



Vancouver Community College Board of Governors Public Meeting Agenda

November 24, 2021; 5:30 p.m.

Board Members (In-person Broadway A, Room 5025) Other participants (Zoom):

<https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFITm5qdFBRSGRZRMVOdz09>

Zoom Phone: +1 778 907 2071

Meeting ID: 643 9701 0942

Password: 037455

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)
Libby Davies (Vice Chair)
Seung Oh (Chair, FAC)
Mahin Rashid (Chair, Governance)
Jeffrey Yu
Karen Brooke
Ladan Sahraei
Nadia Belokopitov
Paul Yeung (**REGRETS**)
Rene-John Nicolas
Shobha Rajagopalan
Sue Hammell

Staff Resources

David Wells VP, Academic & Applied Research
Ian Humphreys VP, Admin & International Development
Kate Dickerson VP, People Services
Jane Shin VP, Students & Community Development
Elmer Wansink AVP, IT & CIO
Clayton Munro AVP, Student & Enrolment Services
Tannis Morgan AVP, Academic Innovation
Jamie Choi ED, Finance & CFO
Karen Wilson ED, Marketing & Communications
Deborah Lucas Executive Assistant, Board of Governors
Surinder Aulakh Director Safety, Security & Risk
Carmen Curman Interpreter
Emily Allan Interpreter

Ex-Officio

Ajay Patel President & CEO
Todd Rowlett Chair, Education Council
(Interim)

Guests

Elder Jean Wasegijig Elder in Residence
Taryn Thomson President, VCCFA
Chris Joyce President, CUPE Local 4627
Sydney Sullivan Executive Director, SUVCC
Joy Rudder VCC Culinary Program Student

**VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people,
on whose traditional and unceded territories we live, learn and work.**

Item	Topic	Action	Speaker	Time	Attach	Page
1.	CALL TO ORDER, LAND ACKNOWLEDGEMENT		J. Hartman/ Elder Jean	7 min		
2.	APPROVAL OF AGENDA/CONSENT AGENDA		J. Hartman	2 min		
	<i>"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."</i>	Decision				
	2.1 Minutes: Sept 29, 2021, Public Meeting				✓	3
	2.2 Board Correspondence				✓	8
	2.3 News & Events				✓	9
	2.4 VCCFA Report				✓	11

3.	MENTAL HEALTH & WELL-BEING FRAMEWORK	Info	C. Munro	20 min		
4.	ACTION TRACKER: Sept 29, 2021 Items	Info	J. Hartman	1 min		
5.	RETURN TO CAMPUS UPDATE	Info	S. Aulakh	5 min		
6.	CONSTITUENCY GROUP REPORTS					
	6.1 CUPE Local 4627	Info	Constituency Reps	5 min		
	6.2 VCCFA			5 min	✓	11
	6.3 SUVCC – Fund it, Fix it campaign			15 min		
7.	EDUCATION COUNCIL REPORT		T. Rowlatt	5 min		
	7.1 Chair’s Report	Info			✓	12
8.	FINANCE AND AUDIT COMMITTEE REPORT		S. Oh	20 min		
	8.1 Chair’s Report	Info				
	8.2 Financial Performance (Period End: Sep 30, 2021)	Info			✓	14
	8.3 Tuition: Increase in Domestic Tuition & Mandatory Fees	Decision			✓	22
	8.4 Tuition: Increase in International Tuition & Mandatory Fees	Decision			✓	23
9.	GOVERNANCE COMMITTEE REPORT		M. Rashid	20 min		
	9.1 Chair’s Report	Info				
	9.2 Revised: D.1.5 Use of Library Resources	Decision			✓	24
	9.3 Revised: D.3.6 Admissions & Rescind C.2.1 International Students on Study Permits	Decision			✓	36
	9.4 Policy Framework Renewal – Approval bodies	Decision			✓	56
10.	HUMAN RESOURCES COMMITTEE REPORT		J. Hartman	5 min		
	10.1 Chair’s Report	Info				
11.	NEW BUSINESS					
	11.1 Student Success Stories	Info	A. Patel	10 min		
	11.2 AEST Indigenous Board Member Gathering	Info	N. Belokopitov	10 min		
12.	NEXT MEETING & ADJOURNMENT	Info	J. Hartman	1 min		

Next meeting: Feb 9, 2022



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS

DRAFT PUBLIC MEETING MINUTES

September 29, 2021

5:30 p.m. Room 5025, Broadway Campus

ATTENDANCE

Board Members		Staff Resources	
Joey Hartman (Chair, Board/HRC)		Deborah Lucas	Executive Assistant, Board of Governors
Libby Davies (Vice Chair)		David Wells	VP, Academic & Applied Research
Seung Oh (Chair, FAC)		Ian Humphreys	VP, Admin & International Development
Mahin Rashid (Chair, GC)		Jane Shin	VP, Students & Community Development
Jeffrey Yu		Kate Dickerson	VP, People Services
Karen Brooke		Elmer Wansink	AVP, IT & CIO
Ladan Sahraei		Clayton Munro	AVP, Student & Enrolment Services (Interim)
Nadia Belokopitov		Tannis Morgan	AVP, Academic Innovation
Paul Yeung (REGRETS)		Jamie Choi	ED, Finance & CFO
Rene-John Nicolas		Karen Wilson	ED, Marketing & Communications
Sahil Arora (REGRETS)		Surinder Aulakh	Director, Safety, Security and Risk
Shobha Rajagopalan		Carmen Curman	Interpreter
Sue Hammell		Julia Menzies	Interpreter
Ex-Officio		Guests	
Ajay Patel	President & CEO	Taryn Thomson	President, VCCFA
Elle Ting	Chair, Education Council	Sydney Sullivan	SUVCC

VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people, on whose traditional and unceded territories we live, learn and work.

1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5.36 p.m. The land acknowledgement was presented by Education Council Chair, E. Ting. J. Hartman presented opening remarks:
 - The Federal Government has declared Sept 30 as National Day for Truth and Reconciliation. This date acknowledges the harm that was done to Indigenous Peoples by Canada’s residential schools and the ongoing impacts and intergenerational trauma that are felt by Indigenous communities to this day. VCC will be closed on Sept 30 to allow staff, faculty, and students the time to observe this important day of reflection and commemoration.
 - It is the final meeting for student board members S. Arora and L. Sahraei. Their term ends on Oct 31. Ladan is hoping to run for a second term and Sahil had ended his studies at VCC. The Board thanked them for their contribution over the past year.
- A. Patel presented opening remarks.
 - VCC will be closed for the National Day for Truth and Reconciliation, however, the VCC community is preparing numerous activities throughout the week to recognize and honour Indigenous culture and history and commit to continued healing and justice.
 - Congratulations to Jane Shin on her permanent appointment to the position of VP, Students & Community Development and highlighted her contribution to the successful progression of the Strategic Innovation Plan and the Campus Master Plan, with outreach activities.

- VCC is proud to partner with community organization Ray-Cam Cooperative Centre. Starting Sept, tuition-free basic reading, writing, and math upgrading classes will be offered to residents of Vancouver’s Downtown Eastside.
- I. Humphrey’s presented an update on the Campus Master Plan (CMP). Requests For Proposals for prime architect and project consultant are underway. Meetings with external stakeholders continue, including City of Vancouver officials. It’s an opportunity to understand the collective vision on the area that includes the Broadway Campus.

2. APPROVAL OF AGENDA AND CONSENT AGENDA.

MOTION: THAT the VCC Board of Governors approve the Jun 30, 2021, agenda with:

- Removal of Item 10. Student Stories

and approve/ acknowledge receipt of the following items on the consent agenda:

- 2.1** Minutes: Jun 29, 2021, Public Board Meeting
- 2.2** Minutes: Aug 11, 2021, Special Public Board Meeting
- 2.3** Board Correspondence
- 2.4** News & Events
- 2.5** VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

- No brought forward actions from Jun 30, 2021, Public Board of Governors Meeting.

4. RETURN TO CAMPUS UPDATE

- S. Aulakh addressed the Board. The College reopened, with regular hours, as of Sept 7. To date, the transition to campus activities is going smoothly. Regional updates are being provided by Vancouver Coastal Health (VCH) and the current situation is monitored, addressing concerns if they arise, with a sensitive and compassionate approach. The vaccination site has left the Broadway carpark, however, VCC continues to support its community and has run three (3) pop-up vaccination clinics at each of its campuses. VCH is seeing approx. 97% vaccinated in our sector.
- Work continues with on campus stakeholder groups to provide a safe and secure learning environment. Flu clinics will be coordinated for the fall.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- No report.

5.2 Vancouver Community College Faculty Association (VCCFA): Presented by President, T. Thomson

- The VCCFA Report was received by the Board in the Consent Agenda.
- An update that the VCCFA anti-racism working group is looking at restorative justice practices and the Board will receive further reports on this in the coming months.
- Concern remains over student enrolment/retention due to continued tech issues relating to program registration, and student access to programs and email.

5.3 Student Union of Vancouver Community College (SUVCC): Presented by S. Sullivan

- SUVCC elections are in process. It runs concurrently with the election of members to Education Council and the Board of Governors. There’s been encouraging interest from students.

6. EDUCATION COUNCIL (EdCo)

6.1 EdCo Chair's Report

- Education Council (EdCo) Chair, E. Ting, summarised the report included in the materials, including:
 - The Heavy Mechanical Trades (HMT) Program Feasibility Working Group have finalized their report for EdCo. Whilst the option of delivering part of the program from Broadway is being investigated, the process for suspension/cancellation is not being initiated. The Board will be updated at the next meeting.

6.2 Credential: Revised Pharmacy Technician Certificate Program

- To meet new accreditation requirements and evolving technology in the health sector, the Pharmacy Technician Certificate Program has undergone a significant review. Program learning outcomes were adjusted to align with new competencies, program hours were extended, and new course numbers were created to reflect subsequent changes in credits. EdCo approved it for recommendation to the Board on Sept 14, 2021.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the revised Pharmacy Technician Certificate program.
Moved, Seconded & CARRIED (Unanimously)

6.3 Credential: New Optician Diploma Program

- The new Optician Diploma Programs is the result of VCC's collaboration with Stenberg College. It addresses both a gap in student access and a growing labour shortage in the Canadian healthcare system. As provincial legislation restricts private post secondary institutions from attracting international student cohorts, VCC's Optician Diploma would be offered to its international students.
- This program will be delivered at Stenberg College's Central City campus in Surrey. EdCo approved recommending the program on Sept 14, 2021.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Optician Diploma Program.
Moved, Seconded & CARRIED (Unanimously)

7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

7.1 Chair's Report

- The Finance and Audit Committee (FAC) met on Sept 22, 2021. They received the Financial Performance for information (Item 7.2) and approved 3 tuition matters for consideration (Items 7.3, 7.4 & 7.5). The next FAC meeting is Nov 10, 2021.

7.2 Financial Performance (Period End Aug 31, 2021)

- Revenue for the period was \$204K above budget. The forecasted deficit is \$3.92M.
- The College is waiting for the Sept enrolment to be finalized; the financial forecast and the College's operating budget for 2021/22 will be revised accordingly.

7.3 Tuition: Pharmacy Technician Certificate Program)

- The Pharmacy Technician Certificate Program has undergone a substantial review which qualifies it as a new program and prompts a review of tuition and fees.
- FAC reviewed the tuition and fees proposal, which was pre-approved by the Ministry, and compared with similar programs across the province. Opticianry is a high opportunity occupation with projected job openings coming from retirements and new job creation. Private post secondary institutions are

restricted from offering this to international students and similar programs across Canada are continually reaching full capacity.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$9,800 (\$185 per credit) for the revised Pharmacy Technician Certificate Program, effective May 2022.
Moved, Seconded & CARRIED

7.4 Tuition: International Tuition: 2nd year courses in Associate of Science – Computer Science pathway: CMPT 2225, 2276 and 2295 AND;

7.5 International Tuition: 2nd year MATH courses in Associate of Science – Computer Science pathway: MATH 2700, 2251, 2120 and 2310

- The International Education department identified an opportunity offer the Associate of Science – Computer Science Degree Program to both domestic and international students as of Jan 2022. To meet the credential, international tuition fees for 2nd year courses must be established in Math and Computer Sciences.
- FAC supported the proposal, and agreed with the approach for the CMPT courses, aligning the tuition with what is consistent with VCC’s other CMPT 2nd year courses. It recovers direct and indirect costs and is comparable with other institutions.
- FAC supported the tuition proposal for the 2nd year MATH courses, taking into consideration that currently all 1st year UT courses have an established international fee rate that is lower than average at \$555.87/credit.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve international tuition of \$1,028.16 (\$732.01 per credit) for 2nd year courses in Associate of Science – Computer Science pathway (CMPT 2225, 2276 and 2295), effective Jan 2022.
Moved, Seconded & CARRIED

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve international tuition of \$1,846.20 (\$625.40 per credit) for 2nd year MATH courses in Associate of Science – Computer Science pathway (MATH 2700, 2251, 2120 and 2310), effective May 2022.
Moved, Seconded & CARRIED

7.6 Tuition: Optician Diploma Program

- The Board reviewed the advance materials and had no questions.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$39,600 for the new Optician Diploma Program, effective Sept 1, 2022.
Moved, Seconded & CARRIED

8. GOVERNANCE COMMITTEE (GC) REPORT

8.1 Chair’s Report

- Through July-Sept, Governance Committee (GC) has been working on the renewal of VCC’s Policy Framework. The next step is for GC to identify and recommend to the Board changes to policy approval bodies. This discussion will be conducted at the next GC meeting on Oct 13, 2021.

- From reviewing the results of the annual board evaluation survey, the GC has submitted to the Board fall retreat agenda topics for consideration, e.g., education opportunities.

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1 Chair's Report

- The Board Chair and Vice Chair are keeping apprised of the status of the President's Objectives and the Human Resources Committee (HRC) shall conduct a formal review in the fall.

10. NEW BUSINESS

- No new business.

11. NEXT MEETING & ADJOURNMENT

- The next regular Public Board of Governors meeting is on Nov 24, 2021. With no further business, the meeting adjourned at 6.57 p.m.

APPROVED AT THE NOV 24, 2021, PUBLIC BOARD MEETING

Joey Hartman
Chair, VCC Board of Governors



Board of Governors Public Meeting
November 24, 2021

BOARD OF GOVERNORS CORRESPONDENCE

DATE	FROM	DETAIL
Oct 7, 2021	Hon. Anne Kang - AEST	Relaunch of Here2Talk Campaign
Oct 8, 2021	Minister Heyman, Minister of Environment and Climate Change Strategy	Confirmation of introduction meeting w/Chair, Vice Chair & President.
Nov 3, 2021	Hon. Anne Kang & Deputy Minister Baskerville, AEST	Accept invitation to attend Nov 8 Board Retreat.



VCC NEWS AND EVENTS

October/November 2021

- Congratulations to VCC President and CEO Ajay Patel, who has been awarded one of this year's Top 25 Canadian Immigrant Awards on Nov. 18. This prestigious people's choice awards program honours inspirational immigrants who have made a positive impact on their communities since arriving in Canada, and recognizes the achievements of all immigrants including community advocates, volunteers, successful entrepreneurs, and cultural icons.
- It's called Speechless, but that's not stopping VCC Graphic Design students from talking up their latest works in this year's grad show, celebrated on zoom on Nov. 4. The online show, featured 12 graphic design students who promoted their work and skills to an audience made of industry and future clients. Through VCC's in-house Studio Nuvo at the Downtown campus, students have been taking on assignments in print and web work, branding, and visual design as part of their training.
- This year, over 600 VCC employees attended the morning session at VCC Day on Nov. 3 and over 400 attended the afternoon workshops. Employee enjoyed the Indigenous vocal ensemble, the VCC Day band as well as a review of the mental health framework and Employee Excellence Award winners.
- VCC Bachelor of Science in Nursing (BScN) students administered the flu vaccine this November for free to all health sciences students and VCC employees.
- In October 2021, VCC's Partnership Development Office secured funding from the Ministry of Advanced Education and Skills Training to implement a new employer engagement pilot project to support VCC departments and faculty with student work placements.
- Our open house team is happy to report that the virtual Experience VCC hosted on Oct 25, and 26 topped out at 2,177 session registrations (13 per cent higher than our Spring 2021 event) Many thanks to all the employees who help spread the word about VCC at this important recruitment event.
- VCC is pleased to announce Clayton Munro as our new Associate Vice President, Student and Enrolment Services. Clayton has been serving in this role, in an interim capacity, since August 2020 and has been selected for the permanent position, effective immediately.

Government relations

- Vancouver Community College (VCC) is pleased to be one of 20 B.C. post-secondary institutions to receive \$150,000 to fund technologically advanced trades equipment, as announced on Wednesday, November 10.
- Minister of Advanced Education, Skills and Training, Anne Kang, and Vancouver False Creek MLA, Brenda Bailey, toured VCC's training kitchens, on-site bakeries and hair salon and spa on Nov. 8, meeting with dozens of student apprentices in honour of Apprenticeship Recognition Month. [See full story.](#)

VCC in the News, highlights

- [Plain and simple: Students want college programs that get them jobs](#) – The Globe and Mail (Oct. 26) With today's increased cost of living and an uncertain job market only made worse by the ongoing pandemic – particularly for young people – employability is a key driver behind a student's choice for postsecondary education...Technology is as important as ever in the career market, which is why there are digital aspects to nearly every program these days, explains David Wells, vice-president of academic and applied research at Vancouver Community College.
- Thank you to all the VCC faculty, staff, and community members who voted in the annual [Georgia Straight's Best of Vancouver](#) contest. Readers have named VCC #1 in the categories Best Culinary School and Best School for Continuing Education. We're grateful for the support and hard work you've put into delivering the best to our students.
- [Solving the construction labor shortage through ingenuity](#) – Forbes (Oct. 15) It goes without saying that we're in the midst of a labor shortage... Located in Vancouver, Canada, Vancouver Community College is another educational institution leading the way when it comes to helping jump-start careers in construction — and in steel detailing, in particular.
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Upcoming Events:

- Mental Health Okanagan Charter Presentation, November 30
- Student Awards, December 3
- Flourish, February 2, 2022

PREPARED BY: Karen Wilson, Executive Director, Marketing & Communications
DATE: November 17, 2021

Report to the VCC Board of Governors, November 2021

Prepared by Taryn Thomson, VCCFA President

Reasons for Optimism

1. **The Campus Master Plan:** This is a bold and exciting plan that will leverage our real estate to support our own programming. Kudos to Ian Humphreys and Ajay Patel for their work on this.

2. **Anti-Racism, EDI, Reconciliation and Indigenization:** The EDI committee, chaired by Reba Noel and Shantel Ivits, anti-racism courses offered through HR, workshops at VCC Day, the work of the VCCFA in supporting race caucuses, and the Indigenization Readiness Report (the work of Robert Daum and Lindsay Heller) to be released in the early spring. We are doing positive work.

For more information on the ideas behind what we are calling an Ally Caucus:

<https://static1.squarespace.com/static/581e9e06ff7c509a5ca2fe32/t/5986432386e6c09a29eedc62/1501971235500/01+AWARE-LA+Why+a+White+Space.pdf>

3. **The mental health framework:** Glad to see this important initiative moving along and look forward to seeing how it helps our students, faculty and staff in the days and years to come.

Points for further discussion

1. **Annacis Island situation:** We are at a critical stage in our conversations. This situation is unique: VCC is forced into abdicating its role of delivering the HMT program at Annacis Island and must negotiate with BCIT for a reasonable deal. While BCIT claims to need our faculty, they are so far not rolling out the red carpet. As HMT faculty are getting a raw deal by all accounts, we call on VCC admin to do everything it can to ensure our faculty and staff are well supported during this transition.

2. **Continued flexibility needed around COVID 19:** This thing isn't over yet. The optimism we may have felt in September with our "return" to campus (I use quotation marks because many of us continue to teach either remotely or in a combined remote/face-to-face model), feels strained at best. Flu season is upon us. COVID vaccine boosters, once seen as only an option, now are an expectation. Outbreaks continue to occur; children get sent home from school for ten- day stretches quite regularly. We will need to continue to be flexible and nimble in our responses to the pandemic. We urge the college to consider remote work for faculty who must isolate at home due to a family member being in touch with the virus. We encourage the support of flexible arrangements for all faculty who have shown that they CAN work remotely and serve their students well. What is important is serving our students, and while we all may want to get back on campus, our policies must reflect the current situation. Normal is still a long way off.



INFORMATION NOTE

PREPARED FOR:	Board of Governors
DATE:	November 24, 2021
ISSUE:	Education Council Chair Report to Board of Governors

ELECTION OF EDUCATION COUNCIL MEMBERS

Education Council elections concluded to fill 11 seats for November 2021. Nine of the seats have been filled, with the two support staff seats remaining vacant. A by-election will be held to fill those last seats as soon as is feasible for the Registrar's Office.

Education Council is excited to welcome back Marcus Ng, Jessica Yeung, Heidi Parisotto, Todd Rowlatt and Lucy Griffith, who have all been re-elected. We are very excited for new members to join as well: Ishaan Saini (Broadway student), Poshak Sachdeva (Downtown student), Janita Schappert (Health Sciences), and Louise Dannhauer (Trades, Technology & Design).

We thank the outgoing members for their outstanding work supporting the quality education and academic governance at VCC: Ali Oliver, Blair McLean, Julie Gilbert, Julia Skye Summers, Natasha, Shane McGowan, and Elle Ting. In particular, EdCo would like to thank Elle for her dedication, thoughtfulness and hard work as Education Council chair for the last three years.

Finally, I would like to thank the Registrar's Office for running a smooth election and to the EdCo Assistant Darija Rabadzija for supporting both incoming and outgoing members with her typical brilliance.

EDUCATION PLANNING DAY

Twice a year, Education Council holds "planning days." These informal meetings are designed for members to build connections among each other and to explore important trends in education. Our next event is November 26. During the day, we hope to explore many the many important elements that are changing the design of curriculum and educational activities:

- Welcome and blessing from Elder Jean Wasegijig
- Equity, Diversity and Inclusion (EDI), with Reba Noel and Shantel Ivits, co-chairs of the College's EDI Advisory Committee
- Mental Health and Well-being, with Clayton Munro, co-lead of the College's new Mental Health and Well-being Framework

- Universal Design for Learning, with Venecia Williams and Heidi Parisotto, co-leads on UDL for the Centre for Teaching, Learning and Applied Research (CLR)
- Face to Face to HyFlex: Pathways for Delivery Methods, with Lucy Griffith, Instructional Associate with CLR

In the afternoon, we have a two-hour session on Indigenizing Curriculum, with David Kirk, Indigenous Advisor at Capilano University, that will include members from the Curriculum Committee, Education Council and the Education Policy Committee.

PREPARED BY: Todd Rowlatt, Chair, Education Council

DATE: November 15, 2021



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: November 24, 2021

ISSUE: Financial Performance (for the Six Months ended September 30, 2021)

2021/22 Operating Overview (April 2021 – September 2021)

Revenue for the period was \$62.1 million compared to budget of \$61.2 million (\$906K above plan) and prior year of \$55.8 million (\$6.3 million above prior year) **(Table 4)**. Domestic tuition revenue was down for the period by \$80K compared to original budget and international revenue was up by \$53K. **(Table 1, 2 and 3)**.

The School of Hospitality, Food Studies and Applied Business domestic revenue was \$123K lower than budget. International revenue was up by \$274K. Culinary program international tuition revenue was lower by \$200K, but has been offset by higher Hospitality, Business and Project Management, and Baking programs tuition revenue of \$473K.

The School of Arts and Science was \$354K lower than the domestic tuition revenue budget, mostly from Adult Basic Education (ABE), College Foundation (CF) and EAL Pathway programs **(Table 4)**. The School of Health and Science domestic tuition revenue was up by \$29K. Practical Nursing and Dental Assisting programs domestic tuition revenues were up by \$55K and \$29K respectively. Continuing Care and Dental Tech programs domestic tuition revenues were down by \$22K and \$27K respectively.

The School of Trades, Technology and Design domestic tuition revenue was lower than budget by \$106K, mostly from Computer Technology program. International revenue was lower than budget by \$412K, mainly coming from Hair Design and Skin and Body Therapy and Auto Collision Programs.

Continuing Studies domestic tuition revenue was up by \$571K, mainly coming from Medical Device Reprocessing Technician (MDRT) program, and international tuition revenue was up by \$203K due to higher enrolment in Early Childhood Care and Education (ECCE) and IT Operations and Network (ITOP) programs.

Total expenses for the period were \$62.58 million compared to budget of \$62.62 million (\$44K below budget) and prior year of \$57.4 million (\$5.1 million above prior year).

The deficit for period was \$451K compared to a budget deficit of \$1.4 million (\$950K favourable than budget) and prior year deficit of \$1.59 million (\$1.14 million favourable than prior year).

2021/22 Forecast to Budget Overview

2021/22 Forecast (6 months actual + 6 months forecast) in **Table 8** shows that VCC is projecting a deficit of \$4.5 million. Revenue is forecasted to be \$131.1 million compared to budget of \$128.3 million (\$2.8 million above budget) and prior year of \$122.6 million (\$8.5 million higher than prior year). Expenses are forecasted to be \$134.69 million compared to budget of \$132.41 million (\$2.28 million higher than budget) and prior year of \$125.8 million (\$8.8 million higher than prior year).

The College will update its tuition forecast when the January 2021 enrolment is finalized and the College's operating forecast for 2021/22 will be revised further.

ATTACHMENTS:**APPENDIX A:**

Table 1, 2 and 3: Summary – Actual Revenue by School (Apr – Sep 2021)

Table 4 – Statement of Operations for the Four Months ended Sep 30, 2021

Table 5, 6 and 7: Summary – Forecast Revenue by School (Apr 2021 – Mar 2022)

Table 8 – Statement of Operations: 2021/22 Forecast with Six Months Actual (Ended Sep 30, 2021) and Six Months Forecast

PREPARED BY:

Jamie Choi, Executive Director FS & CFO

Summary - Year to Date Revenue by School

APPENDIX A

Table 1:
Domestic Tuition Revenue by School – Actual Compared to Budget and Prior Year

	Current Year 2021/22 Actuals (Apr 2021 - Sep 2021)	Current Year 2021/22 Budget (Apr 2021 - Sep 2021)	Variance (Actuals vs Budget)	Prior Year 2020/21 Actuals (Apr 2020 - Sep 2020)	Variance (Current Year vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	1,680,463	1,109,169	571,294	982,075	698,388
SCHOOL OF ARTS AND SCIENCES	566,029	536,908	29,121	550,467	15,562
ABE & EAL TUITION FREE	1,742,669	2,126,659	(383,990)	1,925,141	(182,472)
SCHOOL OF HEALTH	1,927,116	1,897,283	29,833	1,672,124	254,993
SCHOOL OF HOSP, FOOD & BUSINESS	603,644	726,832	(123,188)	643,689	(40,045)
DIVISION OF LIBRARY, TEACH & LEARN	352,622	448,877	(96,255)	436,508	(83,885)
SCHOOL OF TRADES, TECH & DESIGN	1,135,536	1,242,416	(106,880)	980,895	154,641
	8,008,080	8,088,144	(80,064)	7,190,898	817,182

Table 2:
International Tuition Revenue by School – Actual Compared to Budget and Prior Year

	Current Year 2021/22 Actuals (Apr 2021 - Sep 2021)	Current Year 2021/22 Budget (Apr 2021 - Sep 2021)	Variance (Actuals vs Budget)	Prior Year 2020/21 Actuals (Apr 2020 - Sep 2020)	Variance (Current Year vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	279,560	76,049	203,511	49,281	230,279
SCHOOL OF ARTS AND SCIENCES	76,880	142,406	(65,526)	142,407	(65,527)
SCHOOL OF HEALTH	45,928	0	45,928	7,783	38,145
SCHOOL OF HOSP, FOOD & BUSINESS	8,365,428	8,091,292	274,136	6,538,975	1,826,454
DIVISION OF LIBRARY, TEACH & LEARN	8,042	0	8,042	7,564	478
SCHOOL OF TRADES, TECH & DESIGN	4,171,083	4,583,836	(412,754)	3,854,930	316,152
	12,946,920	12,893,583	53,337	10,600,940	2,345,980

Table 3:
Combined Domestic and International Revenue by School

	Current Year 2021/22 Actuals (Apr 2021 - Sep 2021)	Current Year 2021/22 Budget (Apr 2021 - Sep 2021)	Variance (Actuals vs Budget)	Prior Year 2020/21 Actuals (Apr 2020 - Sep 2020)	Variance (Current Year vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	1,960,023	1,185,218	774,805	1,031,356	928,667
SCHOOL OF ARTS AND SCIENCES	642,909	679,314	(36,405)	692,874	(49,965)
ABE & EAL TUITION FREE	1,742,669	2,126,659	(383,990)	1,925,141	(182,472)
SCHOOL OF HEALTH	1,973,044	1,897,283	75,761	1,679,907	293,138
SCHOOL OF HOSP, FOOD & BUSINESS	8,969,073	8,818,124	150,949	7,182,664	1,786,409
DIVISION OF LIBRARY, TEACH & LEARN	360,664	448,877	(88,213)	444,072	(83,408)
SCHOOL OF TRADES, TECH & DESIGN	5,306,618	5,826,252	(519,634)	4,835,825	470,793
	20,955,000	20,981,727	(26,727)	17,791,838	3,163,162

**Statement of Operations –Comparison to Budget and Prior Year
2021/22 For the Six Months Ended September 30, 2021**

Table 4:

(In \$ Thousands)	Current Year 2021/22 Actuals (Apr 2021- Sep 2021)	Current Year 2021/22 Budget (Apr 2021 - Sep 2021)	2021/22 Actuals vs Budget	Comments	Prior Year 2020/21 Actuals (Apr 2020 - Sep 2020)	Variance (Current Year vs Prior Year Actuals)
Province of B.C. Grants	30,098	29,406	693	Year to date funding added for Sustainable Services Negotiating Mandate.	28,294	1,804
Adult Upgrading Grant (AUG)	216	265	(49)		213	3
Sales of goods and services	1,563	1,199	364	Bookstore revenue higher by \$220K; cafeterial revenue \$100K (that was not in budget)	1,277	287
Tuition and student fees	20,734	20,444	290	Table 1,2 and 3	17,062	3,672
ABE/EAL Tuition Free	1,743	2,127	(384)	ABE \$76K, CF \$45K , ESL \$329K less than budget; CCA \$69K higher than budget	1,925	(182)
Other grants, fees & contract services	3,650	3,787	(137)		3,081	569
Miscellaneous income	917	782	135		820	97
Donation income (Foundation Related)	256	342	(85)		316	(60)
Amortization of deferred capital contribution	2,769	2,740	29		2,698	70
Interest income	185	134	51		132	54
REVENUES	62,131	61,225	906		55,818	6,313
SALARY AND BENEFIT EXPENSES	47,339	47,257	(82)		42,926	(4,413)
Supplies and general expenses, other	3,495	4,027	532	Travel and Conference, PD fund down by \$300K, overall supplies expenses reduced by \$200K, mostly timing difference. Some of supplies/software expenses reallocated to IT projects professional fees	3,194	(301)
AUG Financial Aid	216	265	49		213	(3)
Bursary/Scholarship (donation related)	256	342	85		316	60
Professional fees	2,576	2,180	(396)	Mostly due to timing differences; to carry out CMP and projects that were not in budget.	2,055	(521)
Building and telecom	2,841	2,878	37		2,988	147
Cost of Goods Sold	1,189	955	(234)	Cost of goods sold higher due to higher bookstore revenues	1,086	(103)
Depreciation Expense	4,670	4,724	54		4,638	(33)
OPERATING EXPENSES	15,243	15,370	127		14,490	(753)
TOTAL EXPENSES	62,582	62,627	44		57,416	(5,166)
NET SURPLUS (DEFICIT)	(451)	(1,402)	950		(1,598)	1,147

*ABE : Adult Basic Education
*CCA: College & Career Access

*EAL : English as Additional Language
*CF: College Foundation

*SSNM: Sustainable Services Negotiating Mandate
*AUG: Adult Upgrading Grant

Summary – Forecast Revenue by School

Table 5:
Domestic Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	Current Year 2021/22 Forecast (Apr 2021 - Mar 2022)	Current Year 2021/22 Budget (Apr 2021 - Mar 2022)	Variance (Forecast vs Budget)	Prior Year 2020/21 Actuals (Apr 2020 - Mar 2021)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	3,706,719	3,010,261	696,458	3,057,999	648,720
SCHOOL OF ARTS AND SCIENCES	1,448,029	1,481,181	(33,152)	1,427,416	20,613
ABE & EAL TUITION FREE	4,045,054	4,697,786	(652,732)	3,868,032	177,022
SCHOOL OF HEALTH	4,144,632	4,185,340	(40,708)	3,816,166	328,466
SCHOOL OF HOSP, FOOD & BUSINESS	1,560,329	1,783,716	(223,387)	1,611,510	(51,180)
DIVISION OF LIBRARY, TEACH & LEARN	828,140	924,395	(96,255)	811,533	16,608
SCHOOL OF TRADES, TECH & DESIGN	2,574,888	2,870,874	(295,986)	2,293,565	281,322
	18,307,792	18,953,553	(645,761)	16,886,221	1,421,572

Table 6:
International Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	Current Year 2021/22 Forecast (Apr 2021 - Mar 2022)	Current Year 2021/22 Budget (Apr 2021 - Mar 2022)	Variance (Forecast vs Budget)	Prior Year 2020/21 Actuals (Apr 2020 - Mar 2021)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	1,235,467	312,699	922,768	134,542	1,100,925
SCHOOL OF ARTS AND SCIENCES	139,437	384,180	(244,743)	328,145	(188,709)
SCHOOL OF HEALTH	182,314	0	182,314	44,019	138,294
SCHOOL OF HOSP, FOOD & BUSINESS	21,169,739	19,438,165	1,731,574	16,848,884	4,320,855
DIVISION OF LIBRARY, TEACH & LEARN	8,042	0	8,042	11,853	(3,812)
SCHOOL OF TRADES, TECH & DESIGN	9,176,596	9,874,125	(697,530)	8,194,339	982,257
	31,911,594	30,009,169	1,902,425	25,561,783	6,349,811

Table 7:
Combined Domestic and International Tuition Revenue by School - Forecast

	Current Year 2021/22 Forecast (Apr 2021 - Mar 2022)	Current Year 2021/22 Budget (Apr 2021 - Mar 2022)	Variance (Forecast vs Budget)	Prior Year 2020/21 Actuals (Apr 2020 - Mar 2021)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	4,942,186	3,322,960	1,619,226	3,192,541	1,749,645
SCHOOL OF ARTS AND SCIENCES	1,587,466	1,865,361	(277,895)	1,755,561	(168,095)
ABE & EAL TUITION FREE	4,045,054	4,697,786	(652,732)	3,868,032	177,022
SCHOOL OF HEALTH	4,326,946	4,185,340	141,606	3,860,185	466,761
SCHOOL OF HOSP, FOOD & BUSINESS	22,730,069	21,221,881	1,508,188	18,460,394	4,269,675
DIVISION OF LIBRARY, TEACH & LEARN	836,182	924,395	(88,213)	823,386	12,796
SCHOOL OF TRADES, TECH & DESIGN	11,751,483	12,744,999	(993,516)	10,487,904	1,263,579
	50,219,386	48,962,722	1,256,664	42,448,004	7,771,383

**Statement of Operations – Comparison to Budget and Prior Year
2021/22 Forecast with Six Months Actual (Ended September 30, 2021) and Six Months Forecast**

Table 8:

(In \$ Thousands)	Current Year 2021/22 Forecast (6 + 6)	Current Year 2021/22 Budget	Forecast vs Budget	Comments	Prior Year 2020/21 Actuals	Current Year Forecast vs Prior Year Actuals
Province of B.C. Grants	60,279	58,801	1,478	Funding added for Sustainable Services Negotiating Mandate.	60,111	168
Adult Upgrading Grant (AUG)	351	400	(49)		295	56
Sales of goods and services	2,473	2,109	364	Bookstore revenue higher by \$220K; cafeterial revenue \$100K (that was not in budget)	2,329	144
Tuition and student fees	49,200	47,489	1,711	Table 5, 6 & 7	41,140	8,060
ABE/EAL Tuition Free	4,045	4,698	(653)	ABE \$110K, CF \$75K, ESL \$533K less than budget; CCA \$68K higher than budget	3,868	177
Other grants, fees & contract services	6,637	6,774	(137)		6,447	190
Miscellaneous income	1,710	1,575	135		1,853	(144)
Donation income (Foundation Related)	675	760	(85)		687	(12)
Amortization of deferred capital contributions	5,509	5,480	29		5,678	(170)
Interest income	320	269	51		288	32
REVENUES	131,198	128,355	2,843		122,697	8,501
SALARY AND BENEFIT EXPENSES	98,413	96,765	(1,647)	Faculty salaries and benefits \$400K added for the new programs and additional cohorts; benefits rates expected to increase by \$200K; vacation accrual expected to increase by \$500K; severance payment increased by \$300K.	93,484	(4,928)
Supplies and general expenses	10,491	10,427	(64)		8,445	(2,046)
AUG Financial Aid	351	400	49		295	(56)
Bursary/Scholarship	675	760	85		687	12
Professional fees	6,927	6,529	(399)	To carry out projects that were not in the budget; \$188K agency fee added due to increased international tuition revenues	5,363	(1,565)
Building and telecom	6,484	6,356	(128)	Increased repair and maintenance	5,948	(536)
Cost of Goods Sold	1,962	1,729	(234)	Cost of goods sold higher due to higher bookstore and cafeterial revenues	2,018	56
Depreciation Expense	9,395	9,448	54		9,617	222
OPERATING EXPENSES	36,286	35,649	(637)		32,373	(3,913)
TOTAL EXPENSES	134,698	132,414	(2,284)		125,857	(8,841)
NET SURPLUS (DEFICIT)	(3,501)	(4,060)	559		(3,160)	(340)

*ABE : Adult Basic Education
*CCA: College & Career Access

*EAL : English as Additional Language
*CF: College Foundation

*SSNM: Sustainable Services Negotiating Mandate
*AUG: Adult Upgrading Grant



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: November 24, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
2% increase in domestic tuition and mandatory fees

BACKGROUND:

The Ministry of Advanced Education, Skills and Training (AEST) has placed the 2% limit on domestic tuition and mandatory fee increases for existing programs and services and the increases is on an ongoing basis. Upon Board Approval, this will now enable VCC to open registration for 2022/23 programs, which result in better service for our students.

The Government of British Columbia Tuition Fee Policy can be found at:

<https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/tuition-limit-policy>

In order to offset increased operating costs and to maintain financial stability and sustainability, VCC is recommending that domestic tuition and mandatory fees be increased by 2% in 2022/23.

DISCUSSION:

Domestic Tuition and Mandatory Fees

- Increasing domestic tuition by 2%
- Increasing the mandatory fees by 2%

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 2% increase in domestic tuition and mandatory fees, effective August 1, 2022.

PREPARED BY: Jamie Choi, Executive Director, FS & CFO



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: November 24, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
4% increase in international tuition and mandatory fees

BACKGROUND:

Each year, senior team recommends to the Finance and Audit Committee tuition fees for the following academic year, effective August of that year.

In recent years, the cost of operations, including benefit expenses, has increased between 7 and 17.5%. By increasing international tuition by only 2%, VCC is unable to maintain financial stability and sustainability, and the anticipated deficit will be difficult to manage. Therefore, VCC is recommending that international tuition and mandatory fees for all programs be increased by 4% in 2022/23.

DISCUSSION:

International Tuition and Mandatory Fees

- Increasing international tuition by 4%
- Increasing the mandatory fees by 4%

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 4% increase in international tuition and mandatory fees, effective August 1, 2022.

PREPARED BY: Jamie Choi, Executive Director, FS & CFO

DATE: November 16, 2021



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: November 24, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revisions to D.1.5 Use of Library Resources Policy and Procedures

BACKGROUND:

Policy D.1.5 Use of Library Resources governs the use of VCC Library services and resources. As it was last revised in June 2016, it began a routine five-year review earlier in the year: revisions were sent out for community feedback in May 2021, but no feedback was received.

The Education Policy Committee (EPC) suggested minor clarifying edits at its August 11, 2021 meeting, the most substantial of which was the addition of “and/or” under Section 14 of Procedures: the passage now reads *“Final grades and transcripts will not be issued to students until billed materials have been returned and/or paid for”* to line up properly with previous references to lost/damaged library materials.

DISCUSSION:

The suggested changes were reviewed and approved by Education Council at its September 14, 2021 meeting: there were no concerns put forward by EdCo members regarding these changes. Governance Committee approved the recommendations on October 13, 2021.

RECOMMENDATION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approves revisions to D.1.5 Use of Library Resources policy and procedures.

ATTACHMENTS: APPENDIX A – D.1.5 Use of Library Resources Policy and Procedures (clean copy)
APPENDIX B – D.1.5 Use of Library Resources Policy and Procedures (version with tracked changes)

PREPARED BY: Elle Ting, Chair, Education Council (up to Oct 31, 2021)



APPENDIX A

CLEAN COPY

POLICY

Title	Use of Library Resources
Policy No.	D.1.5
Approval Body	Board of Governors with Education Council advice
Policy Sponsor	Vice President, Academic & Research
Last Full Review	June 8, 2016
Last Revised	<i>Draft: 2021-08-11</i>

CONTEXT AND PURPOSE

This policy and related procedures govern the use of services and materials provided by VCC Library (the Library) at Vancouver Community College (VCC; the College). In support of the education, research and activities of students and employees at the College, VCC Library provides access to: information resources and technology; study, group and research space; computers and printing; and A/V equipment.

SCOPE AND LIMITS

This policy applies to all current students and employees, and any community member entering the Library or using its resources.

STATEMENT OF POLICY PRINCIPLES

1. The primary purpose of VCC Library is to support education and research at the College, as well as College operations. The Library strives to maximize access to information and services for current students and employees, both in person and virtually.
2. VCC Library provides safe and inclusive space, services and resources.
3. Any person may use the print materials within the Library and may consult with Library staff for assistance in using this material.
4. Library card holders are responsible for the Library material they borrow and may be subject to penalties and sanctions if material is overdue, damaged or not returned.
5. VCC Library complies with all legal requirements and licensing agreements when providing access to Library resources.
6. The Library will establish agreements (such as interlibrary loan or reciprocal borrowing agreements) with other libraries when possible in order to expand access to resources available to our current students and employees.
7. The Library actively works to protect the privacy of library users and their right to access information without prejudice.

DEFINITIONS

Alumni: Former students who qualify for alumni status.

Community Borrowers: Members of the public who have purchased a library card for a yearly fee. Retired VCC employees and other categories of special borrowers may receive a free community borrower card.

Interlibrary Loan (ILL): The cooperative exchange of items among libraries, in response to specific user requests.

Library Resources: All Library material that can be borrowed or used on site by a Library user (including books, journals, DVDs or technology), online resources (such as databases, e-books and streaming video), computers, listening and viewing equipment, services, group study rooms and facilities.

Library Privileges: The rights and responsibilities of Library users, including how many items can be borrowed, loan periods, fine rates and use of all services. These will differ by category of user (e.g. students and employees have different loan periods for a book).

RELATED LEGISLATION & POLICIES

Legislation

BC College and Institute Act

Canadian Copyright Act

BC Freedom of Information and Protection of Privacy Act

Policies

- A.3.1 Prevention of Harassment, Discrimination and Bullying
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- B.6.1 Archives
- B.5.2 Appropriate and Responsible Use of Education and Information Technology
- D.1.2 Selection of Instructional and Library Materials
- D.1.3 Copyright
- D.4.3 Student Non-Academic Conduct
- D.4.5 Academic Integrity
- D.6.1 Lending and Borrowing College Equipment

RELATED PROCEDURES

Refer to D.1.5 Use of Library Resources Procedures.



CLEAN COPY

PROCEDURES

Title	Use of Library Resources
Policy No.	D.1.5
Approval Body	Board of Governors with Education Council advice
Policy Sponsor	Vice President, Academic & Research
Last Full Review	June 8, 2016
Last Revised	<i>Draft: 2021-08-11</i>

GENERAL

1. Any person may enter the Library to use the print materials within the Library (such as books, magazines and newspapers) and may consult with Library staff for assistance in filling an information need.
2. Limits on the use of some Library resources by the general public may be imposed due to licensing agreements or availability and are outlined on the Library website.
3. There are four (4) categories of people who can borrow material from VCC Library:
 - a. Current students of VCC;
 - b. Current employees of VCC;
 - c. Current students and employees at other publicly funded BC post-secondary institutions, or any other institution where VCC has a reciprocal borrowing agreement; and
 - d. Alumni and community borrowers.
4. VCC Library maintains reciprocal borrowing agreements with other BC post-secondary institutions and other relevant institutions to allow students and employees to borrow material from other institutions. A list of all reciprocal borrowing agreements is available on the Library's website.
5. A valid VCC library card must be presented each time resources or equipment is borrowed. The VCC ID card is the library card for current students and employees. Cards are provided for other BC post-secondary students/employees, alumni and community borrowers.

USING LIBRARY RESOURCES

6. The Library privileges for the different categories of borrowers are outlined on the Library website. This includes the following:
 - a. Maximum number of items that can be checked out to a borrower at any given time;
 - b. Length of loan periods for different types of resources;
 - c. Number of renewals per item;
 - d. Number of requests allowed;
 - e. Overdue fine rate and maximum fine per item;

- f. Booking of equipment, audio-visual material or study rooms;
 - g. Access to Library computers;
 - h. Access to e-resources and any material subject to a license agreement;
 - i. Access to interlibrary loan services; and
 - j. Any additional restrictions to borrowing materials or use of Library resources.
7. Borrowing privileges of students begin when they pay the fees to the College for their program and/or course.
 8. Borrowing privileges for students expire one (1) month after the end date of their course or program.
 9. Borrowers must return or renew materials by the due date. If materials are damaged, lost or returned late, borrowers may be required to pay overdue, replacement or damage fees.
 10. For lost or damaged items, borrowers are normally charged:
 - a. The cost of replacing the item; and
 - b. Any overdue fines.
 11. Current employees are not charged overdue fines but must pay to replace any item damaged or not returned within twelve (12) months.

SUSPENSION OF LIBRARY PRIVILEGES

12. Library privileges may be suspended if a user is found to have violated the College's policies concerning conduct and respectful behaviour.
13. Library privileges are blocked if a borrower owes \$20 or more in fines. This will prevent borrowing of additional material until the amount of fines owed is under \$20.
14. If a student owes \$20 or more in fines, blocks are placed on the student accounts in the Registrar's Office. Final grades and transcripts will not be issued to students until billed materials have been returned and/or paid for; students will not be able to register for other courses. The block is removed when the amount owed is under \$20.

COMMUNICATION WITH USERS

15. Library notices and communications are sent by email.
16. The Library proactively notifies the user of fines or other penalties on their record. Non- receipt of such notices does not relieve the user from responsibility for fines or penalties.

USE OF COMPUTERS

17. Library computers are available for current students and employees at all Library locations. Users must log in using their own College network login.
18. Computers may be made available to other users based on availability and criteria listed on the Library website.
19. All users who access and use the Library computers are required to use them appropriately and responsibly as defined in Policy B.5.2 Appropriate and Responsible Use of Educational and Information Technology.

USE OF LIBRARY FACILITIES

20. The Library will maintain guidelines on its website regarding the appropriate use of Library facilities and equipment to ensure the use of shared space is fair, equitable

and respectful for all users.

21. Recognizing that the Library is used for both quiet study and collaborative work, the Library will identify acceptable noise levels for different areas of the Library.
22. Employees, students, and visitors are encouraged to voluntarily reduce or eliminate the use of scented products at VCC Library locations.
23. Children may not be left alone or unsupervised in the Library. Library staff cannot be responsible for the safety of unattended children.

PRIVACY

24. The Library does not release information about Library users or material used to any other person, institution, agency or association except for reporting charges regarding Library materials to the Registrar's Office, or as required by law.
25. VCC will inform the user if a court order has been served and that it intends to comply.

SAFETY

26. In cooperation with appropriate College departments, the Library seeks to provide a safe and secure environment for everyone.
27. Personal items left unattended in the Library are taken to the Security Office and may be claimed there.
28. Library users are encouraged to alert Library staff if they feel uncomfortable or unsafe in the Library.

INTERLIBRARY LOAN

29. Through interlibrary loans, the Library will endeavor to borrow Library material not owned by VCC in support of VCC coursework, research or College operations, and to lend material to other institutions.
 - a. High demand items may not be eligible for ILL (e.g. Reserves).
 - b. Licensing agreements may also limit what is eligible for ILL (e.g. Articles from certain databases).
 - c. VCC only interlends ILL material from Canadian libraries.
30. ILL is only available to current students and employees with valid Library privileges.
31. Material borrowed through ILL is subject to the loan policies and fees set by the lending library, which may differ from those of VCC Library.
32. ILL material may be renewed, depending on the policy of the lending library and is subject to recall by the lending library.
33. VCC Library will not attempt to borrow through ILL the following types of material:
 - a. Material already held at VCC Library;
 - b. Articles available in VCC Library's online databases or e-journals; and
 - c. Materials limited by copyright or licensing agreements.
34. Due to budgetary limitations, the number of interlibrary loan requests processed for any one user may be restricted. The user will be informed by email.

RELATED POLICY

Refer to D.1.5 Use of Library Resources Policy.



APPENDIX B
TRACKED COPY
POLICY

Title	Use of Library Resources
Policy No.	D.1.5
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Full Review	June 8, 2016
Last Revised	<i>Draft: 2021-08-11</i>

CONTEXT AND PURPOSE

This policy and related procedures govern the use of services and materials provided by VCC Library (the Library) at Vancouver Community College (VCC; the College). In support of the education, research and activities of students and employees at the College, VCC Library provides access to: information resources and technology; study, group and research space; computers and printing; and A/V equipment.

~~The College and Institute Act, Section 23(1) states “an education council must advise the board and the board must seek advice from the education council, on the development of educational policy for the following matters ... (g) policies concerning library and resource centres.”~~

SCOPE AND LIMITS

This policy applies to all current students and employees, and any community member entering the Library or using its resources.

STATEMENT OF POLICY PRINCIPLES

1. The primary ~~goal~~purpose of VCC Library is to support education and research at the College, as well as College operations. The Library strives to maximize access to information and services for current students and employees~~-,~~ both in person and virtually.
2. VCC Library provides ~~a welcoming learning environment that is safe and~~ accessible for all-inclusive space, services and resources.
3. Any person may use the print materials within the Library, and may consult with Library staff for assistance in using this material.
4. Library card holders are responsible for the Library material they borrow and may be subject to penalties and sanctions if material is overdue, damaged or not returned.
5. VCC Library complies with all legal requirements and licensing agreements when providing access to Library resources.
6. The Library will establish agreements (such as interlibrary loan or reciprocal borrowing agreements) with other libraries when possible in order to expand access to resources available to our current students and employees.
7. The Library actively works to protect the privacy of library users and their right to

access information without prejudice, ~~the Library does not release information about Library users or materials used to any other person, institution, agency or association except for reporting fines regarding Library materials to the Registrar's Office, or when required to do so by a court of law.~~

DEFINITIONS

Alumni: Former students who qualify for alumni status.

Community Borrowers: Members of the public ~~may purchase~~ who have purchased a library card for a yearly fee. Retired VCC employees and other categories of special borrowers may receive a free community borrower card.

Interlibrary Loan (ILL): The cooperative exchange of items among libraries, in response to specific user requests.

Library Resources: All Library material that can be borrowed or used on site by a Library user (including books, journals, DVDs or technology), online resources (such as databases, e-books and streaming video), computers, listening and viewing equipment, services, group study rooms and facilities.

Library Privileges: The rights and responsibilities of Library users, including how many items can be borrowed, loan periods, fine rates and use of all services. These will differ by category of user (e.g. students and employees have different loan periods for a book).

RELATED LEGISLATION & POLICIES

Legislation

College and Institute Act
 Canadian Copyright Act
 BC Freedom of Information and Protection of Privacy Act

Policies

- A.3.1 Prevention of Harassment, Discrimination and Bullying
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- B.6.1 Archives
- B.5.2 Appropriate and Responsible Use of Education and Information Technology
- D.1.2 Selection of Instructional and Library Materials
- D.1.3 Copyright
- D.4.3 Student Non-Academic Conduct
- D.4.5 Academic Integrity
- D.6.1 Lending and Borrowing College Equipment

RELATED PROCEDURES

Refer to D.1.5 Use of Library Resources Procedures.



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PROCEDURES

Title	Use of Library Resources
Policy No.	D.1.5
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Full Review	June 8, 2016
Last Revised	<i>Draft: 2021-08-11</i>

GENERAL

1. Any person may enter the Library to use the print materials within the Library (such as books, magazines and newspapers) and may consult with Library staff for assistance in filling an information need.
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 - a. Current students of VCC;
 - b. Current employees of VCC;
 - c. Current students and employees at other publicly funded BC post-secondary institutions, or any other institution where VCC has a reciprocal borrowing agreement; and
 - d. Alumni and community borrowers.
4. ~~Reciprocal borrowing agreements between academic institutions allow students and employees to borrow material from other academic institutions.~~ VCC ~~has~~ Library maintains reciprocal borrowing agreements with ~~most~~ other BC post-secondary institutions and other relevant institutions to allow students and employees to borrow material from other institutions. A list of all reciprocal borrowing agreements is available on the Library's website.
5. A valid VCC library card must be presented each time resources or equipment is borrowed. The VCC ID card is the library card for current students and employees. Cards are provided for other BC post-secondary students/employees, alumni and community borrowers.

USING LIBRARY RESOURCES

6. The Library privileges for the different categories of borrowers are outlined on the Library website. This includes the following:
 - a. Maximum number of items that can be checked out to a borrower at any given time;
 - b. Length of loan periods for different types of resources;
 - c. Number of renewals per item;

- d. Number of requests allowed;
 - e. Overdue fine rate and maximum fine per item;
 - f. Booking of equipment, audio-visual material or study rooms;
 - g. Access to Library computers ~~and any material subject to a license agreement;~~
 - h. Access to e-resources and any material subject to a license agreement;
 - ~~h.i.~~ Access to interlibrary loan services; and
 - ~~h.j.~~ Any additional restrictions to borrowing materials or use of Library resources.
7. Borrowing privileges of students begin when they pay the fees to the College for their program and/or course.
 8. Borrowing privileges for students expire one (1) month after the end date of their course or program.
 9. Borrowers must return or renew materials by the due date. If materials are damaged, lost or returned late, borrowers ~~must~~ may be required to pay overdue, replacement or damage fees.
 10. For lost or damaged items, borrowers are normally charged:
 - a. The cost of replacing the item; and
 - ~~a. Any overdue fines; and~~
 - b. ~~A service fee.~~
 11. Current employees are not charged overdue fines but must pay to replace any item damaged or not returned within ~~six (6)~~ twelve (12) months.

SUSPENSION OF LIBRARY PRIVILEGES

12. Library privileges may be suspended if a user ~~violates~~ is found to have violated the College's policies concerning conduct and respectful ~~behavior.~~ behaviour.
13. Library privileges are blocked if a borrower owes \$~~10~~ 20 or more in fines. This will prevent borrowing of additional material until the amount of fines owed is under \$~~10~~ 20.
14. If a student owes \$20 or more in fines, blocks are placed on the student accounts in the Registrar's Office. Final grades and transcripts will not be issued to students until billed materials have been returned and/or paid for; students will not be able to register for other courses. The block is removed when the amount owed is under \$20.

COMMUNICATION WITH USERS

15. Library notices and communications are sent by email.
16. The Library proactively notifies the user of fines or other penalties on their record. Non- receipt of such notices does not relieve the user from responsibility for fines or penalties.

USE OF COMPUTERS

17. Library computers are available for current students and employees at all Library locations. Users must log in using their own College network login.
18. Computers may be made available to other users based on availability and criteria listed on the Library website.
19. All users who access and use the Library computers are required to use them

appropriately and responsibly as defined in Policy B.5.2 Appropriate and Responsible Use of Educational and Information Technology.

USE OF LIBRARY FACILITIES

20. The Library will maintain guidelines on its website regarding the appropriate use of Library facilities and equipment to ensure the use of shared space is fair, equitable and respectful for all users.

21. Recognizing that the Library is used for both quiet study ~~as well as~~ and collaborative work, the Library will identify acceptable noise levels for different areas of the Library.

22. Employees, students, and visitors are encouraged to voluntarily reduce or eliminate the use of scented products at VCC Library locations.

22-23. Children may not be left alone or unsupervised in the Library. Library staff cannot be responsible for the safety of unattended children.

PRIVACY

23-24. The Library does not release information about Library users or material used to any other person, institution, agency or association except for reporting charges regarding Library materials to the Registrar's Office, or as required by law.

24-25. VCC will inform the user if a court order has been served and that it intends to comply.

SAFETY

25-26. In cooperation with appropriate College departments, the Library seeks to provide a safe and secure environment for everyone.

26-27. Personal items left unattended in the Library are taken to the Security Office and may be claimed there.

27-28. Library users are encouraged to alert Library staff if they feel uncomfortable or unsafe in the Library.

INTERLIBRARY LOAN

28-29. Through interlibrary loans, the Library will endeavor to borrow Library material not owned by VCC in support of VCC coursework, research or College operations, and to lend material to other institutions.

- a. High demand items may not be eligible for ILL (e.g. Reserves).
- b. Licensing agreements may also limit what is eligible for ILL (e.g. Articles from certain databases).
- c. VCC only interlends ILL material from Canadian libraries.

29-30. ILL is only available to current students and employees with valid Library privileges.

30-31. Material borrowed through ILL is subject to the loan policies and fees set by the lending library, which may differ from those of VCC Library.

31-32. ILL material may be renewed, depending on the policy of the lending library and is subject to recall by the lending library.

32-33. VCC Library will not attempt to borrow through ILL the following types of material:

- a. Material already held at VCC Library;
- b. Articles available in VCC Library's online databases or e-journals; and
- c. Materials limited by copyright or licensing agreements.

33-34. Due to budgetary limitations, the number of interlibrary loan requests processed for any one user may be restricted. The user will be informed by email.

RELATED POLICY

Refer to D.1.5 Use of Library Resources Policy.

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DECISION NOTE

PREPARED FOR: Board of Governors

DATE: November 24, 2021

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revisions to D.3.6 Admissions Policy and Rescindment of C.2.1 International Students on Study Permits Policy

BACKGROUND:

Policy D.3.6 Admissions explains the principles and processes for admitting students into VCC programs and courses.

Revisions to policy D.3.6 include a change proposed by the Registrar's Office (RO), in consultation with International Education, to incorporate the content of policy C.2.1 International Students on Study Permits. Moving the information from C.2.1 into D.3.6 would streamline policy; this merging of content would require that policy C.2.1 International Students on Study Permits be rescinded. Other changes to policy D.3.6 proposed by the RO were minor, mostly to reflect updated wording.

Additional small wording changes were suggested by the Education Policy Committee (EPC) at its August 11, 2021 meeting: the most significant of these was the rewording of the definition of Prior Learning Assessment and Recognition (PLAR) to clarify its use in determining whether prerequisites had been met.

DISCUSSION:

D.3.6 and C.2.1 policies and procedures were sent out for community feedback in June 2021: no feedback was received.

The suggested changes were reviewed and approved by Education Council at its September 14, 2021 meeting: there were no concerns put forward by EdCo members regarding these changes. Governance Committee approved the recommendations on October 13, 2021.

RECOMMENDATION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approves, in the form presented at this meeting, the revised D.3.6 Admissions Policy and Procedures.

THAT, on the recommendation of the Governance Committee, the Board of Governors approves the rescindment of C.2.1 International Students on Study Permits Policy and Procedures.

ATTACHMENTS: APPENDIX A – D.3.6 Admissions Policy and Procedures (clean copy)
APPENDIX B – D.3.6 Admissions Policy and Procedures (version with tracked changes)
APPENDIX C – C.2.1 International Students on Study Permits Policy and Procedures

PREPARED BY: Elle Ting, Chair, Education Council (Up to Oct 31, 2021)



APPENDIX A
CLEAN COPY
POLICY

Title	Admissions
Policy No.	D.3.6
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 2015; September 27, 2017
Effective Date	<i>DRAFT 2021-08-11</i>

CONTEXT AND PURPOSE

This Policy and related Procedures inform applicants of the principles, requirements and processes for admission to Vancouver Community College (VCC; the College) and to specific programs/courses. VCC will admit qualified applicants, both domestic and international, in a consistent, transparent and timely manner according to approved admission requirements of the College and/or program/course.

SCOPE AND LIMITS

This Policy applies to all applicants and to all programs/courses offered by VCC.

Admission requirements are approved by Education Council and the Board of Governors in accordance with Section 23.1 of the *College and Institute Act*.

The College has related policies that may enhance or support enrolment decisions for student applicants who are Indigenous and/or have a disability and/or have non-traditional educational backgrounds.

STATEMENT OF POLICY PRINCIPLES

1. VCC provides equality of access to the College and its programs/courses regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender expression, age, criminal record, marital status, family status or disability.
2. VCC is committed to an admissions process that is fair, transparent, accessible, and timely.
3. The Registrar's Office is responsible for establishing, in consultation with Schools and Departments, institutional and program application periods.
4. The College will establish program/course admission requirements that seek to optimize student access and success; requirements can be academic and non-academic in nature.
5. Admission requirements and course pre-requisites should be reliable predictors of student success.

6. Admission requirements for programs are listed in the Program Content Guide (PCG). Pre-requisites for courses that are not part of a program are listed in the Course Outlines.
7. Canadian citizens, permanent residents, and others determined eligible by Immigration, Refugees and Citizenship Canada (IRCC) to study in Canada are eligible to apply for admission.
8. The Provincial Government establishes funded institutional enrolment targets for domestic students.
9. International students are required to meet IRCC regulations for studying in Canada. The College admits students on a first-qualified, first-admitted basis whereby students must satisfy all admissions criteria to establish eligibility and are then offered places by date of eligibility. Exceptions may include:
 - a. programs/courses that use selective admissions processes to rank order qualified applicants; and
 - b. returning students who apply to be readmitted (insert students) into a program at an advanced level, subject to availability of space.
10. To ensure that the College is not rejecting well qualified students because they have a non-traditional educational background, the College may use flexible admissions processes.
11. In consultation with various internal and external stakeholders, reasonable limits may be placed on international student enrolment on a program-by-program basis. External stakeholders may include regulatory bodies such as the Industry Training Authority and/or Immigration, Refugee and Citizenship Canada.
12. VCC encourages the admission of international students where such admissions do not displace domestic students, where unused capacity exists, or where the capacity can be increased.
13. Applicants are responsible for providing all required admission documents for their programs/courses as outlined on the College's website.
14. The College will provide a review mechanism for applicants who are not satisfied with an admissions decision.

DEFINITIONS

Academic Admission Requirements: A list of courses, certifications or skills that students must present to be admissible to a program. These requirements are set to ensure that admitted students have the necessary knowledge and background to be reasonably assured of program success.

Other Admission Requirements: Program specific requirements other than academic admission requirements such as Criminal Record Check, proof of immunization, and CPR certification. Applicants should be aware of any non-academic requirements prior to entering a program. Refer to PCGs for a list of all program specific requirements.

Applicant: A person who has applied to a course or program and paid an application fee.

Cohort Program: A program of study in which students (cohort members) start a program together, collaboratively participate in the same courses and graduate together.

Conditional Acceptance: Acceptance offered before all admission requirements are met. Conditions must be met prior to commencing study.

English Language Proficiency: The ability to function in an instructional environment where the language of instruction is English, as dictated by the program or course. This is demonstrated through completion of previous education in English, an upgrading course or an assessment test. This is to ensure that the applicant has the ability to understand and communicate in English so that they are reasonably assured of having the capacity to be successful in their studies.

Equivalent: An alternate course or program of study that is similar to an academic admission requirement which can be presented instead of stated course requirements.

Flexible Admissions: Alternative admissions processes that are based on identifying, assessing and recognizing skills, knowledge, or competencies that have been acquired through previous education, work experience, non-credentialed training, independent study, volunteer activities, and hobbies. To ensure consistency and fairness, standardized evaluation practices will be used to assess an applicant's qualifications. Refer to the Flexible Admissions Policy (D.3.6.1).

Insert Applicants: Refers to former VCC students who have been previously accepted into a program and who had to leave the program for health, lack of progression or other reasons; or students transferring with Prior Learning Assessment or transfer credit from another recognized institution. VCC students in non-cohort programs are not considered insert students when returning to their program of study and they must complete within the duration listed within the Program Content Guide.

International Student: Students who meet the Immigration, Refugee and Citizenship Canada Guidelines established for international students to be eligible to study in Canada. With a few exceptions, international students must have a valid study permit if they are taking a course of studies that will last for more than six months.

Official Transcript: The record of a student's past academic history. Transcripts are considered official when they are in an envelope sealed by the sending institution. The only exceptions are official translations and transcripts from institutions where retrieval is not possible.

Pre-requisite: A course or other requirement necessary for registration into a specific course. It means that a student must have taken the course noted to ensure that they have the level of understanding and competency in order to complete the course which they are registering in.

Prior Learning Assessment and Recognition (PLAR): Assessment by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs. Assessment will normally result in credit (assigned or unassigned) being granted to satisfy the graduation requirements or pre-requisites of a program offered by the College. Refer to the PLAR Policy (D.3.5).

Program Content Guide (PCG): The document that contains the general description of a program of study, including program name, program purpose, a statement of program learning outcomes, admission requirements, grading system, information on the evaluation of student learning, and the credential received upon completion of the program.

Registered Student: A person who has been recorded within the Banner Student Information System as having been placed in a seat in a full-time or part-time credit or non-credit course offered by VCC.

Registration Area: The following areas of the College are responsible for registering students into specific programs:

- Registrar's Office (RO)
- Continuing Studies (CS)
- International Education (IE)
- School of Instructor Education (SIE)

Selective Admissions: Admission of students to a program or course based on a departmental assessment, in addition to the minimum entrance requirements; or to a program where additional admission requirements over and above the College's general admission requirements have been approved by the Education Council and the Board of Governors. Admission to a program is determined through a review of applications by the Department based on established criteria. Registration for selective admission programs can either be through open registration or limited enrolment (meaning there are a limited number of spaces or seats available in a program or course).

Standard Admissions: Admission to a program is performed on a first qualified, first accepted basis.

Transfer Credit: refers to the granting of credit for a course successfully completed at another formally recognized educational institution and/or through a professional organization or other agency and/or by recognized foreign credential assessment and/or by formal recognition of course equivalency in a VCC approved course outside the program area. Credit for such learning will be formally acknowledged and noted on a student's formal transcript. Refer to the Transfer Credit Policy (D.3.11).

Underage Applicants: For the purposes of this policy, underage domestic applicant refers to anyone under 16 years of age, and underage international applicant refers to anyone under 17 years of age.

Visiting Student: A student who is currently enrolled in a program of study at another recognized post-secondary institution, and who applies to complete specific course(s) at VCC for transfer credit back to their home institution.

RELATED LEGISLATION & POLICIES

Legislation

British Columbia Human Rights Code
Immigration and Refugee Protection Act
Criminal Records Review Act

Policies

- A.3.1 Prevention of Harassment, Discrimination and Bullying
- C.1.1 Grading, Progression and Withdrawal
- C.1.3 Granting of Credentials
- C.2.1 International Students on Study Permits

D.3.5 Prior Learning Assessment and Recognition

D.3.6.1 Flexible Admissions

D.3.7 Tuition and Fees

D.3.10 Indigenous Education Enrolment

D.4.1 Students with Disabilities

D.4.2 Student Grievance

RELATED PROCEDURES

Refer to Policy D.3.6 Admissions Procedures.

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PROCEDURES

Title	Admissions
Policy No.	D.3.6
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 2015; September 27, 2017
Effective Date	<i>DRAFT 2021-08-11</i>

General College Admission Requirements

1. To be admitted to the College, applicants must qualify as either domestic students or as international students.
 - a. Applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents or as allowed by the Tuition and Fees Policy (D.3.7) will be treated as domestic students for the purpose of enrolment, tuition fee assessment, scholarship and award funding.
 - b. Applicants who are not domestic students and who meet the guidelines established for international students studying in Canada by Immigration, Refugees and Citizenship Canada will qualify as international students.
2. To be considered as a visiting student, applicants must present the following:
 - a. A completed application noting their request to be considered a visiting student; and
 - b. A Letter of Permission from their home institution which stipulates the course(s) the student will take at VCC, and that will be recognized at their home institution.
3. As part of the annual enrolment planning process determinations will be made around reasonable limits on international student admission on a program by program basis.
4. Admissions Officers will review application information to ensure that declared immigration status is consistent with previous educational experience. In the event that questions arise, staff will follow up with the applicant and may request additional supporting documentation to support the information provided.
5. At the time of enrolment, students must be at least 16 years of age (17 years for international students)
6. Underage applicants may be granted special admission on an individual basis, subject to the following:

For domestic applicants:

 - a. a written consent from a parent or guardian, and

- b. letters of support from individuals who are familiar with the applicant's circumstances (such as a school principal or health care provider).

For international applicants:

- a. proof of high school graduation, and
- b. adherence to the guidelines established by Immigration, Refugees and Citizenship Canada.

Program/Course Admission Requirements

- 7. Once applicants have met the general VCC admission requirements, they must then meet the admission requirements or course pre-requisites of the program/course as listed in the approved Program Content Guide or Course Outline.
- 8. There are three (3) processes the College can use to admit students into its programs and courses:
 - a. Standard Admissions;
 - b. Selective Admissions;
 - c. Flexible Admissions.

Applying for Admissions at VCC

- 9. Applicants are required to submit all required documents as outlined on the College website, to the relevant Registration Area including, but not limited to official transcripts, original assessment results, proof of citizenship, or other non-academic requirements. The submitting of fraudulent application related documents will result in a minimum penalty of a one year restriction from applying to or acceptance into any VCC program and courses.
- 10. Applicants will pay an application fee where required.
- 11. In programs where demand exceeds capacity applicants may be waitlisted in order of their qualifying date, except for Indigenous applicants. For further information refer to the Indigenous Education Enrolment Policy (D.3.10).
- 12. Applicants will be officially notified of admission decisions by the relevant Registration Area.
- 13. Applicants will be notified of conditional acceptance and of any submission deadlines by the relevant Registration Area.

Transfer Credit

- 14. Students must apply for transfer credit and submit official transcripts, applicable course outlines and any other supporting documents to the relevant Registration Area. For further information refer to the Transfer Credit Policy (D.3.11).

Prior Learning Assessment and Recognition (PLAR)

- 15. Students seeking PLAR must apply and submit all supporting documentation to the relevant Registration Area and pay the applicable fee. For further information refer to PLAR Policy (D.3.5).

Insert Applicant

16. Insert students who have taken at least a one (1) year break from their program at VCC, or are transferring into a program from another institution, must submit an application to the relevant Registration Area. The Registration Area works with the department to facilitate an appropriate entry point based on the applicant's educational history and seat availability.
17. Insert students who have taken less than a one (1) year break from their program must meet with their program's Department Leader to determine an appropriate re-entry point. The decision and details must be communicated to the Registration Area by the Department Leader in a timely fashion.

Admissions Review

18. Students can appeal an admissions decision by submitting an Admissions Review form within 30 days of being notified of the decision. Forms are available from the relevant Registration Area and must be submitted along with any supporting documentation.
19. The relevant Registration Area will determine if the supporting documentation meets the admission/selection requirements in consultation with the relevant department as required.
20. The relevant Registration Area will notify the applicant in writing of the results of the Admissions Review within 15 business days after the form and supporting documentation have been submitted.
21. In special cases, applicants who do not meet certain admission requirements may be admitted with agreement between the Registrar (or delegate) and the appropriate Department Leader. Consultation with Student Services representatives may be held as needed. The appropriate Dean is notified of the decision by the Department Leader.

RELATED POLICY

Refer to D.3.6 Admissions Policy.



APPENDIX B

TRACKED COPY

POLICY

Title	Admissions Policy
Policy No.	D.3.6
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 2015; September 27, 2017
Effective Date	<i>DRAFT 2021-08-11</i>

CONTEXT AND PURPOSE

This Policy and related Procedures inform applicants of the principles, requirements and processes for admission to Vancouver Community College (VCC; the College) and to specific programs/courses. VCC will admit qualified applicants, both domestic and international, in a consistent, transparent and timely manner according to approved admission requirements of the College and/or program/course.

SCOPE AND LIMITS

This Policy applies to all applicants and to all programs/courses offered by VCC.

Admission requirements are approved by Education Council and the Board of Governors in accordance with Section 23.1 of the *College and Institute Act*.

The College has related policies that may enhance or support enrolment decisions for student applicants who are Indigenous and/or have a disability and/or have non-traditional educational backgrounds.

STATEMENT OF POLICY PRINCIPLES

1. VCC provides equality of access to the College and its programs/courses regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender expression, age, criminal record, marital status, family status or disability ~~except where the College's operations are governed by legislation~~.
2. VCC is committed to an admissions process that is fair, transparent, accessible, and timely.
3. The Registrar's Office is responsible for establishing, in consultation with Schools and Departments, institutional and program application periods.
4. The College will establish program/course admission requirements that seek to optimize student access and success; requirements can be academic and non-academic in nature.
5. Admission requirements and course pre-requisites should be reliable predictors of student success.

6. Admission requirements for programs are listed in the Program Content Guide (PCG). Pre-requisites for courses that are not part of a program are listed in the Course Outlines.
7. Canadian citizens, permanent residents, and others determined eligible by Immigration, Refugees and Citizenship Canada (IRCC) to study in Canada are eligible to apply for admission.
8. The Provincial Government establishes funded institutional enrolment targets for domestic students.
9. International students are required to meet IRCC regulations for studying in Canada. The College admits students on a first-qualified, first-admitted basis whereby students must satisfy all admissions criteria to establish eligibility and are then offered places by date of eligibility. Exceptions are may include:
 - a. programs/courses that use selective admissions processes to rank order qualified applicants; and
 - b. returning students who apply to be readmitted (insert students) into a program at an advanced level, subject to availability of space.
10. To ensure that the College is not rejecting well qualified students because they have a non-traditional educational background, the College may use flexible admissions processes.
- ~~11. The College has related policies that may affect enrolment decisions for student applicants who are Aboriginal, International and/or have a disability.~~
11. In consultation with various internal and external stakeholders, reasonable limits may be placed on international student enrolment on a program-by-program basis. External stakeholders may include regulatory bodies such as the Industry Training Authority and/or Immigration, Refugee and Citizenship Canada.
12. VCC encourages the admission of international students where such admissions do not displace domestic students, where unused capacity exists, or where the capacity can be increased.
- 12-13. Applicants are responsible for providing all required admission documents for their programs/courses as outlined on the College's website.
- 13-14. The College will provide a review mechanism for applicants who are not satisfied with an admissions decision.

DEFINITIONS

Academic Admission Requirements: A list of courses, certifications or skills that students must present to be admissible to a program. These requirements are set to ensure that admitted students have the necessary knowledge and background to be reasonably assured of program success.

Other Admission Requirements: Program specific requirements other than academic admission requirements such as Criminal Records Record Check, immunizations proof of immunization, and CPR certification. Applicants should be aware of any non-academic requirements prior to entering a program. Refer to PCGs for a list of all program specific requirements.

Applicant: A person who has applied to a course or program and paid an application fee.

Cohort Program: A program of study in which students (cohort members) start a program together, collaboratively participate in the same courses and graduate together.

Conditional Acceptance: Acceptance offered before all [program admission](#) requirements are met. Conditions must be met prior to commencing study.

English Language Proficiency: The ability to function in an instructional environment where the language of instruction is English, as dictated by the program or course. This is demonstrated through completion of previous education in English, an upgrading course or an assessment test. This is to ensure that the applicant has the ability to understand and communicate in English so that they are reasonably assured of having the capacity to be successful in their studies.

Equivalent: An alternate course or program of study that is similar to an [academic](#) admission requirement which can be presented instead of stated course requirements.

Flexible Admissions: Alternative admissions processes that are based on identifying, assessing and recognizing skills, knowledge, or competencies that have been acquired through previous education, work experience, non-credentialed training, independent study, volunteer activities, and hobbies. To ensure consistency and fairness, standardized evaluation practices will be used to assess an applicant's qualifications. Refer to the Flexible Admissions Policy (D.3.6.1).

Insert Applicants: Refers to former VCC students who have been previously accepted into a program and who had to leave the program for health, lack of progression or other reasons; or students transferring with Prior Learning Assessment or transfer credit from another recognized institution. VCC students in non-cohort programs are not considered insert students when returning to their program of study and they must complete within the duration listed within the Program Content Guide.

International Student: [Students who meet the Immigration, Refugee and Citizenship Canada Guidelines established for international students to be eligible to study in Canada. With a few exceptions, international students must have a valid study permit if they are taking a course of studies that will last for more than six months.](#)

Official Transcript: The record of a student's past academic history. Transcripts are considered official when they are in an envelope sealed by the sending institution. The only exceptions are official translations and transcripts from institutions where retrieval is not possible.

Pre-requisite: A course or other requirement necessary for registration into a specific course. It means that a student must have taken the course noted to ensure that they have the level of understanding and competency in order to complete the course which they are registering in.

Prior Learning Assessment and Recognition (PLAR): Assessment by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs. Assessment will normally result in credit (assigned or unassigned) being granted to satisfy the graduation requirements [or pre-requisites](#) of a program offered by the College. Refer to the PLAR Policy (D.3.5).

Program Content Guide (PCG): The document that contains the general description of a program of study, including program name, program purpose, a statement of program learning outcomes, admission requirements, grading system, information on the evaluation of student learning, and the credential received upon completion of the program.

Registered Student: A person who has been recorded within the Banner Student Information System as having been placed in a seat in a full-time or part-time credit or non-credit course offered by VCC.

Registration Area: The following areas of the College are responsible for registering students into specific programs:

- Registrar's Office (RO)
- Continuing Studies (CS)
- International Education (IE)
- School of Instructor Education (SIE)

Selective Admissions: Admission of students to a program or course based on a departmental assessment, in addition to the minimum entrance requirements; or to a program where additional admission requirements over and above the College's general admission requirements have been approved by the Education Council and the Board of Governors. Admission to a program is determined through a review of applications by the Department based on established criteria. Registration for selective admission programs can either be through open registration or limited enrolment (meaning there are a limited number of spaces or seats available in a program or course).

Standard Admissions: Admission to a program is performed on a first qualified, first accepted basis.

Transfer Credit: refers to the granting of credit for a course successfully completed at another formally recognized educational institution and/or through a professional organization or other agency and/or by recognized foreign credential assessment and/or by formal recognition of course equivalency in a VCC approved course outside the program area. Credit for such learning will be formally acknowledged and noted on a student's formal transcript. Refer to the Transfer Credit Policy (D.3.11).

Underage Applicants: For the purposes of this policy, underage domestic applicant refers to anyone under 16 years of age, and underage international applicant refers to anyone under 17 years of age.

Visiting Student: A student who is currently enrolled in a program of study at another recognized post-secondary institution, and who applies to complete specific course(s) at VCC for transfer credit back to their home institution.

RELATED LEGISLATION & POLICIES

Legislation

British Columbia Human Rights Code
Immigration and Refugee Protection Act
Criminal Records Review Act

Policies

- A.3.1 Prevention of Harassment, Discrimination and Bullying
- C.1.1 Grading, Progression and Withdrawal
- C.1.3 Granting of Credentials
- C.2.1 International Students on Study Permits

D.3.5 Prior Learning Assessment and Recognition

D.3.6.1 Flexible Admissions

D.3.7 Tuition and Fees

D.3.10 Indigenous Education Enrolment

D.4.1 Students with Disabilities

D.4.2 Student Grievance

RELATED PROCEDURES

Refer to Policy D.3.6 Admissions Procedures.

DRAFT



TRACKED COPY

PROCEDURES

Title	Admissions
Policy No.	D.3.6
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 2015; September 27, 2017
Effective Date	<i>DRAFT 2021-08-11</i>

General College Admission Requirements

1. To be admitted to the College, applicants must qualify as either domestic students or as international students.
 - a. Applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents or as allowed by the Tuition and Fees Policy (D.3.7) will qualify be treated as domestic students ~~– for the purpose of enrolment, tuition fee assessment, scholarship and award funding.~~
 - b. Applicants who are not domestic students and who meet the guidelines established for international students studying in Canada by Immigration, Refugees and Citizenship Canada will qualify as international students.
2. To be considered as a visiting student, applicants must present the following:
 - a. A completed application noting their request to be considered a visiting student; and
 - b. A Letter of Permission from their home institution which stipulates the course(s) the student will take at VCC, and that will be recognized at their home institution.
3. As part of the annual enrolment planning process determinations will be made around reasonable limits on international student admission on a program by program basis.
- 2.4. Admissions Officers will review application information to ensure that declared immigration status is consistent with previous educational experience. In the event that questions arise, staff will follow up with the applicant and may request additional supporting documentation to support the information provided.
5. At the time of enrolment, students must be at least 16 years of age (17 years for international students)
- 3.6. Underage applicants may be granted special admission on an individual basis, subject to the following:

For domestic applicants:

 - a. a written consent from a parent or guardian, and

- b. letters of support from individuals who are familiar with the applicant's circumstances (such as a school principal or health care provider).

For international applicants:

- a. proof of high school graduation, and
- b. adherence to the guidelines established by Immigration, Refugees and Citizenship Canada.

~~4.—At the time of enrolment, students must be at least 16 years of age.~~

Program/Course Admission Requirements

~~5.7.~~ Once applicants have met the general VCC admission requirements, they must then meet the admission requirements or course pre-requisites of the program/course as listed in the approved Program Content Guide or Course Outline.

~~6.8.~~ There are three (3) processes the College can use to admit students into its programs and courses:

- a. Standard Admissions;
- b. Selective Admissions;
- c. Flexible Admissions.

Applying for Admissions at VCC

~~7.9.~~ Applicants are required to submit all required documents as outlined on the College website, to the relevant Registration Area including, but not limited to official transcripts, original assessment results, proof of citizenship, or other non-academic requirements. The submitting of fraudulent application related documents will result in a minimum penalty of a one year restriction from applying to or acceptance into any VCC program and courses.

~~8.10.~~ Applicants will pay an application fee, where required.

~~9.11.~~ In programs where demand exceeds capacity applicants may be waitlisted in order of their qualifying date, except for Indigenous applicants. For further information refer to the Indigenous Education Enrolment Policy (D.3.10).

~~10.12.~~ Applicants will be officially notified of admission decisions by the relevant Registration Area.

~~11.13.~~ Applicants will be notified of conditional acceptance and of any submission deadlines by the relevant Registration Area.

Transfer Credit

~~12.14.~~ Students must apply for transfer credit and submit official transcripts, applicable course outlines and any other supporting documents to the relevant Registration Area. For further information refer to the Transfer Credit Policy (D.3.11).

Prior Learning Assessment and Recognition (PLAR)

~~13.15.~~ Students seeking PLAR must apply and submit all supporting documentation to the relevant Registration Area and pay the applicable fee. For further information refer to PLAR Policy (D.3.5).

Insert Applicant

- ~~14-16.~~ 15-17. Insert students who have taken at least a one (1) year break from their program at VCC, or are transferring into a program from another institution, must submit an application to the relevant Registration Area. The Registration Area works with the department to facilitate an appropriate entry point based on the applicant's educational history and seat availability.
- ~~15-17.~~ 16-18. Insert students who have taken less than a one (1) year break from their program must meet with their program's Department Leader to determine an appropriate re-entry point. The decision and details must be communicated to the Registration Area by the Department Leader in a timely fashion.

Admissions Review

- ~~16-18.~~ 17-19. Students can appeal an admissions decision by submitting an Admissions Review form within 30 days of being notified of the decision. Forms are available from the relevant Registration Area and must be submitted along with any supporting documentation.
- ~~17-19.~~ 18-20. The relevant Registration Area will determine if the supporting documentation meets the admission/selection requirements in consultation with the relevant department as required.
- ~~18-20.~~ 19-21. The relevant Registration Area will notify the applicant in writing of the results of the Admissions Review within 15 business days after the form and supporting documentation have been submitted.
- ~~19-21.~~ 20-22. In special cases, applicants who do not meet certain admission requirements may be admitted with agreement between the Registrar (or delegate) and the appropriate Department Leader. Consultation with Student Services representatives may be held as needed. The appropriate Dean is notified of the decision by the Department Leader.

RELATED POLICY

Refer to D.3.6 Admissions Policy.



APPENDIX C

POLICY

Policy No.	C.2.1
Title	International Students on Study Permits
Approval Body	Board of Governors
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	International Education Enrolment, January 29, 2004
Effective Date	February 25, 2015

CONTEXT AND PURPOSE

This policy details the educational opportunities for international students on valid study permits by outlining the principles and procedures by which seats are made available to such students.

SCOPE AND LIMITS

This policy applies to all College programs for which international students on valid study permits are eligible.

Review D.3.6 Admissions Policy for overall admissions criteria to enter the College.

STATEMENT OF POLICY PRINCIPLES

1. VCC admits qualified applicants in a consistent, transparent and timely manner according to approved admission requirements of the College and/or program/course.
2. The College may admit international students who hold a valid study permit.

DEFINITIONS

International Student: Applicants who are not domestic students who meet the guidelines established for international students studying in Canada by *Citizen and Immigration Canada*.

RELATED POLICIES

- A.3.1 Prevention of Harassment, Discrimination and Bullying
- C.1.1 Grading, Progression and Withdrawal
- C.1.3 Granting of Credentials
- C.2.2 Eligibility for Domestic Fees
- D.3.8 Criminal Record Check
- D.3.10 Aboriginal Education Enrolment
- D.3.5 Prior Learning Assessment and Recognition
- D.3.6 Admissions
 - D.3.6.1 Flexible Admissions
- D.4.1 Students with Disabilities
- D.4.2 Student Grievance

RELATED PROCEDURES

Refer to C.2.1 International Students on Study Permits Procedures.



PROCEDURES

Policy No.	C.2.1
Title	International Students on Study Permits
Approval Body	Board of Governors
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	International Education Enrolment , January 29, 2004
Effective Date	February 25, 2015

1. The College will offer seats to students on a valid study permit where such admissions do not operate to displace Canadian students, where unused capacity exists, or where the capacity can be increased using fees paid by international students. .
2. Where program demand is high, additional sections/programs funded by revenue generated by international students on study permits will be added to accommodate such students. In this case, wherever possible, international students will be integrated throughout all sections so as to avoid sections populated only by international students on study permits. Where special program requirements do not permit integration, the additional section(s) will be operated as a separate, fully-funded cohort(s).
3. International students on study permits may not be eligible for certain programs offered through the Industry Training Authority or other government authorities. The College follows the guidelines imposed by the relevant authorities in considering eligibility.

RELATED POLICY

Refer to C.2.1 International Students on Study Permits Policy.



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: November 24, 2021

ISSUE: Renewed Policy Framework: Amendment to Policy Approval Authorities

BACKGROUND:

VCC's policy framework is undergoing a renewal. The process has included seeking advice from the Governance Committee (GC) with respect to policy approval authorities.

The GC reviewed a list of policies where the approval authority is not identified due to old policy format. Also, policies that are currently Board or EdCo approved, which can be amended to the President.

Referencing the College & Institute Act and comparing policies from other post secondary institutions, the GC are recommending the amendments to policy approval authorities, as presented in Appendix A.

A Working Committee to review policy *A.3.2 Policy Development & Maintenance* has been established to align it with the new framework, also, viewing the revisions from a lens of Indigenization, and Justice, Equity, Diversity & Inclusion (JEDI). This will be presented to the Governance Committee for review.

RECOMMENDED MOTION:

WHEREAS VCC's Policy Framework has undergone a renewal, Governance Committee were required to review policies where the approver is not identified or is uncertain, and recommend changes to the Board.

The Governance Committee recommend following changes to VCC Policy Approval Bodies:

LIST APPENDIX A.

ATTACHMENTS: APPENDIX A – Governance Committee Recommendation: Amendments to VCC Policy Approval Authority

PREPARED BY: Deborah Lucas, Executive Assistant, Board of Governors

VCC POLICY FRAMEWORK RENEWAL: APPROVAL AUTHORITY RECOMMENDATIONS FOR BOARD OF GOVERNORS:

POLICY	POLICY #	LINK	CURRENT APPROVER	GC RECOMMENDATION
Emergency Management	A.3.11	Policy	NOT ASSIGNED	PRESIDENT
Post Emergency Intervention	A.3.4	Policy	NOT ASSIGNED	PRESIDENT
Banking	B.1.5	Policy	NOT ASSIGNED	BOARD
Short-term Borrowing	B.1.6	Policy	NOT ASSIGNED	BOARD
Financial Responsibility and Accountability	B.1.7	Policy	NOT ASSIGNED	BOARD
Ancillary Services	B.3.5	Policy	NOT ASSIGNED	PRESIDENT
Alcoholic Beverages on Campus	B.3.6	Policy	NOT ASSIGNED	PRESIDENT
Parking	B.3.7	Policy	NOT ASSIGNED	PRESIDENT
Transportation of Students	C.3.8	Policy	NOT ASSIGNED	PRESIDENT
Students with Disabilities	D.4.1	Policy	NOT ASSIGNED	BOARD
Student Grievance	D.4.2	Policy	NOT ASSIGNED	PRESIDENT
Named Recognition of Buildings, Endowments and Units	E.2.1	Policy	NOT ASSIGNED	BOARD
Sponsorship	E.3.1	Policy	NOT ASSIGNED	PRESIDENT
Environmental	A.3.7	Policy	BOARD	PRESIDENT
Records Management	A.3.9	Policy	BOARD	PRESIDENT
Sharing & Stewardship of Information	B.5.1	Policy	BOARD	PRESIDENT
Appropriate and Responsible Use of Educational and Information	B.5.2	Policy	BOARD	PRESIDENT
Electronic Mail (Employees)	B.5.4	Policy	BOARD	PRESIDENT
Tuition Waiver for Seniors	D.3.9	Policy	BOARD	PRESIDENT
Lending and Borrowing of College Equipment	D.6.1	Policy	BOARD	PRESIDENT
Qualifications for Faculty Members	C.3.11	Policy	EdCo	BOARD W/EdCo ADVICE
Selection of Library Materials	D.1.2	Policy	EdCo	BOARD W/EdCo ADVICE