VANCOUVER COMMUNITY COLLEGE
BOARD OF GOVERNORS PUBLIC MEETING AGENDA

Wednesday, December 3, 2014, 5:15 pm, Room 240, Downtown Campus
Dial In Number: 1-866-565-7807; Participant Code: 0177894#

Board of Governors: Eugene Hodgson (Chair), Pam Ryan, Jim Storie, Rick Stokes, Sumit Ahuja, Ted McGurk, Claire Marshall, Chloe Choi, Erin Klis, Tanis Sawkins, Jennifer Haggerty
Ex-Officio: Peter Nunoda, Susie Findlay
Staff Resources and Guests: Irene Young, Linda Sanderson, John Woudzia, Judith McGillivray, Victoria Klassen, Angela Blake

Item	Topic	Time	Speaker	Pre-reading materials	Action	Page
1	Call to Order	--	Eugene Hodgson	--	--	--
2	Adopt Agenda	--	Eugene Hodgson	Agenda	Decision	1
3	Approve Minutes	1 min	Eugene Hodgson	Minutes: November 6, 2014	Decision	3
4	Chair Remarks	2 min	Eugene Hodgson	Verbal	Information	
5	President's Report	5 min	Peter Nunoda	IN – VCC News and Events	Information	7
6	Finance and Audit Committee Report • Second Quarter Report	10 min	Ted McGurk / Irene Young	IN - Second Quarter Report	Information	9

7	Tuition Fee Approvals
	• Hospitality Management Degree
	• Hospitality Management Diploma
	• Early Childhood Care Education Diplomas:
	  • Infant & Toddler
	  • Special Needs
	• Sport and Recreation Management Certificate
		20 min	Irene Young	DN – Hospitality Management Degree
				DN – Hospitality Management Diploma
				DN – ECCE Diploma: Infant & Toddler and Special Needs
				DN – Sport and Recreation Management Certificate
					Decision	16
						19
						22
						26

8	Education Council Update
	• Sport and Recreation Management Certificate
	• Early Childhood Care Education Diplomas:
	  • Infant & Toddler
	  • Special Needs
		5 min	Susie Findlay	DN – Sport and Recreation Management Certificate
				DN – ECCE Diploma: Infant & Toddler and Special Needs
					Decision
					Decision
						29
						30

9	Human Resources Committee Report	5 min	Pam Ryan	Verbal	Information	
10	Constituency Group Updates • SUVCC • CUPE • VCCFA	5 min each	Tiffany Kalanj/ Chris Joyce/ Karen Shortt	Verbal	Information	
11	Next meeting date: February 25, 2015	--	--	--	--	--
12	Termination			Meeting duration: approximately 1 hour 15 mins		

MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS OF VANCOUVER COMMUNITY COLLEGE HELD ON NOVEMBER 6, 2014 AT THE BROADWAY CAMPUS

Committee Members:	Eugene Hodgson (Chair), Ted McGurk, Jim Storie, Rick Stokes, Claire Marshall, Chloe Choi, Erin Klis, Tanis Sawkins, Jennifer Haggerty, Sumit Ahuja (in person), Pam Ryan (by phone)
Ex-Officio:	Peter Nunoda, Susie Findlay
Staff Resources/Guests:	Irene Young, Linda Sanderson, John Woudzia, Tiffany Kalanj, Chris Joyce, Karen Shortt, Angela Blake

The meeting was called to order at 6:04 p.m. by Mr. Hodgson. Ms. Blake acted as Secretary of the meeting. Mr. Hodgson declared the meeting to be properly called and constituted.

APPROVAL OF AGENDA

Mr. Hodgson asked if there were any proposed amendments to the agenda for the meeting. No amendments were suggested.

UPON MOTION duly made, seconded and carried unanimously, the following resolution was approved and adopted:

RESOLVED THAT the agenda for the November 6, 2014 public Board of Governors meeting is approved, in the form included in the meeting materials.

MINUTES OF PRIOR MEETINGS

Mr. Hodgson referred to the draft minutes of the September 24, 2014 Board meeting that were provided with the meeting materials.

UPON MOTION duly made, seconded and carried unanimously, the following resolution was approved and adopted:

RESOLVED THAT the minutes of the public Board of Governors meeting held on September 24, 2014 are approved.

CHAIR REMARKS

Mr. Hodgson welcomed Ms. Choi, Ms. Klis, Ms. Sawkins and Ms. Haggerty to the Board, and advised of the new appointments to the Board committees that had occurred earlier that evening at the in camera Board meeting. He then asked each of the new Board members to introduce themselves and provide summaries of their backgrounds, which they did.

PRESIDENT REMARKS

Dr. Nunoda welcomed the new Board members. He then provided an update on ESL discussions, noting that they have been occupying a great deal of his time. He continues to visit ESL classrooms, with the intention of speaking with all ESL students by December. He advised that the Board had determined to

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postpone the vote on ESL suspension to the December Board meeting, as there are critical meetings taking place with the Province and the Faculty Association over the next few weeks.

Dr. Nunoda then described how the College continues to advance strategic enrolment management pathways, advising that Mr. Ken Steele, who is an expert in this area, will be working with the leadership team in this regard.

Mr. Hodgson thanked Dr. Nunoda for his work to date and his vigorous approach to his new role. He also noted that members of the Board have been engaging with the Province on sensitive issues related to VCC, including ESL, amalgamation rumors and the Core Review, noting that Board members have been strong advocates with respect to maintaining VCC's independence.

FINANCE AND AUDIT COMMITTEE REPORT

Mr. McGurk provided an update on the trademark action, noting that the trial took place in October, with final arguments to follow later in November. Although it is unfortunate that the matter proceeded to court, it is believed that it is important to protect VCC's brand and it is hoped that results will be positive, although there can be no certainty in this regard.

Ms. Young then referred to the meeting materials with respect to the fee proposals for the University Transfer Engineering Certificate and the University Transfer Computing Science and Software Systems Certificate. She provided the Board with background on the rationale for the creation of the certificates and the opportunities they create for the College, as further summarized in the meeting materials. She noted that existing courses in the curricula are subject to the 2% fee increase limit but VCC can set fees for any new courses outside of that limit. However, such fees will be subject to the 2% increase limit in the future, so must be considered strategically now. She then described the various options considered by the leadership team for both domestic and international students, and their recommendations with respect to same, as further described in the meeting materials. Mr. McGurk noted that the Finance and Audit Committee had also discussed the fee options and although ideally it would be preferable to see all credits (for both existing and new courses) have the same fees, this is not an option given the provincially mandated fee increase limits for existing courses. As such, the FAC was in favour of recommending that the Board approve the fee options recommended by the leadership team. Ms. Young and Dr. Nunoda then responded to questions from the Board with respect to proposed cohort sizes for the new programs, tuition fees, the acceptance of domestic versus international students, GPA competitiveness, First Nations access opportunities, and other areas in which VCC might pursue transfer programs with other institutions.

UPON MOTION duly made, seconded and carried unanimously, the following resolution was approved and adopted:

RESOLVED THAT the execution and delivery by VCC of the Program Pathway Transfer Agreement between SFU and VCC with respect to the University Transfer Computing Science and Software Systems Certificate, and the performance by VCC of its obligations thereunder, be and are hereby authorized and approved.

UPON MOTIONS duly made, seconded and carried, with Ms. Haggerty opposing, the following resolutions were approved and adopted:

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RESOLVED THAT the Board authorizes moving forward with Options 1 and 4, as set out in the meeting materials, with respect to the tuition fees for the University Transfer Computing Science and Software Systems Certificate.

RESOLVED THAT the Board authorizes moving forward with Options 1 and 4, as set out in the meeting materials, with respect to the tuition fees for the University Transfer Engineering Science Certificate.

EDUCATION COUNCIL REPORT

Ms. Findlay referred to the decision note included with the meeting materials with respect to the proposed University Transfer Engineering Certificate and the University Transfer Computing Science and Software Systems Certificate. She advised that EdCo has approved the curricula and believes there will be considerable collaboration and consultation between faculty at VCC and SFU with respect to the programs. Discussion ensued in this regard.

UPON MOTIONS duly made, seconded and carried unanimously, the following resolutions were approved and adopted:

RESOLVED THAT the implementation of the University Transfer Engineering Certificate be and is hereby authorized and approved.

RESOLVED THAT the implementation of the University Transfer Computing Science and Software Systems Certificate be and is hereby authorized and approved.

Ms. Findlay then provided an update on the EdCo governance revitalization project, making reference to the report included in the meeting materials. She summarized the background of the review process and the recommendations made by Watson Advisors Inc. a few years ago with respect to updates to EdCo's governance structure. She noted that EdCo believes it has largely addressed the majority of the Watson recommendations, other than with respect to certain activities that are ongoing, such as with respect to ad hoc committees formed for purposes including curriculum development and approval and program review, and with respect to the standing EdCo Appeals Committee, providing the Board with updates on the activities of such committees.

Ms. Findlay then responded to questions from the Board with respect to the governance project, succession planning and EdCo's formal evaluation process, noting that it was determined not to use a formal evaluation process given that, as members of EdCo are largely elected, there is little appetite for evaluating such individuals, as it could deter people from running for election in the future. Mr. Hodgson then thanked Ms. Findlay for EdCo's work during his tenure on the Board and their advice with respect to academic issues.

CONSTITUENCY GROUP UPDATES

SUVCC

Tiffany Kalanj presented on behalf of the Student Union. She welcomed new Board members and provided an update on recent activities of the Student Union. She noted that they were very happy that the vote on ESL suspension was postponed to December, stating that this sends a positive message to students that the Board is doing whatever possible to find solutions. She then discussed recent media coverage with respect to ESL and noted that students will continue to fight this month to save ESL

programming at the College. She also discussed the recent student debate at Emily Carr that was co-hosted by the Student Union, noting that this was a very popular event. She closed by advising that the Student Union will be hosting a memorial event on December 5 to commemorate the 20th anniversary of the Montreal Massacre on December 6, and will be extending an invitation to the Board for same.

CUPE

Chris Joyce advised that there was no update from CUPE.

VCCFA

Karen Shortt presented on behalf of the Faculty Association (FA). She began by welcoming the new members of the Board and thanking Janet Zlotnik for her years of service as a member of the Board, and then proceeded to provide an update on recent activities of the FA. She noted that a rally was held on the lawn of the Legislature on October 27, 2014 to protest the cuts to ESL, which was followed by VCC students touring the Legislature and sitting in the gallery during Question Period. She advised that the FA will continue to increase its efforts with respect to opposing the cuts to ESL programming. Ms. Shortt noted that she had recently had a meeting with Minister Virk to discuss the issue, but did not feel the meeting was satisfactory. She asked the Board to continue to strongly voice to the Province that more funding is needed, noting that the ESL layoffs at VCC will be the largest in post-secondary history in Canada. Ms. Shortt went on to congratulate the College on entering into the transfer agreements with SFU, but expressed concern with the class size of forty, noting that VCC's traditional class size is 20 to 25, and with the high cost of tuition. She then advised that the FA will award six scholarships to students at the VCC Fall Awards and concluded by thanking Mr. Hodgson and Dr. Nunoda for their ongoing efforts to bring ESL issues to the forefront with the Province.

Mr. Hodgson thanked the constituency representatives, noting that these are challenging times for all stakeholder groups at the College.

NEXT MEETING

It was confirmed the next meeting will be held on December 3, 2014 at 5:15 p.m.

TERMINATION

There being no further business, the meeting was terminated at 6:52 p.m.

Angela Blake
Secretary to the Board

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VANCOUVER COMMUNITY COLLEGE

VCC NEWS AND EVENTS
October - November 2014

VCC News & Events

- VCC Day was held on October 24th and this year the format was changed to allow every department to run their own team building session and tackle several challenge questions posed by the President. The response to the change in format for the Day was positive; and the challenge question contributions from each team are being summarized for use in future planning.

- Fall Convocation was held on November 21st and celebrated the accomplishments of 1,300 Graduates. Over 600 family and friends of the graduates attended one of three ceremonies at the Vancouver Playhouse.

- The Grand Opening of the Motive Power Centre of Excellence at Annacis Island took place on November 25th. The event was hosted by both VCC and BCIT and there was a strong turnout of students, staff and members of local and provincial government. Those who worked on the project from both institutions were congratulated for the tremendous accomplishment and collaboration that resulted in such a tremendous learning facility.

- Key leadership hires during the period included: the Director Marketing and Communications – Victoria Klassen; and the Dean Trades – Dennis Innes.

- The VCC Student Awards Ceremony held on November 26th honoured the achievements of over 150 students in all programs at the college. Family, friends and award sponsors joined in the celebration.

- Ken Steele, the Editor of the daily Academica Top Ten, and an authority on best practice in post-secondary, presented to a number of VCC faculty, staff and administrators on November 13th. His topic was Strategic Enrolment Management with emphasis on student retention and recruitment.

- VCC's United Way Campaign 2014 is underway and runs from November 24th to December 5th and the goal is to generate over $10,000 in donations from faculty and staff.

- The Employee Team Excellence Awards were announced in late October. Recipients in the three categories included: Teaching Excellence awarded to the Broadway Culinary Arts Program (International Cohort); Community Engagement awarded to Basic Education and Customer Service awarded to the Assessment Centre. We are currently creating tribute videos for each of these teams and these will be unveiled early in early 2015.

- Our Marketing Team were recognized by Marcom and were awarded a Platinum and four Gold medals for the Alumni website interior, the "Become a Chef" promotional video, the College Profile infographic, the Digest and the Salon & Spa marketing materials.

Prepared by:
Linda Sanderson
Executive Director, Human Resources

Date: November 26, 2014

INFORMATION NOTE

DATE: December 1, 2014

PREPARED FOR: VCC Board of Governors – December 3, 2014

ISSUE: Q2 Report as of September 30, 2014

BACKGROUND:

Q2 Report financial information is based upon actuals at September 30, 2014. KPI's were developed in the 2013-15 Business Plan and did not anticipate all of the significant transitional issues related to ESL.

DISCUSSION:

Challenges/Financial Results

The College is projecting a deficit of $4.7 million for the year ending March 31, 2014. The College is working to reduce this anticipated deficit to the lowest levels possible. The two primary drivers of the deficit: a) severance which will be owing as a result of cancellation of ESL programs and b) a structural deficit which is caused by the reduction of 1200 FTE (a reduction of 15% of all FTE's delivered) from the college.

A significant restructuring of the College will be required as a result of the elimination of $11 million funding ($8 million provincial block operating grant; $3 million tuition and grants in lieu of tuition) for ESL, which was available under the Canada-BC Immigration Agreement. Prior to the implementation of the tuition support which we called "ESL Free", students paid similar tuition for these programs. In addition with the cancellation of ESL programs, the College will also lose approximately $700k in international tuition for ESL annually.

At March 31, 2014, ESL made up approximately 15% and ELSA another 10% of the College's FTE for the year. Cancelling a significant program with over 150 employees will require significant payments in severance costs. In addition to the direct costs associated with the cancellation of these language programs, the College faces the challenge of shrinking student support and general administration areas as well.

The direct costs associated with providing ESL is approximately $8 million which was covered by block funding. The $3 million received by the College as tuition or tuition support from the Province covered

student support services as well as general administration costs. Therefore, the College has an immediate structural deficit of $3.0 million per year which will affect program delivery and student support services to all students of VCC. This will present a significant challenge to the College in the 2015/16 budget process.

At this time, VCC has planned to conclude the ESL programs which were previously funded by block funding on December 17, 2014.

A Deficit Mitigation Strategy has been submitted to the Ministry of Advanced Education with options to resolve the deficit. Under the Colleges and Institutes Act, public post-secondary institutions are required to obtain approval from the Minister of Advanced Education and the Finance Minister prior to running financial statement deficits. Approval is pending and has not yet been granted. Monthly updates to the Ministry will be required as to the actions taken to mitigate the deficit.

FTE's

Domestic FTE forecast to year-end is 90% and is mainly due to the ongoing transition of ESL. VCC has been stepping down delivery of ESL to match reduced provincial funding. In addition, Continuing Studies is below budget due to cancellation of Fashion Certificate (50 FTE's) and Mandarin Language School (60 FTE's) and Renal Dialysis (program renewal – pending). The Hospitality Degree program could not be delivered in 2014 due to delays in quality assurance process and late approval of program from the Ministry.

Motive Power Center of Excellence

The new Motive Power campus on Annacis Island opened for classes in September 2014 as planned. The grand opening ceremony was held on November 25, 2014. Facility deficiencies are still in progress of being corrected but all are expected to be completed by the end of December 2014.

Human Resources

The Collective Agreement with the VCCFA expired on March 31, 2014 and since then there have been 16 bargaining sessions with the VCCFA. All bargaining is taking place at the local table. There is no common table as in past rounds of negotiations. Term of agreement, cost items and salary templates are set out in the government's Economic Stability Mandate.

The Collective Agreement with CUPE Local 4627 expired on September 30, 2014 but bargaining has not yet commenced.

There are 3 key recruitments in progress 1) Dean Centre for Instructional Design, 2) Interim Director, Library and Learning Centre and 3) the Application Services Manager.

Marketing

1. Continuation of the award winning content marketing initiative throughout the period. http://www.vcc.ca/tv/

2. Flawless execution of Fiat Mode XXVII to promote fashion design student work within the community and recruit more students to this exciting program. https://www.flickr.com/photos/myvcc/sets/72157647973788871/

3. Instagram launched at Student Welcome Days in September and is now part of our robust social media program. https://www.flickr.com/photos/myvcc/sets/72157647946288771/

4. Development of an enhanced Course Catalogue with pre requisites to drive recruitment efforts and assist Advisors with serving potential students.

ATTACHMENTS: Financial Information - Q2 Report

PREPARED BY:
Irene Young, Vice President Administration and CFO

VANCOUVER COMMUNITY COLLEGE

QUARTERLY REPORT
Forecast Report ended September 30, 2014 plus Forecast

Metric	Actuals to 30-Sep-14	Budget - to 30-Sep-14	Annual Forecast	Annual Budget	Variance -Forecast to Budget	Comments
Enrolment/Utilization						
FTE's (domestic)	3,016	3,358	5,355	5,967	-612	Utilization at 90% - Continuing Studies 151 FTE and School of Language Studies 281 FTE
Ministry of Advanced Education Target						
Number of International Students	178	137	335	295	40	Additional International students in Culinary
ITA	675	988	1,615	1,929	-314	School of Transportation (239) FTE and Hospitality (63 FTE)
Total FTE	3,869	4,483	7,305	8,191	-886	

Income – Note that all $$ are shown in 000's							
Revenues							
Metric	**Actuals to 30-Sep-14**	**Budget - to 30-Sep-14**	**Variance - Actual to Budget**	**Annual Forecast**	**Annual Budget**	**Variance -Forecast to Budget**	**Comments**
• Provincial Grants	$30,210	$30,186	$24	$60,634	$60,373	$261	
• Provincial Contracts	$1,283	$679	$604	$1,387	$1,357	$30	

• Tuition & Student Fees	$8,032	$9,647	-$1,615	$20,023	$23,397	-$3,374	Aggressive tuition revenue targets required to balance the budget and offset lost ESL tuition and grants in lieu of tuition were not achieved. Soft enrollment in CS forecasted to be under ($1.5 million). Hair and Cook students funded by LMA are included as contract revenue. Implementation of new Hospitality Degree delayed and cancellation of International Hospitality Diploma
• Other Contract Revenues	$2,542	$3,070	-$528	$6,374	$6,150	$224	
• All Other Revenues	$4,172	$3,910	$262	$7,994	$7,868	$126	
• Deferred Capital Contributions	$2,171	$2,427	-$256	$5,137	$4,855	$282	
TOTAL REVENUES	**$48,410**	**$49,919**	**-$1,509**	**$101,549**	**$104,000**	**-$2,451**	

Expenses

• Instruction & Instructional Support	$43,988	$45,899	$1,911	$94,230	$91,981	-$2,249	Forecast includes $2.8 million severance. Operating expenses forecasted to be lower than budget. Some savings due to lower enrollment
• Ancillary Operations	$2,198	$1,971	-$227	$2,857	$3,385	$528	Sales of goods lower than budget, related costs also lower than budget.
• Special Purpose Funds	336	$340	$4	$4	$0	-$4	
• Amortization of Tangible Capital Assets	$4,078	$4,318	$240	$9,041	$8,634	-$407	Will vary with capital additions
TOTAL EXPENSES	**$50,600**	**$52,528**	**$1,928**	**$106,132**	**$104,000**	**-$2,132**	
• **Net Operating Surplus/Deficit**	**-$2,190**	**-$2,609**	**$419**	**-$4,583**	**$0**	**-$4,583**	
• **Capital Spending**	**1.3 million**	**See note**		**9.1 Million available (Carryforward plus current year allocation)**			Capital Budget is developed on an annual basis only. Forecast is to be on budget at the end of the fiscal year.
Key Performance Indicators from Business Plan							

Relevant, Quality Education – Improving the quality of our education offerings		
KPI	**2014/2015**	**Status**
Education Revitalization and Quality Assurance Framework	a) Quality assuarance framework implemented b) Program review and renewal undertaken for 4-5 programs	a) Education Council Policy Committee has been actively involved in revising and introducing several new policies to ensure quality standards are enforced in curriculum and policy development. The policies include Academic Schedule, Timetabling, Flexible Admissions, Affiliation Agreements, Assignment of Credits, Curriculum Development and Approval processes. Education Council in collaboration with VP Academic is conducting a major overheaul of the Annual Program Review and Program Renewal processes. The enhanced process and template will enable faculty to better tailor curriculum to student needs and to develop action plans that ensure program relevance, quality and sustainability. In addition, Institutional Research is moving away from paper reports to an online five-year data dashboard system. We anticipate to pilot the new process early 2015.
Levels of satisfaction among students and industry	a) Improved scores from PAC feedback/evaluation b) Maintain or improve key student satisfaction scores	a) As required by the new Program Advisory Committee (PAC) policy, each department has submitted a report outlining the activities of each PAC within their jurisdiction and the status of the issues raised. This feedback has led to the revitalization of the Hospitality Management programs, Early Childhood Education, Hair Design and Skin & Body Therapy programs to name a few. PAC feedback has been instrumental in the development of new programs such as the Speech and Hearing Support Personnel Program, Sports and Recreation Management Certificate. b) In 2012/13 Ministry student KPI's re satisfaction with education were achieved (>90%). Overall skills development assessment was achieved or substantially achieved and this has remained stable for the past 4 years. A Career Services site was launched in Nov 2014 to enable VCC students and prospective students to access current local data on wages, job posting and associated education and training.
DIVERSIFIED SOURCES OF REVENUE - Growth in new sources of revenue to ensure long-term sustainability		
KPI	**2014/2015**	**Status**

Increase earned revenue as a percentage of total revenue	Earned revenue as a percentage of total revenue increased to 37%.	Earned income for 2014/15 is forecast to be at 35% due to lower than planned tuition revenues.
100% ENROLMENT		
KPI	**2014/2015**	**Status**
Domestic enrolment	Achieve 103% domestic enrolment. (Target revised to 96% in enrolment plan)	Target not achievable due to ESL transition. Ministry approval for the Bachelor of Hospitality Management program was not received until Sep 2014.
International enrolment	Increase international enrolment by 15% over 2013/2014	Enrolment projected to be 25% over target
Aboriginal enrolment	Aboriginal participation represents 3.9% of domestic enrolment	

VANCOUVER COMMUNITY COLLEGE

DECISION NOTE

DATE: November 18, 2014

PREPARED FOR: VCC Board of Governors – December 3, 2014

ISSUE: Hospitality Management Degree Program

VCC is an industry leader for hospitality programs in the Lower Mainland and has the only degree program in a major urban centre West of Toronto. As we have recently redesigned the degree program, including significant changes in the diploma program which leads into it, there is an opportunity to apply to the Ministry to raise our tuition to levels that will sustain and capitalize the area.

BACKGROUND:

The Hospitality industry has been identified as one of the largest and fastest-growing sectors of the BC economy. Our Program Advisory Committee, which is made up of some of the top executives of local and regional hotel operations, agree that tuition should be set at a rate which reflects our quality programs and our long history of serving their hiring and innovation needs. The area has never had a rationalized budget to include net revenue while capitalizing the area in to develop and maintain resources and facilities to top industry standards. This is particularly vital as we are the only school in the area to offer an executive cohort which caters to hospitality leaders throughout the lower mainland. As an area with strong industry support, opportunities and expectations, it is essential that we structure budgets that anticipate growth. Finally, in an arrangement with our partners, we have secured considerable bursary support to offset the impact of tuition hikes on incoming students over the next four years.

DISCUSSION:

The current international tuition fee is $518 per credit and will increase by 7% as per the Board's previous decision to increase all international tuition fees by 7% for the 2015/16 fiscal year. In the past we have had a soft international enrolment in the degree program. Our analysis shows that VCC may need to reduce the fees in order to attract more international enrolment, however this will be the subject of an overall review of international tuition fees at a later date.

Other like full-time program presents the following domestic tuition fees:

Institution	Capilano University	Okanagan College	Royal Roads University	Royal Roads University	Thompson Rivers University	Vancouver Island University	Average all BC Institutions	Average BC Public Institutions
Program name	Tourism Management	Tourism and Hospitality Management	Arts in International Hotel Management	Arts in Global Tourism Management	Tourism Management Degree	Hospitality Management		
Tuition fee per credit	**$ 143**	**$ 167**	**$ 234**	**$ 277**	**$ 130**	**$ 137**	**$ 181**	**$ 144**
No of Credits	120	120	60	60	120	60		
Domestic Tuition	$ 17,200	$ 20,069	$ 14,010	$ 16,640	$ 15,628	$ 8,191		
Other Fees	$ 2,800	$ 0	$ 508	$ 508	$ 3,102	$ 1,358		
Total Fees	$ 20,000	$ 20,069	$ 14,518	$ 17,148	$ 18,730	$ 9,548	$ 16,669	$ 17,087
Total fees per credit	$ 167	$ 167	$ 242	$ 286	$ 156	$ 159	$ 196	$ 162

OPTIONS:

Option 1: Status quo with current year's tuition fee

- Tuition per credit - $83, equals tuition of $4,954 per student

Implications: This option generates $102,000 net deficit per cohort. The tuition fee is significantly lower than what the comparables are charging for the same program.

Option 2: Tuition fee that recovers (breakeven) all VCC's costs

- Tuition per credit - $160, equals tuition of $9,600 per student

Implications: This option will fully recover all VCC costs. This would be exactly the average rate of our comparables in the province.

Option 3: Tuition fee at $190 per credit

- Tuition per credit - $190, equals tuition of $11,400 per student

Implications: This option will fully recover all VCC costs and generate $40,000 net contribution to VCC overhead. The tuition fee is above than what the direct competition is charging for the same program and it does not give VCC a price advantage on the market

Option 4: Tuition fee same as Royal Roads University

- Tuition per credit - $242, equals tuition of $14,520 per student

Implications: This option will fully recover all costs and generate $109,000 net profit. Overall, the tuition fee will be significantly higher than our comparables, but Royal Roads and it does not give VCC a price advantage on the market.

RECOMMENDATION:

That based upon the recommendation of the Finance and Audit Committee, that the Board of Governors approve tuition fee Option 3 for the implementation of a Hospitality Management Degree.

ATTACHMENTS: Financial Statement – Hospitality Management Degree

PREPARED BY:
Graham Webber, Dean, School of Hospitality and Applied Business Dean, School of Music, Dance and Design
Irene Young, Vice President Administration and CFO

Vancouver Community College
School of Hospitality & Business
Bachelor of Hospitality Management
Org 5702

Scenarios	22 Domestic and 0 International Students Combined With Block Fund Allocated Current tuition fees	22 Domestic and 0 International Students Combined With Block Fund Allocated Breakeven new tuition fees	22 Domestic and 0 International Students Combined With Block Fund Allocated Tuition fee at $190	22 Domestic and 0 International Students Combined With Block Fund Allocated Tuition fee same as Royal Roads University
Revenue				
Tuition revenue - Domestic	$ 108,979	$ 211,200	$ 250,800	$ 319,440
Tuition revenue - International	$ -	$ -	$ -	$ -
Block fund allocation	$ 220,000	$ 220,000	$ 220,000	$ 220,000
Total revenue	**$ 328,979**	**$ 431,200**	**$ 470,800**	**$ 539,440**
Instructor				
Salary (step 1)	$ 181,845	$ 181,845	$ 181,845	$ 181,845
Benefits (23.75%)	$ 43,188	$ 43,188	$ 43,188	$ 43,188
Total instructor costs	**$ 225,033**	**$ 225,033**	**$ 225,033**	**$ 225,033**
Support Staff				
Salary (grade 33, step 4)	$ 62,453	$ 62,453	$ 62,453	$ 62,453
Benefits (27.0%)	$ 16,862	$ 16,862	$ 16,862	$ 16,862
Total support staff costs	**$ 79,316**	**$ 79,316**	**$ 79,316**	**$ 79,316**
Operational costs				
Operational Expenses	$ 7,657	$ 7,657	$ 7,657	$ 7,657
Total operational costs	**$ 7,657**	**$ 7,657**	**$ 7,657**	**$ 7,657**
Indirect student support				
Indirect student support	$ 118,562	$ 118,562	$ 118,562	$ 118,562
Total indirect student support	**$ 118,562**	**$ 118,562**	**$ 118,562**	**$ 118,562**
Total expenditures	**$ 430,568**	**$ 430,568**	**$ 430,568**	**$ 430,568**
Net contribution to VCC overhead / (Deficit)	**$ (101,589)**	**$ 632**	**$ 40,232**	**$ 108,872**
Net contribution to VCC overhead / (Deficit)	**-31%**	**0%**	**9%**	**20%**

Support Staff Costs:

The degree program is currently proposing to offer only 1 intake in September 2015. As more intakes are offered the support costs per cohort will be split between the intakes.

DECISION NOTE

DATE: November 18, 2014

PREPARED FOR: VCC Board of Governors – December 3, 2014

ISSUE: Hospitality Management Diploma Program

VCC is an industry leader for hospitality programs in the Lower Mainland and has a robust and revised Diploma program. As we have recently redesigned the diploma program, there is an opportunity to apply to the Ministry to raise our tuition to levels that will sustain and capitalize the area.

BACKGROUND:

The Hospitality industry has been identified as one of the largest and fastest-growing sectors of the BC economy. Our Program Advisory Committee, which is made up of some of the top executives of local and regional hotel operations, agree that tuition should be set at a rate which reflects our quality programs and our long history of serving their hiring and innovation needs. The area has never had a rationalized budget to include net revenue while capitalizing the area to develop and maintain resources and facilities to top industry standards. This is particularly vital as we are the only school in the area to offer an executive cohort which caters to hospitality leaders throughout the lower mainland. As an area with strong industry support, opportunities and expectations, it is essential that we structure budgets that anticipate growth. Finally, in an arrangement with our partners, we have secured considerable bursary support to offset the impact of tuition hikes on incoming students over the next four years.

DISCUSSION:

The current international tuition fee is $440 per credit. On average, we have 40 new international students enrolling in the program every year. Our analysis shows that we need to continue being proactive and increase the number of the international students without changing the fee at this point time. Other like full-time programs presents the following domestic tuition fees:

Institution	Camosun College	North Island College	Selkirk College	Douglas College	Vancouver Island University	Average BC Public Institutions
Program name	Hospitality Management	Hospitality	Resort and Hotel Management	Hospitality Management	Hospitality Management Diploma	
Tuition fee per credit	**$ 125**	**$ 105**	**$ 71**	**$ 96**	**$ 137**	**$ 107**
No of Credits	60	60	60	60	31	
Domestic Tuition	$ 7,500	$ 6,305	$ 4,247	$ 5,748	$ 4,232	
Other Fees	$ 1,539	$ 245	$ 931	$ 1,917	$ 1,792	
Total Fees	$ 9,039	$ 6,550	$ 5,178	$ 7,665	$ 6,024	$ 6,891
Total fees per credit	$ 151	$ 109	$ 86	$ 128	$ 194	$ 134

OPTIONS:

Option 1: Status quo with current year's tuition fee

- Tuition per credit - $83, equals tuition of $4,954 per student

Implications: This option generates $33,879 net contribution to VCC overhead per cohort. The tuition fee is significantly lower than the averages in major urban centres and throughout BC.

Option 2: Tuition fees same as Camosun College

- Tuition per credit - $125, equals tuition of $7,500 per student

Implications: This option generates $89,900 net contribution to VCC overhead per cohort. The tuition fee is higher than lower mainland colleges (because they have been frozen for years) but lower than Universities and same as Camosun.

Option 3: Tuition fees same as VIU

- Tuition per credit - $137, equals tuition of $8,220 per student

Implications: This option generates $105,740 net contribution to VCC overhead per cohort. Overall, the tuition fee will be significantly higher than most of our comparables and it does not give VCC a price advantage on the market.

Option 4: Tuition fees higher than our comparables

- Tuition per credit - $150, equals tuition of $9,000 per student

Implications: This option generates $122,900 net contribution to VCC overhead per cohort. Overall, the tuition fee will be significantly higher than all of our comparables and it does not give VCC a price advantage on the market.

RECOMMENDATION:

That based upon the recommendation of the Finance and Audit Committee, that the Board of Governors approve tuition fee Option 3 for the implementation of a Hospitality Management Diploma.

ATTACHMENTS: Financial Statement – Hospitality Management Diploma

PREPARED BY:
Graham Webber, Dean, School of Hospitality and Applied Business
Irene Young, Vice President Administration and CFO

Vancouver Community College
School of Hospitality & Business
Hospitality Management Diploma
Org 5701

Scenarios	22 Domestic and 0 International Students Combined With Block Fund Allocated Current tuition fees	22 Domestic and 0 International Students Combined With Block Fund Allocated Tuition fees same as Camosun College	22 Domestic and 0 International Students Combined With Block Fund Allocated Tuition fees same as VIU	22 Domestic and 0 International Students Combined With Block Fund Allocated $150 domestic tuition fees
Revenue				
Tuition revenue - Domestic	$ 108,979	$ 165,000	$ 180,840	$ 198,000
Tuition revenue - International	$ -	$ -	$ -	$ -
Block fund allocation	$ 220,000	$ 220,000	$ 220,000	$ 220,000
Total revenue	**$ 328,979**	**$ 385,000**	**$ 400,840**	**$ 418,000**
Instructor				
Salary (step 1)	$ 157,115	$ 157,115	$ 157,115	$ 157,115
Benefits (23.75%)	$ 37,315	$ 37,315	$ 37,315	$ 37,315
Total instructor costs	**$ 194,430**	**$ 194,430**	**$ 194,430**	**$ 194,430**
Support Staff				
Salary	$ 7,630	$ 7,630	$ 7,630	$ 7,630
Benefits (27.0%)	$ 2,060	$ 2,060	$ 2,060	$ 2,060
Total support staff costs	**$ 9,690**	**$ 9,690**	**$ 9,690**	**$ 9,690**
Operational costs				
Operational Expenses	$ 9,721	$ 9,721	$ 9,721	$ 9,721
Total operational costs	**$ 9,721**	**$ 9,721**	**$ 9,721**	**$ 9,721**
Indirect student support				
Indirect student support	$ 81,259	$ 81,259	$ 81,259	$ 81,259
Total indirect student support	**$ 81,259**	**$ 81,259**	**$ 81,259**	**$ 81,259**
Total expenditures	**$ 295,100**	**$ 295,100**	**$ 295,100**	**$ 295,100**
Net contribution to VCC overhead / (Deficit)	**$ 33,879**	**$ 89,900**	**$ 105,740**	**$ 122,900**
Net contribution to VCC overhead / (Deficit)	**10%**	**23%**	**26%**	**29%**

DECISION NOTE

DATE: November 18, 2014

PREPARED FOR: VCC Board of Governors – December 3, 2014

ISSUE: Early Childhood Care and Education Diploma Programs – Special Needs & Infant Toddler

Two new (Early Childhood Care and Education – Special Needs, Early Childhood Care and Education – Infant Toddler) have been developed and require fees be established that reflect the cost of delivering the programs and ensures sustainability well into VCC's future.

BACKGROUND:

The original Early Childhood Care and Education Basic Certificate Program (ECCEB) joined VCC Continuing Studies in 1994. It is the only part-time evening program available to working students in the lower mainland and has always enjoyed full enrollment. This original program was the first CS program to brought forward for renewal. Both Infant Toddler and Special Needs Diplomas were initiated through this renewal process.

In the 2012/13 fiscal year, the competencies and goals were developed in conjunction with the BC ECE Registry and governing guidelines. New courses with goals, learning outcomes and objectives and new assignments and assessments were developed and aligned to established program goals. Hours-to-credit ratios were developed that satisfied BC ECE Registry and aligned to new college policy guidelines. New enrolment plans and delivery schedule was developed. These new Diplomas have been approved through governance and the VCC College Board in 2014.

DISCUSSION:

With the development of these two programs, there is an opportunity to ensure they remain viable and sustainable well into the future. Other like full-time programs presents the following tuition fees:

INSTITUTION	CREDENTIAL	TOTAL
Capilano University	Diploma	$8641
Douglas College	Certificate	$7800

OPTIONS:

- All options are estimated at (expected) 90% capacity utilization
- All options consider domestic tuition fees only and do not include Block Fund nor other source funds allocation

Option 1: Tuition fee of $6,000 per student

Implications: This option will fully recover all VCC costs and generate 42% net contribution to VCC overhead. The tuition fee is lower than what the competition is charging for the same program.

Option 2: Tuition fee of $6,500 per student

Implications: This option will fully recover all VCC costs and generate 47% net contribution to VCC overhead. The tuition fee is lower than what the competition is charging for the same program and it gives us a price advantage on the market.

Option 3: Tuition fee of $7,000 per student

Implications: This option will fully recover all VCC costs and generate 50% net contribution to VCC overhead. The tuition fee is close or above than what the competition is charging for the same program and it does not gives us a price advantage on the market.

Option 4: Tuition fee of $7,800 per student

Implications: This option will fully recover all VCC costs and generate 55% net contribution to VCC overhead. The tuition fee is above than what the competition is charging for the same program. The program is offered part time and students are not eligible for Canada Student Loans and may therefore make it unaffordable.

RECOMMENDATION:

That the VCC Board of Governors authorize moving forward with tuition fees Option 3 for the implementation of Early Childhood Care and Education Diploma Programs – Special Needs & Infant Toddler.

This option provides more financial stability than the options above. All ECCE programs are governed by the BC ECE Registry, which ensures Provincial regulations relating to quality, competencies and delivery standards. Off-site provincial meetings for the Registry and transfer and articulation amongst BC Post Secondary Institutions are mandatory. This fee level ensures that VCC ECCE programs maintain Provincially set standards and remain a vital part of the ECCE community of practice. The BC Government has recently announced ECE bursaries to assist students in paying their tuition fees. CS is currently looking to increase the number of VCC bursaries for ECCE students.

ATTACHMENT: Financial Statement - ECCE Infant & Toddler Diploma
Financial Statement - ECCE Special Needs Diploma

PREPARED BY:
Tene Barber, Dean, Continuing Studies
Irene Young, Vice President Administration and CFO

Vancouver Community College
School of Continuing Studies
Early Childhood Care and Education
Infant and Toddler Diploma
Org Code: 6227

Scenario	Tuition fee of $6,000 per student	Tuition fee of $6,500 per student	Tuition fee of $7,000 per student	Tuition fee of $7,800 per student
Revenue				
Tuition fees	$ 108,000	$ 117,000	$ 126,000	$ 140,400
Total Revenue	**$ 108,000**	**$ 117,000**	**$ 126,000**	**$ 140,400**
Direct Program Expenditures				
Labour				
Instructors (incl. benefits)	$ 20,266	$ 20,266	$ 20,266	$ 20,266
Department admin staff (incl. benefits)	$ 9,157	$ 9,157	$ 9,157	$ 9,157
Total Labour Costs	**$ 29,423**	**$ 29,423**	**$ 29,423**	**$ 29,423**
Non-Labour				
Department supplies and general expenses	$ 3,150	$ 3,150	$ 3,150	$ 3,150
Total Non-Labour Costs	**$ 3,150**	**$ 3,150**	**$ 3,150**	**$ 3,150**
Total Direct Program Expenditures	**$ 32,573**	**$ 32,573**	**$ 32,573**	**$ 32,573**
Indirect Program Expenditures				
CS admin & support staff	$ 11,733	$ 11,733	$ 11,733	$ 11,733
CS supplies and general expenses	$ 8,045	$ 8,045	$ 8,045	$ 8,045
Institutional support	$ 10,470	$ 10,470	$ 10,470	$ 10,470
Total Indirect Expenditures	**$ 30,248**	**$ 30,248**	**$ 30,248**	**$ 30,248**
Total Direct and Indirect Cost	**$ 62,821**	**$ 62,821**	**$ 62,821**	**$ 62,821**
Net contribution to VCC overhead / (Deficit)	**$ 45,179**	**$ 54,179**	**$ 63,179**	**$ 77,579**
Net contribution to VCC overhead / (Deficit)	**42 %**	**46 %**	**50 %**	**55 %**

Vancouver Community College
School of Continuing Studies
Early Childhood Care and Education
Special Needs Diploma
Org Code: 6226

Scenario	Tuition fee of $6,000 per student	Tuition fee of $6,500 per student	Tuition fee of $7,000 per student	Tuition fee of $7,800 per student
Revenue				
Tuition fees	$ 108,000	$ 117,000	$ 126,000	$ 140,400
Total Revenue	**$ 108,000**	**$ 117,000**	**$ 126,000**	**$ 140,400**
Direct Program Expenditures				
Labour				
Instructors (incl. benefits)	$ 20,266	$ 20,266	$ 20,266	$ 20,266
Department admin staff (incl. benefits)	$ 9,157	$ 9,157	$ 9,157	$ 9,157
Total Labour Costs	**$ 29,423**	**$ 29,423**	**$ 29,423**	**$ 29,423**
Non-Labour				
Department supplies and general expenses	$ 3,150	$ 3,150	$ 3,150	$ 3,150
Total Non-Labour Costs	**$ 3,150**	**$ 3,150**	**$ 3,150**	**$ 3,150**
Total Direct Program Expenditures	**$ 32,573**	**$ 32,573**	**$ 32,573**	**$ 32,573**
Indirect Program Expenditures				
CS admin & support staff	$ 11,733	$ 11,733	$ 11,733	$ 11,733
CS supplies and general expenses	$ 8,045	$ 8,045	$ 8,045	$ 8,045
Institutional support	$ 10,470	$ 10,470	$ 10,470	$ 10,470
Total Indirect Expenditures	**$ 30,248**	**$ 30,248**	**$ 30,248**	**$ 30,248**
Total Direct and Indirect Cost	**$ 62,821**	**$ 62,821**	**$ 62,821**	**$ 62,821**
Net contribution to VCC overhead / (Deficit)	**$ 45,179**	**$ 54,179**	**$ 63,179**	**$ 77,579**
Net contribution to VCC overhead / (Deficit)	**42 %**	**46 %**	**50 %**	**55 %**

DECISION NOTE

DATE: November 18, 2014

PREPARED FOR: VCC Board of Governors – December 3, 2014

ISSUE: Sport and Recreation Management Certificate

A new Sport and Recreation Management Certificate has been developed and requires fees be established that reflect the cost of delivering the program and the generation of revenue for CS and VCC.

BACKGROUND:

The Sport and Recreation Management Certificate focuses on providing industry experience and learning opportunities to develop the skills, knowledge and abilities for success in the sport and recreation industry. This part-time certificate can be completed in 18 months or up to five years.

With relevant and industry-supported curriculum, graduates will be well prepared for positions in a variety of roles including sport or recreation manager, sport or recreation program leader, sport or recreation program coordinator, and sport or recreation event and marketing coordinator. Additionally, data from Work BC indicates that sport management is in the top 60 in-demand jobs in the province.

The Sport and Recreation Management Certificate was approved by Curriculum Committee and Education Council in 2013.

DISCUSSION:

Tuition must remain competitive with Langara's Recreation Leadership Diploma and Vancouver Island University's (VIU) Recreation and Sports Management Diploma and ensure that VCC students, who are not eligible for student loans, can afford this program. This program must also be priced to ensure quality and sustainability well into the future as we meet the needs of both students and industry.

Comparable programs in BC present the following fees:

INSTITUTION	CREDENTIAL	# OF CREDITS	TUITION	ADDITIONAL FEES	TOTAL
Langara College	Diploma	63	$5,673	$7,296	$12,969
VIU	Diploma	80	$8,464	$4,316	$14,580

OPTIONS:

- Fees listed as options are domestic tuition fees and do not include block fund or other source funds allocation
- Fees listed as options do not include additional fees of approximately $1,322:
    - Textbooks $1,050
    - Student union fee $234
    - College initiative fee $38
      $1,322

Option 1: Tuition of $4,163 per student

Implications: This option will generate a 26% net contribution to VCC overhead in the amount of $19,319. With this option, tuition fees for the Sport and Recreation Management courses would be consistent with tuition fees for the other CS courses that comprise the program. However, this option may limit the long-range viability of the program as salaries and operating expenses increase.

Option 2: Tuition of $4,400 per student

Implications: This option will generate a 30% net contribution to VCC overhead in the amount of $23,457. This is an affordable and competitive option for VCC students.

Option 3: Tuition of $4,600 per student

Implications: This option will generate a 33% net contribution to VCC overhead in the amount of $26,949. It is also competitive yet slightly more expensive than Option 2. Additionally, this option provides fiscal sustainability for the program to develop in the future and ensure that the program will endure despite increases in operating expenses and salaries.

Option 4: Tuition of $5,000 per student

Implications: This option will generate a 38% net contribution to VCC overhead in the amount of $33,933. It provides fiscal sustainability for the program, but the tuition will not give VCC a price advantage on the market. The program is offered part time and students are not eligible for Canada Student Loans and may therefore make it unaffordable.

RECOMMENDATION:

That the VCC Board of Governors authorize moving forward with tuition fee Option 3 for the implementation of a Sport and Recreation Management Certificate.

ATTACHMENTS: Financial Statement – Sports and Recreation Management

PREPARED BY:
Tene Barber, Dean, Continuing Studies
Irene Young, Vice President Administration and CFO

Vancouver Community College
School of Continuing Studies
Sport and Recreation Management Certificate
Org Code: 6229

Scenario	Tuition fee of $4,163 per student	Tuition fee of $4,400 per student	Tuition fee of $4,600 per student	Tuition fee of $5,000 per student
Revenue				
Tuition fees	$ 74,934	$ 79,200	$ 82,800	$ 90,000
Total Revenue	**$ 74,934**	**$ 79,200**	**$ 82,800**	**$ 90,000**
Direct Program Expenditures				
Labour				
Instructors (incl. benefits)	$ 15,805	$ 15,805	$ 15,805	$ 15,805
Department admin staff (incl. benefits)	$ 6,350	$ 6,350	$ 6,350	$ 6,350
Total Labour Costs	**$ 22,155**	**$ 22,155**	**$ 22,155**	**$ 22,155**
Non-Labour				
Department supplies and general expenses	$ 1,873	$ 1,980	$ 2,070	$ 2,250
Total Non-Labour Costs	**$ 1,873**	**$ 1,980**	**$ 2,070**	**$ 2,250**
Total Direct Program Expenditures	**$ 24,028**	**$ 24,135**	**$ 24,225**	**$ 24,405**
Indirect Program Expenditures				
CS admin & support staff (incl. benefits)	$ 13,239	$ 13,239	$ 13,239	$ 13,239
CS supplies and general expenses	$ 9,078	$ 9,078	$ 9,078	$ 9,078
Institutional support	$ 9,269	$ 9,290	$ 9,308	$ 9,344
Total Indirect Expenditures	**$ 31,587**	**$ 31,608**	**$ 31,626**	**$ 31,662**
Total Direct and Indirect Cost	**$ 55,615**	**$ 55,743**	**$ 55,851**	**$ 56,067**
Net contribution to VCC overhead / (Deficit)	**$ 19,319**	**$ 23,457**	**$ 26,949**	**$ 33,933**
Net contribution to VCC overhead / (Deficit)	**26 %**	**30 %**	**33 %**	**38 %**

DECISION NOTE

DATE: November 28, 2014

PREPARED FOR: VCC Board of Governors – December 3, 2014

ISSUE: Sport and Recreation Management Certificate

DISCUSSION:

Education Council (EDCO) approved the curriculum for the proposed Sport and Recreation Management Certificate in April 2014. The curriculum combines existing courses in business leadership, event planning, and management with newly developed courses to provide a comprehensive sport and recreation management focus. The program aligns well with VCC's 2014-2016 Education Plan.

The program is comprised of 10 mixed-mode courses and one six-week practicum. Whereas students normally complete their studies in one year (three terms), they may take up to five years to complete this part-time certificate. Applicants will require a high school diploma or equivalent including English 12 or equivalent to be admitted to the program. A maximum of 25 students will be admitted to each course. Students who have taken courses in Business or Management at another accredited institution may be granted transfer credit. At this time, there is no mechanism for Prior Learning Assessment and Recognition.

Discussions are underway to establish affiliation agreements with Langara and VIU so that VCC graduates may be granted advanced standing in their respective diploma programs. Courses in this proposed certificate align closely with several courses in those programs.

A PAC comprised of industry professionals will support the ongoing quality assurance of this program. PAC members will ensure that the program aligns with industry needs, and speak to its relevancy and quality. Additionally, students will provide summative evaluations of each course and instructor throughout the program. Program coordinator will complete annual program reviews to ensure program quality.

RECOMMENDATION:

THAT the VCC Board of Governors implement the Sport and Recreation Management Certificate as presented to the meeting.

PREPARED BY:
Susie Findlay, Chair, Education Council

DECISION NOTE

DATE: November 28, 2014

PREPARED FOR: VCC Board of Board of Governors – December 3, 2014

ISSUE: Early Childhood Care and Education Diploma Programs – Special Needs & Infant Toddler

DISCUSSION:

In 2011, the Early Childhood Care and Education (ECCE) programs were evaluated, resulting in recommendations to expand its two post-basic certificates to diplomas. Education Council (EDCO) approved the two curricula in April 2014 following approval by the BC Early Childcare Education Registry.

Development of the two curricula emphasized the foundational components of the Early Learning Framework, drew from government and community documents and peer-reviewed research, and integrated the 2010 Occupational Standards for Early Childhood Educators. The curricula reflect a strong focus on contemporary educational theories and practice and emergent curriculum in the field of Early Childhood Education. Each program comprises 12 classroom-based courses and two practica. Whereas students normally complete their studies in one year (three terms), they may take up to five years to complete each diploma. Upon graduation, they are eligible to apply for a BC license to practice in their post-basic specialty.

Admission Requirements for both programs are:

- 19 years or older
- Canadian citizen or Permanent Resident
- Early Childhood Care and Education Certificate from Vancouver Community College or other approved training institution accredited by the BC Ministry of Children and Family Development Early Childhood Education Registry.
- High school graduation or equivalent
- English 12 with a minimum 'C' or equivalent
- Proof of a negative Tuberculosis skin test. If the skin test is positive, proof of a negative chest x-ray is required
- Physician's Report (proof that individual is physically healthy, with stamina and emotional maturity to meet the demands of working with young children)
- Minimum two written letters of reference indicating suitability for the program
- Minimum of 40 hours volunteer/work experience in licensed daycare or preschool with written proof of hours on organization letterhead

- A Criminal Record Check (CRC)
- Successful interview with program staff based on admission criteria.

Both programs will consider granting transfer credit to students entering from training institutions approved by the BC Ministry of Children and Family Development (MCFD) Early Childhood Education Registry. Articulation agreements are in place with Capilano University and Douglas College to provide VCC graduates the opportunity to ladder into degree programs.

A PAC comprised of stakeholders from the sector and the MCFD will support both programs. PAC members will ensure each program aligns with sector needs and will speak to its relevance and quality. Throughout each program students will provide summative evaluations of all courses and their instruction. The program coordinator will complete annual program reviews to monitor and ensure program quality.

RECOMMENDATION:

THAT the VCC Board of Governors implement the Early Childhood Care and Education Infant and Toddler Diploma and the Special Needs Diploma proposals as presented to the meeting.

PREPARED BY:
Susie Findlay, Chair, Education Council