



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
September 14, 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 September 14, 2021.

RESOLVED THAT Education Council approved:

- Extension of the alternative curriculum change process approved on May 12, 2020, for the Fall 2021 and Winter 2022 programming (until the end of March 2022); see appendix
- New course MATH 2120 Discrete Mathematics 2
- Updates to 14 courses in the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and Architectural Technician Certificate programs, including updates to pre-requisites, course descriptions, topics, learning outcomes, and evaluation plans:
 - DRFT 1270 Residential Design
 - DRFT 1271 Site Planning
 - DRFT 1272 Codes and Regulations 1
 - DRFT 1273 Construction Assemblies 1
 - DRFT 1274 Single Family Residences
 - DRFT 1275 Codes and Regulations 2
 - DRFT 1276 Construction Assemblies 2
 - DRFT 1277 Multi Family Residences
 - DRFT 1278 Drawing Plan Reading
 - DRFT 1371 Codes and Regulations 3
 - DRFT 1372 Construction Assemblies 3
 - DRFT 1373 Commercial Retail Buildings
 - DRFT 1374 Introduction to 3D and BIM
 - DRFT 1375 Commercial Layouts Using BIM
- Revisions to the Business and Project Management Post Degree Diploma program content guide and 16 new courses:
 - MGMT 1014 Business Management Essentials
 - MGMT 1015 Applied Quantitative Skills
 - OPMT 1004 Logistics and Supply Chain Management
 - OPMT 1005 Process Improvement and Lean Design
 - OPMT 2020 Workplace Safety and Sustainability
 - PGMT 1001 Fundamentals of Project Management
 - PGMT 1002 Product Development and Project Scope Management
 - PGMT 1003 Project Stakeholder and Communications Management
 - PGMT 1004 Project Schedule and Cost Management
 - PGMT 1005 Project Resource and Procurement Management
 - PGMT 2001 Project Quality and Risk Management
 - PGMT 2002 Agile Project Management
 - PGMT 2003 Project Leadership and Change Management
 - PGMT 2020 Project Management Technology



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- PGM 2021 Project Integration and Capstone
- PGM 2022 Project Contract Negotiations and Management
- Revisions to the Pharmacy Technician Certificate program content guide, including changes to learning outcomes, program duration and credits, and 15 new courses:
 - PHAR 1101 Professional Practice 1
 - PHAR 1102 Pharmacology & Therapeutics 1
 - PHAR 1103 Pharmacy Calculations 1
 - PHAR 1104 Pharmacy Communications 1
 - PHAR 1105 Pharmacy Management 1
 - PHAR 1106 Community Pharmacy
 - PHAR 1201 Professional Practice 2
 - PHAR 1202 Pharmacology & Therapeutics 2
 - PHAR 1203 Pharmacy Calculations 2
 - PHAR 1204 Pharmacy Communications 2
 - PHAR 1205 Pharmacy Management 2
 - PHAR 1206 Hospital Pharmacy
 - PHAR 1207 Sterile Products
 - PHAR 1208 Practicum Preparation
 - PHAR 1309 Pharmacy Practicum

RESOLVED THAT Education Council provisionally approved:

- Program content guide for the new Optician Diploma and 18 new courses:
 - OPTC 1100 Customer Service & Professional Communications 1
 - OPTC 1110 Anatomy & Physiology of the Eye
 - OPTC 1120 Professional Practice & Office Procedures
 - OPTC 1130 Foundations of Optics
 - OPTC 1140 Eyeglasses Theory
 - OPTC 1210 Eyeglasses Lab
 - OPTC 1220 Eyeglasses Fabrication & Design
 - OPTC 1230 Customer Service & Professional Communications 2
 - OPTC 1240 Low Vision Conditions & Devices
 - OPTC 1250 Consolidated Practice Experience: Eyeglasses
 - OPTC 2310 Sales & Marketing Skills for the Entrepreneur
 - OPTC 2320 Contact Lens Theory
 - OPTC 2340 Contact Lens Lab
 - OPTC 2350 Consolidated Practice Experience: Contact Lenses
 - OPTC 2420 Business Management for the Entrepreneur
 - OPTC 2430 Refractive Conditions & Automated Refraction
 - OPTC 2440 Program Review and License Exam Prep
 - OPTC 2450 Preceptorship



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RESOLVED THAT Education Council recommends the Board of Governors approve:

- Affiliation Agreement between VCC and Stenberg College International (SCI) regarding the Optician Diploma Program at VCC
- Implementation of the revised Pharmacy Technician Certificate program
- New Optician Diploma credential
- Revised D.1.5 Use of Library Resources policy and procedures
- Revised D.3.6 Admissions policy and procedures
- Rescinding C.2.1 International Students on Study Permits policy and procedures

Dated: September 14, 2021

APPROVED BY

Elle Ting,
Chair, VCC Education Council



INFORMATION NOTE

ISSUE: Curriculum Changes during the COVID-19 Pandemic

BACKGROUND:

Following guidance from the Provincial Health Officer and the Ministry of Advanced Education, Skills & Training (AEST) in the current COVID-19 pandemic, VCC suspended face-to-face instruction as of March 17, 2020. The transition to alternative delivery methods has made it necessary to adjust courses and programs very quickly to allow for a smooth transition and positive learning experience, but due to the urgency of the situation, following standard governance processes is currently not practicable.

Education Council still has the responsibility to maintain oversight and ensure changes are made in a procedurally sound manner with appropriate consultation and documentation; however, without being able to predict whether the COVID-19 public health emergency will extend into the Fall 2020 and Winter 2021 terms, the college must be prepared to face a period of *“extended transition during continued turmoil.”*¹ As such, VCC’s governance has developed provisional processes that balance responsiveness to the immediate, urgent transition resulting from the temporary suspension of face-to-face instruction with preparation for the gradual return to more “normal” times through the establishment of educational technology infrastructure and its intentional integration into programming.

This note provides a process description of alternative governance requirements put in place to support the current and anticipated curricular changes necessitated by the COVID-19 emergency. This provisional process was approved by Education Council on May 12, 2020.

This process is designed to maintain a holistic, agile approach to reporting and overseeing curriculum changes, despite the uncertainties presented by the current pandemic.

The process has been divided into two pathways:

Pathway 1: Changes to curriculum driven by the need to transition to alternative delivery due to the COVID-19 pandemic.

- Departments and instructors are allowed to make changes to courses and programs without seeking prior governance approval, except for changing or meeting program learning outcomes (see Pathway 2 below).
- These changes should be focused on ensuring students can meet overall learning outcomes and competencies.

¹ Hill, Phil. “Revised Outlook for Higher Ed’s Online Response to COVID-19.” *Phil on Ed Tech*. 31 Mar. 2020. <https://philonedtech.com/revised-outlook-for-higher-eds-online-response-to-covid-19/>. Accessed 8 Apr. 2020.

- Guidelines provided by regulatory, accrediting, or governing bodies (such as the Industry Training Authority) can be followed without internal VCC governance approval.
- A summary of changes must be sent to Education Council for information. The summary can be sent as soon as reasonable; in some cases, this will be after the start date of the program. This chronology of changes will record the College's teaching approach and facilitate future debriefing that will take place after the COVID-19 health emergency has ended.
- Changes are considered temporary and are only in effect during program/course offerings during the COVID-19 pandemic. The summary of changes sent to EDCO should include dates.
- It is the responsibility of instructors and department leaders to inform students as soon as possible about changes to courses or programs (including evaluation plans, sequencing of courses, and teaching modes). Whenever possible, changes to courses should be established in the syllabus at the start of a class. Given the likelihood of conditions changing, Education Council authorizes reasonable changes to be made that are required on short notice (such as the availability of lab or clinical opportunities).

Pathway 2: Changes to program learning outcomes (PLOs) for cohort-based programs; changes to course learning outcomes (CLOs) for non-cohort-based courses; and the granting of credentials based on *substantial completion*.

- Changes to program learning outcomes (and some course learning outcomes) require approval from Education Council. These changes will receive expedited review by Education Council.
- For courses that are not primarily part of a program (e.g. University Transfer), and in cases where course learning outcomes cannot be met in that course, changes to course learning outcomes must be approved by Education Council. However, alternate options for delivery (such as delaying a lab component) are acceptable and fall under Pathway 1 above.
- Substantial completion: Programs awarding credentials to students based on substantial completion of the program must submit a description of how substantial completion has been determined for expedited approval by Education Council. Consultation with external stakeholders/Program Advisory Committees is recommended. Programs whose regulatory, accrediting, or external governance bodies (such as the ITA) have provided guidelines for substantial completion are exempt from this requirement but must report these guidelines under Pathway 1.

PREPARED BY: Elle Ting, Chair, Education Council

DATE: May 14, 2020