# VANCOUVER COMMUNITY COLLEGE
# EDUCATION COUNCIL
# CERTIFIED RESOLUTION
## June 8, 2021

I, Elle Ting, Chair of the Education Council of Vancouver Community College ("VCC"), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on June 8, 2021.

**RESOLVED THAT** Education Council approved:

- Program content guide for the new Asian Culinary Arts Advanced Certificate and three new courses:
  - ACUL 2201 Asian Restaurant Operation Management
  - ACUL 2202 Asian Pacific Cooking
  - ACUL 2203 Asian Restaurant Business Management

- Revisions to the Health Care Assistant Certificate (EAL Cohort) program content guide and three (3) courses to align with BC Registry of Health Care Assistants and Community Workers standards:
  - ELSK 0701 English Language Skills 1
  - ELSK 0702 English Language Skills 2
  - ELSK 0703 English Language Skills 3

- VCC Quality Assurance Process for Externally Accredited or Reviewed Programs (see Appendix)

- Posting D.3.6 Admissions and C.2.1 International Students on Study Permits policies and procedures for community feedback

**RESOLVED THAT** Education Council recommends the Board of Governors approve:

- VCC Strategic Innovation Plan 2022–2025
- New Asian Culinary Arts Advanced Certificate credential

Dated: June 8, 2021

APPROVED BY

Elle Ting,
Chair, VCC Education Council

## VCC Quality Assurance Process for Externally Accredited or Reviewed Programs

| |
|---|
| **Program Name:** |
| **Program  Leads:** |
| **Date:** |

## Purpose

To determine if there are any areas and topics that are part of the VCC program renewal process that are not covered by your program's accreditation process.

Accreditation processes are often focused on the set standards and competencies delivered in the curriculum and whether it meets the requirements of the external body. While this is crucial, the program renewal process includes looking at other program needs, such as departmental structure, workload and operational matters. In doing so, program renewals tend to provoke discussions to ensure high quality and sustainable programs.

By completing the form below, the external accreditation process is compared to VCC's program renewal process and gaps are identified. Subsequently, a meeting is set up with a subcommittee of the Education Quality Committee to determine if any additional actions are required beyond what is required by the accreditation process.

## Process

**Complete the form below.**
This will typically be done collectively by the department head, instructional associate assigned to the accreditation, the dean, and any additional members of the department heavily involved in the accreditation process.

**When to complete this form?**
We recommend you complete this form after you have completed the initial accreditation report/self-study or when the external review committee has finished their visit. It must be completed before the end of your accreditation review process.

**What is the review process?**
A three (3) member subcommittee of the Education Quality Committee will be assigned to your review and will meet with the accreditation leads for your program to discuss any potential gaps in your accreditation.

If additional actions are required due to identified gaps, the subcommittee will provide a reasonable timeframe for your department to complete the work.

Upon completion of the accreditation process, please complete this form and submit to edco@vcc.ca.

## SECTION 1: Process

Does the program accreditation process include the following elements?

*Comments are not required*

| Elements | Fully | Partially | Not Addressed |
|---|---|---|---|
| Steering Committee including College and departmental representation | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Self-study (report submitted to the accreditation body) completed by the department | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| External Review process that includes panel, site visit (or virtual visit), and report with recommendations | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Opportunities for feedback (during self-study and/or external review process) from: program instructors and staff; current students; alumni; and Program Advisory Committee or other community/industry partners | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Action Plan completed by the department (based on self-evaluation and/or accreditation recommendations) | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| *Additional Comments:* | | | |

## SECTION 2: Topics Included in Accreditation Review

There are six (6) areas of discussion required by the College's Program Renewal. These are covered in detail in the self-study (or report submitted to the accreditation body) and are then reviewed by the external panel.

Does the program accreditation process require discussion of the following topics:

*Comments are not required*

| CURRICULUM & INSTRUCTION | Fully | Partially | Not addressed |
|---|---|---|---|
| Program Structure and Alignment | ☐ | ☐ | ☐ |
| Comments: | | | |
| Admission and graduation requirements | ☐ | ☐ | ☐ |
| Comments: | | | |
| Teaching and assessment strategies | ☐ | ☐ | ☐ |
| Comments: | | | |
| Curriculum delivery (e.g. online, blended, experiential) | ☐ | ☐ | ☐ |
| Comments: | | | |
| Curriculum quality, relevance, and connection to professional or entry to practice standards (if applicable) | ☐ | ☐ | ☐ |
| Comments: | | | |
| Clinical, practicum, and other workplace learning (if applicable) | ☐ | ☐ | ☐ |
| Comments: | | | |
| Additional Comments: | | | |

*Comments are not required*

| INSTRUCTORS & STAFF | Fully | Partially | Not addressed |
|---|---|---|---|
| Qualifications and hiring practices, including training and experience in teaching | ☐ | ☐ | ☐ |
| Comments: | | | |
| Workload | ☐ | ☐ | ☐ |
| Comments: | | | |
| Professional and career development | ☐ | ☐ | ☐ |
| Comments: | | | |
| Connections to professional associations, community and/or workplace | ☐ | ☐ | ☐ |
| Comments: | | | |

| | Fully | Partially | Not addressed |
|---|---|---|---|
| Research and scholarly activities | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| *Additional Comments:* | | | |

*Comments are not required*

| STUDENT OUTCOMES | Fully | Partially | Not addressed |
|---|---|---|---|
| Student progression (e.g. enrolment, attrition, retention, remediation, graduation) | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Student satisfaction | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Employment outcomes | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Course evaluations including work placements | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| *Additional Comments:* | | | |

*Comments are not required*

| EDUCATION SUPPORT SERVICES | Fully | Partially | Not addressed |
|---|---|---|---|
| Breadth and accessibility of services, including:<br>• Indigenous services;<br>• library and research support;<br>• academic support and tutoring;<br>• counselling and disability services;<br>• advising services;<br>• career services;<br>• international student services; and<br>• financial support, scholarships and bursaries | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Student satisfaction | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Support for instructors | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| *Additional Comments:* | | | |

*Comments are not required*

| PROGRAM PLANNING & ADMINISTRATION | Fully | Partially | Not addressed |
|---|:---:|:---:|:---:|
| Enrolment planning, marketing and recruitment | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Department organization, instructor and staff complements, administrative support and operational budget | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Indigenization | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Equity, diversity and inclusion | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Program Advisory Committee | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Department planning processes, labour market and competitive analysis | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Succession planning | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Alignment with College policies | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Affiliation, articulation and transfer agreements | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Ongoing curriculum development and maintenance | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| *Additional Comments:* | | | |

*Comments are not required*

| PHYSICAL & LEARNING ENVIRONMENTS | Fully | Partially | Not addressed |
|---|:---:|:---:|:---:|
| Physical spaces including facilities, classrooms, labs, work placement sites, and offices | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Online learning spaces and educational technology | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Equipment and technology | ☐ | ☐ | ☐ |

| | | | |
|---|---|---|---|
| *Comments:* | | | |
| Safety (including work placement sites) | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| Accessibility (including work placement sites) | ☐ | ☐ | ☐ |
| *Comments:* | | | |
| *Additional Comments:* | | | |

## SECTION 3: REVIEW BY EVALUATION SUBCOMMITTEE

*\*To be completed by the 3-person Evaluation Subcommittee assigned by the Education Quality Committee*

Are there any significant gaps in the program accreditation process compared to the College's Program Renewal requirements?

If yes, what actions are required?

What is the timeframe for these actions to be completed?

Additional Comments:

*Date Reviewed by Evaluation Subcommittee:*

*Date Reviewed by Education Quality Committee:*