions about justice, equity, diversity, and inclusion (JEDI); rather than developing a standalone policy, statements on JEDI and Indigenization and decolonization were embedded in VCC's Policy Development and Management policy (101).
- E. Wansink responded to questions about business intelligence and data lake, web time entry, and desktop as a service (DAAS). There was a request for more training and support for department heads to broaden their expertise and skill level in using data available in Power BI.
- N. Scott reported that, in alignment with the Accessible BC Act, VCC has developed an Accessibility Plan, established an Accessibility Committee and created an online feedback mechanism to report accessibility barriers. The Accessibility Plan outlines action items, such as updating related policy.
- D. Wells spoke to initiatives in the academic area, including prior learning assessment and recognition (PLAR), and new roles in the Centre for Teaching, Learning & Research to support Indigenization, JEDI, and accessibility.
- The Partnership Development Office (PDO) has created an inventory of VCC's access and community programs to tell the story of VCC's work in this space.
- In the new year, J. Shin will return to EdCo to present the next annual SIP update. Senior Team is planning a process to re-engage with departments around the SIP as the plan moves into its third year.

9. COMMITTEE REPORTS (CONTINUED)

a) Curriculum Committee (continued)

vii) Curriculum Approval Timeframe 2024

- The document outlining governance approval timelines was included in the meeting package.

viii) myVCC Curriculum Development Page

- T. Rowlett reported that a new [myVCC page](#) was created to house resources and information related to curriculum development and approval at VCC.

b) Policy Committee

- S. Kay reported that the new policy webpage was launched, which will make policies more accessible. Policies were renumbered and recategorized, and the page includes related forms and a glossary of terms. N. Degagne was commended for her work. Existing links to policies will remain active and will gradually be updated to link to the new page.

c) Education Quality Committee (EQC)

- T. Rowlett reported that the committee is working on guidelines for Curriculum Development (CD) Funds for 2024/25, which will be adjudicated in March. At its last meeting, the committee discussed a paper on quality assurance offices and approaches to program review and renewal.

10. ELECTIONS

a) Education Council Chair

- L. Apouchtine conducted the elections on behalf of D. McMullen.
H. Parisotto nominated N. Mandryk. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, N. Mandryk was announced Chair of Education Council.

b) Education Council Vice-Chair

- M. Ng nominated S. Kay. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, S. Kay was announced Vice-Chair of Education Council.

c) Two Executive Committee Members

- N. Mandryk nominated T. Rowlatt. Nomination accepted.
T. Rowlatt nominated L. Dannhauer. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, T. Rowlatt and L. Dannhauer were announced Executive Committee Members of Education Council.

d) Curriculum Committee Chair

- B. Higgins nominated T. Rowlatt. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, T. Rowlatt was announced Chair of Curriculum Committee.

e) Education Policy Committee

- E. Simpson nominated S. Kay. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, S. Kay was announced Chair of Education Policy Committee.

f) Education Quality Committee

- E. Simpson nominated T. Rowlatt. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, T. Rowlatt was announced Chair of Education Quality Committee.

11. CHAIR REPORT

- N. Mandryk reported that the Board of Governors approved the new Automotive Parts and Service Technology Diploma and suspension of the VR/AR Design and Development Diploma program.

12. STUDENT REPORT

- M. Ng reported on SUVCC's participation in 16 Days of Activism Against Gender-based Violence, as well as holiday activities at both campuses.

13. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 16, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:26 p.m.

APPROVED AT THE JANUARY 16, 2024 EDUCATION COUNCIL MEETING

**Natasha Mandryk,
Chair, VCC Education Council**