



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES

January 10, 2017, 3:30-5:30 pm, Room 1208 BWY-B

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32 p.m.
2.	Adopt Agenda	<p><b>Motion:</b> Moved by P. Yeung and seconded THAT the agenda be adopted as presented.</p> <p>All in favour of agenda. <b>Motion carried.</b></p>
3.	Approve Past Minutes	<p><b>Motion:</b> Moved by P. Yeung and seconded THAT the minutes of December 13, 2016, be adopted.</p> <p>D. Branter suggested a few minor edits:</p> <ul style="list-style-type: none"> <li>• Page 2, Item e - “Full-time students” should replace “VCC students”</li> <li>• Page 2, Item b – incomplete sentence; it was suggested to add the word “opportunity” at the end.</li> </ul> <p>All in favour of revised minutes. <b>Motion carried.</b></p>
4.	Enquiries & Correspondence	There were none.
5.	Business Arising a) Enrollment Plan 17/18	<p>B. Beacham gave the update on 2017-18 Enrollment Plan. He explained that the data is being double-checked to ensure accuracy. There has been a lot of consultation and cleaning up the data. All the information has been uploaded into spreadsheets and then into Banner.</p> <p>B. Beacham clarified how FTE is calculated and explained that different programs have different FTEs and depends upon the duration of the program. The next integration will probably be in February. The current year’s FTE is comparatively similar to the last year. On the program level, the FTEs have changed slightly for some programs. Due to curriculum changes for PC1 and PC2, there were some issues with the calculated FTEs of these programs. This issue has been resolved.</p> <p>There was a discussion on the enrollment for ABE programs. This year’s numbers are modelled on this year’s actual enrolment, which is still seeing a decline. There has been a 50% decline in the last two years overall. D. McMullen mentioned that the Ministry audited our use of the Adult Upgrading Grant (AUG) funding. Detailed questions were asked about funding decisions. The AUG system is costing the government more than tuition-free cost. A. Candela asked about where the trend data was pulled for ABE programs for the projection, and questioned if Spring term was the</p>

Item	Topic	Discussion
		<p>best option, as it tends to be lower than Fall. D. Wells clarified that the Spring data was used for class-based program but did adjust for Spring’s lower enrolment. Self-paced is more predictable.</p> <p>T. Thomson asked whether the government has considered changing the funding approach given the greater cost for fewer students. No information on this has come from the Ministry.</p> <p>T. Rowlatt asked how other colleges have increased their ABE enrolment. D. Wells explained that most institutions are doing more pre-qualification courses that qualify as ABE but are cross-listed as first-year level as well. Other institutions are seeing the same declines in developmental education.</p> <p>T. Rowlatt asked about impact of fewer ABE students on enrolment to our other programs. D. Wells is looking into this but it is not clear yet. T. Thomson also suggested looking at Grade 10 and 11 students as well as Grade 12, as many of our programs have Grades 10/11 admission requirements.</p>
	<p>b) Update on changes to K-12 curriculum</p>	<p>D. McMullen gave an update on changes to K-12 curriculum. There was a meeting among provincial Registrars with Ministry officials. There were a lot of questions, but answers were not expansive. Literacy and numeracy assessments will be trialed in 2018, with potential implementation in 2019. Registrars raised issues around admissions processes using the new curriculum approach. The provincial Registrars association are looking at making formal recommendations. Admissions offices need a better understanding of what can be measured by the end of Grade 11 (as conditional admissions is increasingly happening based on Grade 11 marks). If there is an increased reliance on competencies, there may be the need for an infrastructure to translate that into admission requirements. There seems to be an understanding of how complicated this is for post-secondary education but there is significant frustration and a desire for continuing dialogue, particularly around operationalizing these changes for movement into PSE both in BC but also in the rest of Canada and in other countries.</p>
<p>6.</p>	<p>Committee Reports                      a) Curriculum Committee                          i) TESOL Certificate and Diploma</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the change to Admission Requirements for TESOL Certificate and Diploma.</p> <p>D. Branter expanded on the admissions requirement for English language course requirements for</p>

Item	Topic	Discussion
		<p>the TESOL credentials. The change to admission requirement was “First year University English with minimum C+; or a university level humanities course with minimum C+; or equivalent” for both the Certificate and Diploma programs.</p> <p>11 in favour, 0 opposed, 4 abstentions. <b>Motion carried.</b></p>
	<p>ii) UT Math courses</p>	<p>C. Karavas presented this proposal.</p> <p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the new UT Math Courses: MATH 1190 Mathematics for Teachers, MATH 1210 Mathematics for the Arts, MATH 2251 Calculus 3, MATH 2310 Ordinary Differential Equations and MATH 2700 Probability and Statistics for Science and Engineering.</p> <p>C. Karavas will send out the missing CDAF from the package to the Council. Also, a minor amendment in the Decision Note under ISSUE and RECOMMENDATION, the prefix “MATH” was missing for some courses.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>iii) Culinary Arts Diploma (International Cohort)</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council recommend the Board of Governors approve the New Program: Culinary Arts Diploma (International Cohort).</p> <p>D. Innes presented the new Culinary Arts diploma program. D. Innes clarified that there will be a 9–11 month study for international students before they can join domestic students in Professional Cook 2 course. M. Tunnah noted the inconsistency of diploma name in the Program Content Guide. Language will be fixed and will be matched as language on PCG.</p> <p>There will be three intakes for PC2. As a part of the redesign, the number of cohorts of international students can increase. Currently, there is an intake of two cohorts of 24 and 26. IN the next fiscal year, there will be an intake of three cohorts of 20. The first intake will start on February 28<sup>th</sup> 2017 and next intake will be in September 2017.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>iv) Hairstylist Certificate</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the changes to Program Learning Outcomes, Course Learning Outcomes and Course Descriptions for the</p>

Item	Topic	Discussion
		<p>Hairstylist Certificate.</p> <p>L. Griffith gave the brief presentation and described the changes to learning outcomes and course descriptions in the PCG of Hairstylist Certificate and for three (3) courses to better meet ITA requirements.</p> <p>R. Cyr asked for clarification on 50% WE Employer evaluation – who will do the evaluation, the instructor or the employer? The Council decided to change the language to “50 percent – WE Evaluation.”</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>v) Visual Communications Design Certificate and Diploma</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the change to Admissions Requirements for Visual Communications and Design Certificate and Diploma.</p> <p>D. Sargent noted that under admission requirements on page 201, it says that more information available on website, but the information on website has not been updated yet.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>b) Policy Standing Committee i) C.3.9 Degree Standards</p>	<p>M. Tunnah explained that this policy was recently reviewed and deemed to be redundant due to the development of other policies that cover all aspects of C.3.9. To avoid this duplication and confusion, C.3.9 was forwarded for community feedback to rescind this policy. Now, the policy has returned to Education Council to rescind it officially.</p> <p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council recommends the Board of Governors rescind C.3.9 Degree Standards Policy.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>ii) D.3.10 Aboriginal Education Enrolment</p>	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council recommends the Board of Governors approve D.3.10 Aboriginal Education Enrolment Policy and Procedures.</p> <p>M. Tunnah updated the Council regarding the insertion of new language under Timeline for Course Registration – “For CS courses, two seats will be held for Aboriginal students until two</p>

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		weeks prior to the course start date.” M. Tunnah asked if the policy procedures can be approved with this insertion as number 10.  All in favour. <b>Motion carried.</b>
	c) Appeals Oversight Committee	D. Sargent gave an update on Tribunal Training day, which is on February 23rd. The agenda for the training day has not been finalised yet.
	d) Program Review and Renewal Committee	J. Zakoor mentioned that the deadline for curriculum development submission is February 24 <sup>th</sup> , and all proposals will be coming forward to the Committee for review.
7.	Chair Report	No report.
8.	Student Report	J. Bernardo reported on activities of SUVCC.
9.	Next meeting	February 14, 2017, 3:30-5:30pm, Room 240, DTN
10.	Adjournment	The meeting adjourned at 5:16p.m.

**ATTENDEES:**

Todd Rowlatt	Jo-Ellen Zakoor	Dave McMullen	David Wells
Debbie Sargent	David Branter	Janet Theny	Mike Tunnah
Nona Coles	Elle Ting	Rick Cyr	Jonard Bernardo
Taryn Thompson	Paul Yeung	Charly Jadranin	Andrew Candela

**REGRETS:**

Kathryn McNaughton	Shaima Jaff
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**GUESTS:**

Gordon McIvor	Pervin Fahim	Costa Karavas	Brian Beacham
Lucy Griffith	Dennis Innes	Ysabel Sukic	

**RECORDING SECRETARY:** Harwinder Sekhon

Todd Rowlatt, Chair  
VCC Education Council



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES  
February 14, 2017 3:30-5:30, Room 240, DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32pm.
2.	Adopt Agenda	<p><b>Motion:</b> Moved by P. Yeung and seconded THAT the agenda be adopted as presented.</p> <p>All in favour of agenda. <b>Motion carried.</b></p>
3.	Approve Past Minutes	<p><b>Motion:</b> Moved by P. Yeung and seconded THAT the minutes of January 10, 2017, be adopted.</p> <p>D. Branter suggested that there were some awkward sentences that required editing. These changes were acknowledged by T. Rowlatt, who asked D. Branter to send him the changes, and the Council moved forward.</p> <p>All in favour of revised minutes. <b>Motion carried.</b></p>
4.	Enquiries & Correspondence	There were none.
5.	Business Arising a) Academic Plan Presentations	<p>T. Rowlatt outlined the two-part series of Academic Plan Presentations.</p> <p>K. McNaughton outlined the process of Academic Planning, which began at the department level. Broader initiatives were identified in the Academic Plans that will be seen in the Integrated College Plan. The format of the Academic Plan was changed for this year. The first iteration was divided into Teaching and Learning, Library Services, Applied Research and Service, however, to make it more consistent with the Key Success Driver format, all the initiatives have been reorganized.</p> <p>For the coming 2017/18 year, the Vice President's Office will be focused on Applied Research at VCC, strategic enrolment management, and English Language Proficiency Requirements. There will also be a renewed exploration and implementation of socio-cultural awareness programming, due to the incoming increase in international students at VCC. As well, issues have also been noted in classrooms with domestic students, and it is believed the renewal of socio-cultural awareness would have a positive impact.</p> <p>The area of Student Development will be moving towards a focus on student development, focus ensures students are "being supported to reach their full potential as interdependent members of a college community." New Dean of Student Development has been hired, Dr. Jane Shin. Student</p>

Item	Topic	Discussion
		<p>Development is looking at a number of key initiatives: how a case management approach could be implemented, investigating the use of information screens to build awareness of services, as well as creating an implementation plan for the student development approach, which will engage all of the academic community at VCC. The Access and Accommodation of Students with Disabilities Policy (D.4.1) will also be reviewed. A college-wide initiative to work on the Gender-Based Violence policy is underway.</p> <p>Presentations were made by D. McMullen, Registrar and Enrolment Services; T. Pierce, Indigenous Education and Community Engagement; J. Gossen, International Studies Department; and B. Griffiths, School of Trades, Technology and Design.</p> <p>K. McNaughton added that the position of Coordinator for Policy and Curriculum has been filled, and the position of EDCO Assistant will be posted shortly.</p>
6.	<p>Committee Reports</p> <p>a) Curriculum Standing Committee</p> <p>i) Chair’s Report</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the change to Admission Requirements for TESOL Certificate and Diploma.</p> <p>D. Branter explained that an incorrect recommendation was made to the Council at the January meeting, and a revised decision has now been put forward.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>i) LPN Perioperative Advanced Certificate</p>	<p>J. Gilbert presented this proposal.</p> <p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council recommend the Board of Governors approve the new program: LPN Perioperative Advanced Certificate.</p> <p>J. Gilbert and D. Sargent explained that as of January 27, 2017 the program is currently suspended by the Ministry of Advanced Education and the Ministry of Health, until such time as the Ministry of Health completes a report on perioperative educational services due out early April. However, the department wishes to carry on developing the project, and present it to EDCO for when they receive approval from the Ministry. The pilot program was due to launch in October 2017. A few grammar changes were made, as well as credit hours from the previous version. NURS 1130 was adjusted from 5 to 6 credits, NURS 1131 credit hours adjusted from 234 hours to 240 hours (10 credits), and NURS 1132 from 265 to 300 hours (10 credits).</p>

Item	Topic	Discussion
		<p>P. Yeung inquired into the English language requirements for the program. D. Sargent explained that as an advanced level program, the requirements would be similar to those already existing and identified by the College. If internal changes are made at VCC, then all <i>new</i> applicants will have to meet the new requirements.</p> <p>T. Rowlatt and D. Branter inquired about funding for the program. D. Sargent expressed that funding is there, and expect good news from the Ministry in the spring. Uncertainty about funding the program in the future whether the Ministry would continue funding it, or if it would move to tuition-based funding.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>ii) Improve your Grammar courses</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the new courses: Improve Your Grammar Intermediate Focus A ELSK 0746; Improve Your Grammar Intermediate Focus B ELSK 0747; Improve Your Grammar Advanced Focus A ELSK 0766; Improve Your Grammar Advanced Focus B ELSK 0767.</p> <p>D. Branter explained that as of the previous meeting, greater clarity between the course outlines was required. That has now been implemented in the revised course outlines. It was discussed by T. Rowlatt, P. Yeung, D. Wells and D. Branter that the designations of A and B are slightly confusing, and is something to look at for future proposals.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>b) Policy Standing Committee i) D.1.1 Educational Services Renewal</p>	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council reviews D.1.1 Educational Services Renewal policy and procedures for information and recommends it be posted for community feedback.</p> <p>C. Jadranin asked for clarification on the “Student Services” designation, since it is already listed in multiple places. M. Tunnah explained they wanted an exhaustive list, though it does not capture which may be grouped together in the future.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>iii) D.4.6 Requirements for</p>	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council reviews D.4.6 Student</p>

Item	Topic	Discussion
	Student Attendance and Participation	<p>Attendance and Participation policy for information and recommends it be posted for community feedback.</p> <p>M. Tunnah explains that this policy is up for revision in the normal cycle, but it also needed revision to be consistent with the language of the new C.1.1. Grade Progression Withdrawal Policy. M. Tunnah elaborated on wanting to ensure that departments had the ability to withdraw students, as well as holding students to professional policy. One editing error was noted in Context and Purpose (page 67).</p> <p>D. Branter required clarity of the application of this policy (page 70) about issues of safety and professionalism, and when students can be required to withdraw for those issues. T. Rowlatt agreed that the language is not quite clear enough yet.</p> <p>D. Sargent suggested that removing the second sentence in Item 3 (page 70) would make it clearer. T. Rowlatt suggested that a distinction between academic and non-academic withdrawal reasons needs to be made clear – and that students should only be forced to withdraw due to non-academic reasons.</p> <p>All in favour. <b>Motion carried.</b></p>
	c) Appeals Oversight Committee	D. Sargent gave an update on Tribunal Training Day, which will no longer be held on February 23 <sup>rd</sup> . A new date is being determined, likely in late spring, but is waiting on feedback from both students and faculty.
	d) Program Review and Renewal Committee	J-E. Zakoor gave an update on the Program Review Action Plan presentations taking place this week, beginning on Thursday, February 16, 2017. Presentations are to conclude by the end of February/early March. The Committee will then move forward with curriculum development fund proposal review and adjudication.
7.	Chair Report	<p><b>Motion:</b> Moved by P. Yeung and seconded THAT the EDCO Chair Report to the Board, EDCO Annual Report 2016, and EDCO Planning Calendar for 2017 be approved.</p> <p>All in favour. <b>Motion carried.</b></p>
8.	Student Report	J. Bernardo reported on the activities of SUVCC, namely issues with the Student Health Plan. Students who should not have been receiving coverage wound up receiving coverage for longer than intended. The issue has been resolved.

Item	Topic	Discussion
9.	Next meeting	March 14, 2017, 3:30-5:30, Room 5025 BWY-A.
10.	Adjournment	The meeting adjourned at 5:00pm.

**ATTENDEES:**

Todd Rowlatt  
 Dave McMullen  
 Rick Cyr  
 Mike Tunnah

Kathryn McNaughton  
 David Wells  
 Debbie Sargent  
 Nona Coles

Jo-Ellen Zakoor  
 Jonard Bernardo  
 Paul Yeung  
 David Branter

Elle Ting  
 Charly Jadranin  
 Taryn Thomson  
 Janet Theny

**GUESTS:**

Julie Gilbert

Jennifer Gossen

Tami Pierce

Brett Griffiths

**RECORDING SECRETARY:** Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES

March 14, 2017, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:33pm.
2.	Adopt Agenda	<p><b>Motion:</b> Moved by P. Yeung and seconded by M. Tunnah THAT the agenda be adopted as presented.</p> <p>All in favour. <b>Motion carried.</b></p>
3.	Approve Past Minutes	<p><b>Motion:</b> Moved by P. Yeung and seconded by Dave McMullen THAT the minutes of the February 14, 2017 meeting be adopted with minor changes suggested by D. Sargent and D. Branter.</p> <p>All in favour. <b>Motion carried.</b></p>
4.	Enquires & Correspondence	None
5.	Business Arising a) VCC Vision Statement	<p>P. Nunoda presented on the subject. He believes the vision statement speaks to a very bright future for VCC for the next 50 years. The draft statement is:</p> <p style="text-align: center;"><b>“The first choice for innovative, experiential learning for life.”</b></p> <p>P. Nunoda also put forward the idea that with this vision statement, departments could craft their own department-specific vision statement that still fits under this umbrella statement. This idea was well-received by the committee.</p> <p>M. Tunnah suggested a possible signature learning experience course like other colleges have. P. Nunoda was hesitant about mandatory courses, and explained that VCC’s core values are already present in current curriculums. K. McNaughton noted broad-based consultations on the subject are underway.</p> <p>The Council suggested some words and phrases to consider: accessibility, sustainability, “stewards of the community,” and “real world” versus “experiential.”</p>

Item	Topic	Discussion
	<p>a) Budget Presentation</p>	<p>M. Kowalski presented on the subject. She explained that the budget is still being finalized. They hope to finalize the budget at \$107 million. The \$1.2 million deficit from last year has been balanced. The department’s Five-Year Outlook includes growing revenue to \$130 million, and achieving a surplus of \$1 million. M. Kowalski acknowledged that there is a lot of ask around the College, and the list for updates is very long. She also noted that more programs need to be created for prospective students from India. She also explained that the Ministry has a more positive outlook on the future of VCC.</p> <p>A. Candela asked about supporting revenue growth areas and the possibility of using contingency funds to grow areas that could provide future growth. M. Kowalski acknowledged this need, but explained that the funds will be going to where there is real demand, with the potential for strategically targeted funding. K. McNaughton added that there is far more demand than budget, and decisions need to be made carefully.</p> <p>T. Thompson asked about putting a waiver system in place for the ABE program, and if it would be time to open that conversation up again. M. Kowalski explained that they are looking more at College infrastructure, such as building improvements and maintenance, and new equipment so many departments are asking for. She noted that they have begun discussions with different Ministries.</p>
	<p>b) Academic Plan Presentations</p>	<p>Presentations on the 2016/17 Accomplishments and 2017/18 Priorities were made by David Wells, School of Arts and Sciences; Dennis Innes, School of Hospitality, Food Studies and Applied Business; Shirley Lew, Division of Library, Teaching &amp; Learning Services; Debbie Sargent, School of Health Sciences; Gordon McIvor, School of Continuing Studies; and Brian Beacham, Department of Institutional Research.</p> <p>During S. Lew’s presentation, M. Tunnah asked if he could join the College-wide committee on the expanding Online Learning Strategy. T. Rowlatt acknowledged that the expansion of online learning should be discussed in general at another meeting. K. McNaughton suggested September, as the committee has just reached the planning phase.</p> <p>During D. Wells’ presentation, P. Yeung asked if students will have a guaranteed transfer to SFU with an Associate of Arts or Associate of Sciences. D. Wells indicated that yes, students will have a guaranteed transfer into second year courses at SFU.</p>

Item	Topic	Discussion
	c) Enrolment Plan	Due to time constraints, the Enrolment Plan will be discussed at the Special Meeting on March 28. B. Beacham briefly spoke on enrolment data no longer being done through Banner, but will now be reported out of the data reported to the Ministry. D. Sargent noted that there are potential inaccuracies, but she will discuss these with B. Beacham.
6.	Committee Reports a) Curriculum Standing Committee i) Health Care Assistant ii) ENGL 2100 Canadian Literature, new course iii) PSYC 2300 Abnormal Psychology and PSYC 2320 Research Methods in Psychology iv) CHEM 0983 Chemistry 12 – Part 1 and CHEM 0993 Chemistry 12 – Part 2 v) NURS 1602 revisions	<p><b>Motion:</b> Moved by D. Branter and seconded by M. Tunnah THAT Education Council approve the changes to Admissions Requirements for the Health Care Assistant Certificate Program.</p> <p>All in favour. <b>Motion carried.</b></p> <p><b>Motion:</b> Moved by D. Branter and seconded by J-E. Zakoor THAT Education Council approve the New Course ENGL 2100 Canadian Literature.</p> <p>All in favour. <b>Motion carried.</b></p> <p><b>Motion:</b> Moved by D. Branter and seconded by P. Yeung THAT Education Council approve the New Courses: PSYC 2300 Abnormal Psychology; PSYC 2320 Research Methods in Psychology.</p> <p>J-E. Zakoor raised the question if UT courses are able to share curriculums and resources with other institutions. J. Loveday explained that generally that doesn't happen in a formal sense. Informally, however, sharing is done due to professors teaching at other institutions. P. Yeung inquired whether PSYC 2320 transfers as a Q-credit to UBC and SFU, and J. Loveday explained that the material is more qualitative than quantitative, and will not be a transferable Q-course.</p> <p>All in favour. <b>Motion carried.</b></p> <p><b>Motion:</b> Moved by D. Branter and seconded by A. Candela THAT Education Council approve the changes to CHEM 0983 Chemistry 12-Part 1 and CHEM 0993 Chemistry 12-Part 2.</p> <p>All in favour. <b>Motion carried.</b></p> <p><b>Motion:</b> Moved by D. Branter and seconded by XXX THAT Education Council approve the changes to course pre-requisites and credit weighting for NURS 1602 Human Anatomy and Physiology.</p> <p>D. Sargent noted that the CDAF does not reflect the credit changes, nor to the course outlines. T. Rowlatt acknowledged that adjustments will be made before finalizing the documents.</p>

Item	Topic	Discussion
		All in favour. <b>Motion carried.</b>
	vi) PHYS 1110 Introduction to Astronomy and PHYS 1190 Physics of Music new courses	<p><b>Motion:</b> Moved by D. Branter and seconded by D. Sargent THAT Education Council approve the new courses PHYS 1110 Introduction to Astronomy and PHYS 1190 Physics of Music.</p> <p>All in favour. <b>Motion carried.</b></p>
	vii) Pre-Health Sciences	<p><b>Motion:</b> Moved by D. Branter and seconded by P. Yeung THAT Education Council approve the changes to the Pre-Health Sciences Certificate Program.</p> <p>T. Thompson requested clarification on aspects of the program. D. Sargent explained that this course will require high school students to be on campus full-time, and that the programs are highly individualized to manage the Grade 12 English requirements. T. Thompson also asked who would be teaching these courses, and where the enrolment numbers would go. D. Sargent explained the program is a partnership with Arts and Sciences and Health Sciences, so faculty will be pulled from both schools.</p> <p>All in favour. <b>Motion carried.</b></p>
	viii) Practical Nursing	<p><b>Motion:</b> Moved by D. Branter and seconded by D. Wells THAT Education Council approve the changes to the Practical Nursing Diploma and Access to Practical Nursing Diploma.</p> <p>D. McMullen asked about the proof of English Language Proficiency, and explained that an issue VCC is experiencing is the variety of definitions of ELP operating around the college. D. Sargent explained that due to issues with the regulatory body, the program has to work with the requirements for now, but that new ELP requirements will be coming forward as the provincial curriculum changes. T. Rowlatt acknowledged that ELP requirements will have to be looked at in-depth at some point.</p> <p>All in favour. <b>Motion carried.</b></p>
	b) Policy Standing Committee	<p><b>Motion:</b> Moved by M. Tunnah and seconded by P. Yeung THAT Education Council approve the D.3.5 Prior Learning Assessment &amp; Recognition Policy and Procedures.</p> <p>All in favour. <b>Motion carried.</b></p>
	i) D.3.5 Prior Learning Assessment & Recognition	
	ii) Transfer Credit	<p><b>Motion:</b> Moved by M. Tunnah and seconded by P. Yeung THAT Education Council approve the Transfer Credit Policy and Procedures.</p>

Item	Topic	Discussion
		All in favour. <b>Motion carried.</b>
	iii) D.3.10 Aboriginal Education Enrolment	<b>Motion:</b> Moved by M. Tunnah and seconded by J-E. Zakoor THAT Education Council recommends the Board of Governors approve D.3.10 Aboriginal Education Enrolment Policy and Procedures.  All in favour. <b>Motion carried.</b>
	c) Appeals Oversight Committee	J-E. Zakoor updated the Council on the new Tribunal Training date – September 21, 2017.
	d) Program Review and Renewal Committee	J-E Zakoor said that all Action Plans for each department have been completed, and that a more formal report would come at a future meeting. There is a CD Adjudication fund meeting on March 22, 2017.
7.	Chair Report	None.
8.	Student Report	None.
9.	Pending Items a) Sexual Violence Policy Review	
10.	Next Meetings	<b>Special Meeting:</b> March 28, 2017, 3:30 – 5:30pm, Room 5025 BWY-A <b>Regular Meeting:</b> April 11, 2017, 3:30 – 5:30p,, Room 240 DTN
11.	Adjournment	<b>Motion:</b> Moved by T. Thompson and seconded by M. Tunnah that the meeting be adjourned. All in favour. <b>Motion carried.</b> The meeting was adjourned at 5:41pm.

**ATTENDEES:**

Todd Rowlatt  
Kathryn McNaughton  
Paul Yeung

Jo-Ellen Zakoor  
David Wells  
Taryn Thompson

David Branter  
Debbie Sargent  
Andrew Candela

Dave McMullen  
Mike Tunnah  
Janet They

**REGRETS:**

Elle Ting  
Jonard Bernardo

Nona Coles  
Shaima Jaff

Rick Cyr

Charly Jadranin

**GUESTS:**

Peter Nunoda  
Jolene Loveday  
Julie Gilbert

Marlene Kowalski  
Judith Wallace  
Brian Beacham

Judy Christie  
Diem Ly Van  
Gordon McIvor

Shirley Lew  
Dennis Innes  
Brett Griffiths

**RECORDING SECRETARY:**

Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES

March 28, 2017, 3:30 – 5:30 pm, Room 5025 BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:33pm.
2.	Adopt Agenda	<p><b>Motion:</b> Moved by P. Yeung and seconded by M. Tunnah THAT Education Council approves the agenda as presented.</p> <p>All in favour. <b>Motion carried.</b></p>
3.	Chair's Report	There was no report.
4.	Enquiries and Correspondence	There were none.
5.	Business Arising a) Enrolment Plan 2017-18	<p>B. Beacham reported on the subject. He explained that no significant changes had been made to the Enrolment plan. He highlighted that data is now being pulled from the Central Data Warehouse, not Banner, which changes on a day-to-day basis. The Data Warehouse is more accurate for long-term data.</p> <p>He also noted that Continuing Studies data is calculated as a total based on the previous year. T. Rowlatt inquired about shifts in Continuing Studies, as there have been significant decreases in cohorts. K. McNaughton responded that the College will likely see an upward trend due to higher enrolment in courses undergoing program renewal.</p> <p>B. Beacham explained that in calculating enrolment rates, projecting maximum capacity for each class was no longer viable, and the department is now taking a more realistic view of class capacity. This is in conjunction with the Finance department.</p> <p>T. Rowlatt asked D. Wells about his projection of FTEs for Adult Basic Education courses. D. Wells explained that his department projects the number of sections they might run, as adding additional sections to College Foundations and UT is more difficult. However, CF numbers may be more optimistic than other projections.</p> <p><b>Motion:</b> Moved by D. Branter and seconded by P. Yeung THAT Education Council recommends the Board of Governors approve the 2017-18 Enrolment Plan.</p> <p>All in favour. <b>Motion carried.</b></p>

Item	Topic	Discussion
	<p>b) Academic Plan 2017-2022</p>	<p>K. McNaughton presented on the subject. She expressed one of the key benefits of this five-year plan is long-term planning that will assist other steering committees in making decisions, such as decisions on capital planning, curriculum development funds and campus facilities plans. She noted that this plan is meant to be flexible.</p> <p>A. Candela opened a lengthy discussion on tuition waivers for an Adult Upgrading Grant for ABE students who do not quite meet the requirements for financial aid. The Dean of Arts &amp; Sciences supported the idea but it was rejected by Finance. K. McNaughton explained that this document was not meant to include tactics, since there is a wide possibility of approaches people may attempt. It became clear that, currently, a large issue for the College is students being turned away due to lack of financial aid. K. McNaughton encouraged Departments to track the numbers of students being turned away on a monthly basis and to translate that into a dollar amount to present to M. Kowalski in Finance. A. Candela responded that much of that work has been done, and that the reasons for the rejection of the tuition waiver idea had not been explained. R. Cyr also suggested tracking student insertions into courses, and whether they are just insertions or create overloads. Council agreed the Chair would bring advice to the Board on assisting students who are above the financial aid cut off, but are still within the range where it would be challenging to pay tuition. He suggested looking into advocacy, financial and political impact, and the cost of inserting students, as well as other strategies such as internal grants and research projects.</p> <p>M. Tunnah commented that many departments do not have their initiatives filled out for all five years. Council agreed that they would like to see more details outlined in the Academic Plan, particularly for International Education. T. Rowlatt recommended that he take general comments to the Board, but not provide formal advice until the May meeting. The finalized version of the 2017-2022 Academic Plan will return to EDCO at the April meeting.</p>
	<p>c) VCC Vision and Values</p>	<p>K. McNaughton explained that that Vision and Values are still out for consultation. T. Rowlatt added that it will likely not go before the Board until May. As such, the discussion was tabled for the April EdCo meeting.</p>

Item	Topic	Discussion
	d) D.1.1 Education Services Renewal	<b>Motion:</b> Moved by M. Tunnah and seconded by P. Yeung THAT Education Council recommend the Board of Governors approve the revised D.1.1 Education Services Renewal Policy and Procedures.  All in favour. <b>Motion carried.</b>
6.	Pending Items	Advise on Academic Plan 2017-2022, and the VCC Vision and Values.
7.	Next meeting	April 11, 2017 3:30-5:30pm, Room 5025 BWY-A
8.	Adjournment	<b>Motion:</b> Moved by A. Candela and seconded THAT Education Council adjourn the meeting at 4:43pm.  All in favour. <b>Motion carried.</b>

**ATTENDEES:**

Todd Rowlatt	Jo-Ellen Zakoor	David Branter	Kathryn McNaughton
Paul Yeung	Janet Theny	Mike Tunnah	Dave McMullen
Andrew Candela	Taryn Thompson	Rick Cyr	Elle Ting
David Wells	Nona Coles		

**REGRETS:**

Charly Jadrarin	Debbie Sargent	Shaima Jaff	Jonard Bernardo
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**GUESTS:** Brian Beacham

**RECORDING SECRETARY:** Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES - DRAFT  
April 11, 2017, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32pm.
2.	Adopt Agenda	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council approve the April 11, 2017 Agenda as presented. All in favour. <b>Motion carried.</b>
3.	Approve Past Minutes	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council approve the minutes of the March 14 and 28 meetings as presented. All in favour. <b>Motion carried.</b>
4.	Enquiries and Correspondence	There were none.
5.	Business Arising	
	a) Integrated Planning Process	K. McNaughton presented on the subject. She gave a brief summary of the Integrated Planning Process, which is the culmination of various plans across the college, including the 5-Year Academic Plan, Department Plans, Program Renewals, Annual Program Reviews and Actions Plans, etc. It identifies both long-term and short-term goals, objectives, and initiatives that align with the College Vision and Key Success Drivers. She explained it is a continuous improvement process with goals that need to be reviewed regularly. The leadership team will be providing quarterly updates on this process.  All documents are available on the VP Academic page on myVCC.
	b) Academic Plan 2017-2022	K. McNaughton presented on the subject. She expressed that the finer details of the plan can be found in the Department Plans on the VP Academic page on myVCC.  T. Rowlatt explained that, from the previous meeting, he will include ABE enrolment funding in his advice to the Board, as well as other issues that were brought up, such as further filling out the five-year timeline more. K. McNaughton added that some additional cells were filled out, but not much more. The next iteration of the Academic Plan will see the addition of another year, which will give departments time to develop their initiatives and see their goals evolve.  The Council inquired about creating a checklist or another method to track what is completed over the year. K. McNaughton explained that it will be reviewed every quarter, and the Academic Plan can be repopulated to carry over initiatives from the previous year. These reports will be

Item	Topic	Discussion
		<p>documented and achieved, and will eventually be available online.</p> <p>M. Tunnah pointed out that, on page 27, four years of International Education’s initiatives contain the exact same language – he recommended it be edited to make it unique to each year.</p> <p>T. Rowlatt inquired if there were any key initiatives K. McNaughton was tracking. She responded that she will be keeping an eye on the quarterly reports, and for departments to be forthcoming with what they need. She is particularly looking for the upgrading of the science labs, and the overall maintenance of VCC’s infrastructure to better support students and faculty.</p> <p><b>Motion:</b> Moved by D. Wells and seconded THAT Education Council recommends the Board of Governors approve the 2017-2022 Academic Plan.</p> <p>The advice T. Rowlatt will present to the Board will include ABE enrolment funding, further details for the later years of the Plan, and how VCC plans to track the progress of the initiatives.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>c) VCC Vision and Values</p>	<p>K. McNaughton updated the Council on President Nunoda’s progress meeting with areas of the College to discuss the Vision and Values. She has confidence that the Values are set, while the Vision Statement will likely undergo revision. After some discussion on setting up meetings, K. McNaughton said she will have a list created for which departments have been contacted, and which meetings have been completed.</p> <p>M. Tunnah asked for some clarity on what had been changed. K. McNaughton noted that “accessibility” has been added to multiple places within the Values. The Vision Statement has not changed.</p> <p>R. Cyr was concerned about the attainability of the Vision Statement. K. McNaughton explained that the statement is aspirational – it is where VCC hopes to be in the future. There was discussion of whether “accessibility” should be added to the Vision statement, as they feel it is a key aspect of VCC. M. Tunnah suggested the possibility of writing a College Mission Statement in addition to the Vision and Values, as many other institutions have done so. K. McNaughton agreed, stating that a Mission Statement is the logical next step once the Board has approved the</p>

Item	Topic	Discussion
		<p>Vision Statement.</p> <p><b>The Council decided that formal advice on the VCC Vision and Values statement would be given at the May meeting.</b></p>
	<p>d) Heavy Mechanical Technology Diploma</p>	<p>B. Griffiths presented on the subject. He explained that this program intends to build on the success of the Transportation Trades Diploma, and capitalize on the current demands in the Heavy Mech industry. The program is specifically designed for International students.</p> <p>T. Rowlatt inquired how this program would work with the limited space at Annacis Island. B. Griffiths indicated they are looking at additional space, as well as changing delivery hours to accommodate all programs. R. Cyr added that there is the possibility of changing the space agreement with BCIT at Annacis Island.</p> <p>N. Coles asked about language support since this program is targeting international students. B. Griffiths explained that they are considering a drop-in centre for language support, as well as additional courses on socio-cultural competencies and industry terminology. R. Cyr added that in the first year they intend to have an ESL-trained instructor running ESL courses on Fridays.</p> <p>M. Tunnah asked if these language courses would be mandatory or voluntary. M. Tunnah advocated for developing a coordinated approach to help all students integrate. B. Griffiths stated that they plan to have someone from a language support area, such as EAL, at Annacis Island at minimum once a week to support students.</p> <p><b>The presentation was accepted for information. T. Rowlatt will bring this proposal forward to the Board of Governors for information.</b></p>
	<p>e) Update on English Language Proficiency Requirements</p>	<p>R. Warick presented on the subject. She updated the Council on the progress her subcommittee has made with regards to English Language Proficiency Requirements at VCC. The Subcommittee’s goal is to strengthen VCC’s role as a provincial leader in providing traditional learning for English speakers of all levels. In order to do that, VCC’s ELPR need to be studied and streamlined, particularly on the website. The current webpages regarding ELPR are confusing to use, resulting in potentially misplaced students. The Subcommittee wishes to revamp these pages to use plain language where possible and foster mutual understanding in order to facilitate</p>

Item	Topic	Discussion
		<p>inclusive solutions. The Subcommittee is still in the research phase.</p> <p>P. Yeung inquired if the subcommittee has reached the stage of separating externally and internally dictated proficiencies. R. Warick explained that there will likely need to be two approaches, since there is no one size fits all approach where regulatory bodies are concerned.</p> <p>M. Tunnah asked if the subcommittee is looking into the accuracy of the ELP testing available, as there occasionally seems to be a significant discrepancy between perceived ability and the test results. R. Warick said her subcommittee is looking into tracking and monitoring test results versus VCC’s entry requirements. However, she noted that it is more difficult to track external testing.</p>
6.	Committee Reports	
	a) Curriculum Committee Reports i) New Courses: ECON 2300 and ECON 2600	<p>J-E. Zakoor filled in for D. Branter in presenting for Curriculum Committee.</p> <p><b>Motion:</b> Moved by J-E. Zakoor and seconded THAT Education Council approves the new courses: Managerial Economics (ECON 2300) and Environmental Economics (ECON 2600).</p> <p>All in favour. <b>Motion carried.</b></p>
	ii) New Courses: HDAP 4002 and TTAP 4002	<p><b>Motion:</b> Moved by J-E. Zakoor and seconded by R. Cyr THAT Education Council approves the new courses: Truck and Transport Mechanic 4/Transport Trailer Technician 2 (TTAP 4002) and Heavy Duty Equipment Apprentice 4 (HDAP 4002).</p> <p>All in favour. <b>Motion carried.</b></p>
	b) Policy Standing Committee i) D. 4.6 Requirements for Student Attendance and Participation	<p>M. Tunnah briefly described that the language of the policy was clarified, and how the Committee did not want to be too prescriptive with the policy.</p> <p><b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council approves D.4.6 Requirements for Student Attendance and Participation Policy and Procedures.</p> <p>All in favour. <b>Motion carried.</b></p>
	ii) Sexual Violence Prevention Policy	<p>P. Yeung presented on the subject. The Sexual Violence Prevention Policy was before the Council for information only, in compliance with Bill 23. P. Yeung described that the Policy has been edited by VCC’s legal counsel so as to comply with legislative requirements, as well as VCC’s</p>

Item	Topic	Discussion
		<p>liability standards, and uses more “legalese” language. He noted that the policy must be completed by May 18 per the requirements of Bill 23.</p> <p>N. Coles asked about how people will be trained to know when to disclose if the survivor does not go through a trained counsellor first (page 102, Item 7). K. McNaughton expressed that there will be training that goes along with the policy. N. Coles also noted that Item 7d (page 102) needs greater clarification. She will be forwarding this feedback through the community feedback page.</p> <p>N. Coles also discussed the possibility of a survivor feeling uncomfortable making a report to the director of security. She asked if it was clear in the policy that there was another option. P. Yeung explained that “Third Party Reporting” had been in the previous draft, and that they will work at including it. Suggestions made were making reports to “the director of security or delegate,” the ability for the survivor to bring a support person, or first reporting to a trained counsellor, then the director of security. P. Yeung said he would take all this feedback back to his committee for discussion.</p> <p><b>The policy is currently posted for community feedback, and P. Yeung welcomed all additional feedback to come through the website.</b></p>
	c) Appeals Oversight Committee	No report.
	d) Program Review and Renewal Committee i) Curriculum Development Funds Update (2016-17) ii) Curriculum Development Funds Approved (2017-18)	<p>J-E. Zakoore provided the Council with a report on the CD fund allocation for 2016-17 and the funds that have been spent for this time period. For the 2017-18 year she explained that there was \$400 000 allotted for CD funds, with \$38 000 set aside for accreditation costs. Requests for this year totalled \$1.25 million. All CD funds have now been allotted for this year.</p> <p>She explained that, due to the number of CD fund proposals, it was challenging to determine the allocation of funds. Criteria for decision making included projects/initiatives identified in the school department plans and/or academic plan, projects currently in progress requiring additional funding for completion and projects/initiatives arising from program reviews and renewals. In addition, the Dean’s were asked to rank the proposals. Discussions arose at the Program Review and Renewal Committee meetings on how best to streamline the process. The Committee is also looking at developing clearer criteria for next year’s review process, i.e., distinguishing between curriculum maintenance vs curriculum development. Marlene Kowalski was also invited to a PRRC meeting to discuss the current CD fund budget. Part of the discussion included considering a</p>

Item	Topic	Discussion
		separate budget for accreditation costs and also to look at funding for technology needs as many of the proposals included this area.
7.	Chair Report	T. Rowlatt updated the Council on the outcome of the Board of Governors meeting on April 5, 2017. The Board approved the policies and procedures for D.3.10 Aboriginal Education Enrolment and D.1.1 Education Services Renewal. The 2017-18 Enrolment Plan was also approved as part of the budget.
8.	Student Report	J. Bernardo reported on the SUVCC initiatives to encourage students to vote in the upcoming election. K. McNaughton also updated the Council on the U-Pass Advisory Committee meeting. The Ministry has extended the program to 2018, and VCC will be hosting the June advisory committee meeting.
9.	Pending Items	VCC Vision and Values
10.	Next meeting	May 9, 2017, 3:30-5:30, Room 5025 BWY-A
11.	Adjournment	<b>Motion:</b> Moved by N. Coles and seconded THAT Education Council adjourn the April 11, 2017 meeting. All in favour. <b>Motion carried.</b> The meeting was adjourned at 5:19pm.

**ATTENDEES:**

Todd Rowlatt  
 Dave McMullen  
 Jonard Bernardo  
 Janet They

Jo-Ellen Zakoar  
 Kathryn McNaughton  
 David Wells

Mike Tunnah  
 Taryn Thomson  
 Paul Yeung

Ricky Cyr  
 Nona Coles  
 Elle Ting

**REGRETS:**

Charly Jadranin  
 Andrew Candela

David Branter  
 Shaima Jaff

Debbie Sargent

**GUESTS:**

Rachel Warick

Brett Griffiths

**RECORDING SECRETARY:** Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES  
May 9, 2017, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30pm.
2.	Adopt Agenda	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council approves the May 9, 2017 agenda as amended. The speaker for Item 5a was changed to Peter Nunoda.  All in favour. <b>Motion carried.</b>
3.	Approve Past Minutes	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council approve the minutes of the April 11, 2017 meeting as presented.  All in favour. <b>Motion carried.</b>
4.	Enquiries & Correspondence	There were none.
5.	Business Arising	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council recommends the Board of Governors approve the Vision and Values as presented.  Peter Nunoda presented on the Vision and Values. He noted that some adjustments have been made to the Values during the college-wide consultation process, with the addition of “accessibility” to the Student Success and Diversity sections.  All in favour. <b>Motion carried.</b>
	a) VCC Vision and Values	
	b) Academic Plan 2017-2022	<b>Motion:</b> Moved by K. McNaughton and seconded THAT Education Council recommends the Board of Governors approve the 2017-2022 Academic Plan.  On page 38, D. Sargent noted “Health Care Aide” needed to be changed to “all Health programs.” T. Rowlett spoke on behalf of D. Branter, who inquired why the Canadian Business Management program was under International Education (page 25) instead of Hospitality. K. McNaughton explained that it is because it is specifically an international cohort.  All in favour. <b>Motion carried.</b>
	c) ICP Accomplishments 2016-17	K. McNaughton presented the ICP Accomplishments for 2016-17, and explained that this document is just the highlights – a more detailed version for each department can be found under the “departments” tab on the VP Academic webpage. It was suggested by the Council that these successes be celebrated more widely by the College – submission to the Digest was suggested.

Item	Topic	Discussion
	d) Hospitality Management Degree – PCG correction	<p><b>Motion:</b> Moved by D. Wells and seconded THAT Education Council approves the insertion of the revised Grading Scale Charts into the PCGs for the Hospitality Management Diploma and Bachelor of Hospitality Management.</p> <p>D. Innes explained that this was to correct an error that occurred last year, and the new grading chart will apply to students in the September 2017 cohort. No errors occurred due to the incorrect chart.</p> <p>All in favour. <b>Motion carried.</b></p>
	e) Academic Schedule 2018-19	<p><b>Motion:</b> Moved by B. Beacham and seconded THAT Education Council recommend to the Board of Governors to approve the Academic Schedule/Calendar 2018-19 as presented.</p> <p>B. Beacham explained that the Academic Schedule is moving into a 5-year calendar alongside the Academic Plan which will assist future planning. T. Rowlatt clarified that the term identified only indicates that the program begins sometime during that term, not necessarily at the beginning of the term. There was some discussion regarding the changing date of VCC Day, which was due to booking space availability at the Playhouse.</p> <p>All in favour. <b>Motion carried.</b></p>
6.	Committee Reports a) Curriculum Committee Reports i) New Courses: Foundations of Math 11 Part 1 and 2	<p><b>Motion:</b> Moved by J-E. Zakoor and seconded THAT Education Council approves the new courses: Foundations of Mathematics 11 part 1 (MATH 0862); Foundations of Mathematics 11 part 2 (MATH 0872).</p> <p>D. Wells presented on the subject. He explained that the courses provide the same admission requirements, particularly for Health programs, but are not as rigorous as the PreCalculus courses. J-E. Zakoor brought up the discussion from Curriculum Committee regarding students taking only Part 2, and how it would affect admissions, particularly for PN. T. Thomson clarified that for admission into programs, students will need both Part 1 and Part 2.</p> <p>All in favour. <b>Motion carried.</b></p>
	ii) New Courses: Medical Transcriptionist PLAR	<p><b>Motion:</b> Moved by J-E. Zakoor and seconded THAT Education Council approves the change to the Medical Transcriptionist Certificate Program: Offering PLAR for Medical Terminology for MT 1 (MEDC 1120) and Medical Terminology for MT 2 (MEDC 1130).</p> <p>H. Roberts presented on the subject. All in favour. <b>Motion carried.</b></p>

Item	Topic	Discussion
	iii) New Course: Professional Cook 1: Catering	<p><b>Motion:</b> Moved by J-E. Zakoor and seconded THAT Education Council approves the change to a new program/new course: Catering (CULI 1509) for the Professional Cook (PC) 1 Certificate Program.</p> <p>C. Gill clarified that completion of this course is not required for ITA certificate, but is required for the VCC certificate. P. Yeung asked if this course could be offered to students who are currently in PC1, or have already successfully completed the PC1 program. C. Gill said they are working towards offering it to those students. A brief discussion of considering PLAR where appropriate was had.</p> <p>All in favour. <b>Motion carried.</b></p>
	b) Policy Standing Committee i) D.3.6 Admissions Policy	<p>D. McMullen explained that the revision of this policy was intended to bring greater clarity to definitions, with the intent to maximize the accessibility of admission to VCC.</p> <p><b>The Council agreed to post D.3.6 Admissions Policy for community feedback.</b></p>
	ii) D.3.6.1 Flexible Admissions Policy	<p>D. McMullen explained that the purpose of this revision was to create more pathways for admissions and provide more consistency with other B.C. institutions, such as the Mature Student pathway. A new category of Open Studies was created, and a list will be compiled of eligible courses. R. Cyr asked if ACE-IT students would qualify under this policy as underage students. D. McMullen explained the revision of the underage students section was geared more towards homeschooled and accelerated students. ACE-IT students apply through a different process directly through their high school. English Language Proficiency Requirements were briefly discussed.</p> <p><b>The Council agreed to post D.3.6.1 Flexible Admissions Policy for community feedback.</b></p>
	c) Appeals Oversight Committee	<p>D. Sargent put out a call for those interested in participation in Tribunal Training Day on September 21, 2017. There will be a cap at 30 participants.</p>
	d) Program Review and Renewal Committee	<p>J-E. Zakoor explained that the Committee is now getting back to business after the program review process and CD funds allocation. The Committee is now looking at how to refine the program review process. Two smaller task groups have been formed, one to streamline CD fund allocation, and another looking into the program renewal policy.</p>
7.	Chair Report	<p>T. Rowlett informed the Council that there has been a student appeal to EdCo and a committee has been struck. He also extended appreciation to T. Marks for providing effective training.</p>

Item	Topic	Discussion
8.	Student Report	J. Bernardo reported that the SUVCC is pleased with the turnout at the advanced polls at both VCC and UBC.
9.	Next meeting	June 14, 2017, 3:30-5:30, Room 240 DTN
10.	Adjournment	Motion: Moved by P. Yeung and seconded THAT Education Council adjourns the May 9, 2017 meeting. The meeting was adjourned at 4:04pm.

**ATTENDEES:**

Todd Rowlett  
 Andrew Candela  
 Taryn Thomson  
 Nona Coles

Jo-Ellen Zakoor  
 Kathryn McNaughton  
 Jonard Bernardo  
 Elle Ting

Charly Jadranin  
 Shirley Lew  
 Paul Yeung  
 Debbie Sargent

David Wells  
 Rick Cyr  
 Janet Theny  
 Dave McMullen

**REGRETS:**

Mike Tunnah

David Branter

Shaima Jaff

**GUESTS:**

Peter Nunoda

Helen Roberts

Collin Gill

Brian Beacham

**RECORDING SECRETARY:** Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES  
June 13, 2017, 3:30 – 5:30 pm, 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31pm.
2.	Adopt Agenda	<p><b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council approves the June 13, 2017 agenda as amended.</p> <p>A new item 'Item 5e' was added by D. McMullen to discuss the Hospitality Management Executive Cohort course sequencing. A new 'Item 9' was added by T. Rowlatt to discuss a member report from T. Thomson.</p> <p>All in favour. <b>Motion carried.</b></p>
3.	Approve Past Minutes	<p><b>Motion:</b> Moved by D. McMullen and seconded THAT Education Council approve the minutes of the May 9, 2017 meeting as presented.</p> <p>All in favour. <b>Motion carried.</b></p> <p>T. Rowlatt noted there was an error in the April 11, 2017 minutes on page 3, item d. B. Griffiths wished to clarify that support for students would be coming from a language support area, such as EAL, not International Education.</p>
4.	Enquiries and Correspondence	There were none.
5.	Business Arising a) Technology/ Online Strategy Report	<p>K. McNaughton updated the Council on the Learning Management Systems group, which now sits at 14 members. Next week they will be meeting to complete a gap analysis on where VCC is now and where it would like to be. A decision will be made in mid-September on a learning management system. Moodle is currently in use, and Desire to Learn has made a presentation to VCC. Various departments also use a variety of software, such as MathLab and textbooks with corresponding online components. She stressed the September deadline as it will be included in the Banner update.</p> <p>P. Yeung suggested including a resource for students on how to access Moodle and other technology, as he often receives calls with these questions. K. McNaughton agrees, and this may take the form of additional help desk or online support.</p> <p>T. Rowlatt inquired how the decision to replace Moodle will be made, and if there has been consultation with active Moodle users. K. McNaughton said that annual surveys have been done.</p>

Item	Topic	Discussion
		<p>She also said that Ed Tech Day likely increased awareness of what Moodle can do, so there is a possibility of staying with this system. T. Rowlatt noted that, if Moodle were to be replaced, there would be a significant amount of data transfer that would need to occur. K. McNaughton acknowledged this, and said it would be a conversation with Finance about priorities.</p> <p>T. Rowlatt asked about the next steps after the decision is made to keep or replace Moodle. K. McNaughton said that one conversation will be around creating a network of champions in the departments that others can access for assistance.</p> <p>P. Yeung made a general reminder to the Council that, whichever learning management system is chosen, keeping the cost down for students should be kept in mind. He used the example of Pearson Education materials that require additional costs to access online content. K. McNaughton agreed, and explained the group is looking into open resources.</p> <p>J-E. Zakoor asked when the conversation about Moodle had occurred. K. McNaughton said that it arose out of a discussion of what students need, and perhaps Moodle is not delivering that to students and faculty. She stressed the group will be looking at all the options and weighing them carefully, she reiterated that she believes Ed Tech Day really helped to underscore what Moodle is capable of.</p>
	<p>b) Space Planning Update</p>	<p>K. McNaughton updated the Council on the subject. VCC has contracted with Cornerstone, and two liaisons have been working closely with department leaders in the Broadway A building, as well as the Deans and department leaders at the Downtown campus. She explained that right now this is a data gathering exercise focusing on what space is being used and how, as well as if it is meeting the needs of instructors and students. A list of questions will be sent to department leaders, and interviews on these topics will begin next week. All of this will feed into a master facilities plan, and provide AVED with the necessary understanding with how we are using space. K. McNaughton said the next phase will be to return to the Broadway campus and look at the fourth floor and service areas. Currently, all services at the Downtown campus are part of this process.</p> <p>T. Rowlatt asked T. Thomson and A. Candela about their recent experience with space planning. T. Thomson appreciated the opportunity to explain how they are using the space, as well as give a wish list of what they need. A. Candela recognized that there are conflicting thoughts on how best to use space among department members. K. McNaughton said it is important department leaders discuss the unique qualities of their programs, and the subsequent unique needs. This will</p>

Item	Topic	Discussion
		<p>help establish priorities around capital, as well as positioning VCC for increased AVED funding, and ensuring better preparations to respond to funding opportunities.</p>
	<p>c) Update: C.1.5 Requirements for Student Attendance and Participation</p>	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council approve the change to D.4.6 to C.1.5.                      M. Tunnah explained that this change was proposed by T. Marks, as the policy actually falls under Education. All in favour. <b>Motion carried.</b></p>
	<p>d) Continuing Studies Non-Credit courses</p>	<p>T. Rowlatt briefly explained that these courses are reported after they have been implemented, therefore Continuing Studies reports on them on a yearly basis.</p> <p>G. McIvor presented the Continuing Studies non-credit course outlines for 2016. He reported that 27 new courses were offered in 2016. In terms of courses offered last year, 43% were non-credit. He highlighted a few of the courses that were offered to showcase VCC’s continuing diversity, these included a professional Pathways program for Samsung, Interpreting 1 and 2, IV Therapy and Insertion, and a very popular Makeup and Hairstyling for Indian Bridal.</p> <p>In 2017, Continuing Studies has so far offered a new Denturist weekend workshop to assist students in preparing for their exam, as well as a Trades Sampler. G. McIvor noted that sometimes courses have to be offered a few times before people become aware of what VCC Continuing Studies has to offer.</p> <p>A. Candela asked if the Try-a-Trade day is still offered, and if it is similar to the Trades Sampler. G. McIvor noted that there has been a Try-a-Trade day offered, and that the Sampler course is separate.</p> <p>P. Yeung asked if VCC Continuing Studies intends to capitalize on UBC’s decision to discontinue it’s Continuing Studies program. G. McIvor said they are watching the situation, but for now the majority of UBC’s successful courses have simply returned to being run through their faculties.</p>
	<p>e) Update: Hospitality Management Executive Cohort course sequencing</p>	<p>D. McMullen notified the Council that a circumstance arose with course sequencing, where two courses beginning in September needed to be switched in order to accommodate international students. Due to the urgent nature of this change, it was pushed through Education Council. D. Branter expressed some concerns about the governance process being circumvented, but acknowledged the need in this instance. An information note will be given at the August Curriculum Committee meeting, as well as to Education Council in September.</p>

Item	Topic	Discussion
		<p>T. Rowlatt suggested getting a small group together in November to discuss course outline requirements and documenting small changes to PCGs.</p>
6.	<p>Committee Reports</p> <p>a) Curriculum Committee Reports</p> <p>b) Policy Standing Committee</p> <p>i) C.3.3 Suspension and/or Discontinuance of a Program</p> <p>ii) F.1.01 Ethical Conduct for Research Involving Humans</p>	<p>D. Branter thanked J-E. Zakoor for chairing for him at the previous meeting. He notified the Council that all minor changes at the previous meeting had passed, with the proposed Bachelor of Applied Sciences in Dental Hygiene to appear before Curriculum again this month.</p> <p>T. Rowlatt proposed a special meeting to take place on July 5, 2017 provided the Dental Hygiene degree passes at Curriculum later this month.</p> <p>M. Tunnah drew the Council’s attention to the addition of Item 7a on Page 3 of the Procedures document, where it lists Education Council’s role in the suspension and/or discontinuance process.</p> <p>D. Sargent suggested the subcommittee officially be called the Program Feasibility Review Subcommittee in the document. She also would like to add “usually” on Page 2, Point 1 of the Procedures: “and will <i>usually</i> be informed by the annual program review process.”</p> <p>D. Wells expressed concern about Procedure clause 7a encroaching on the fiduciary responsibilities of the Board, and suggested including an additional clause regarding Education Council making a proposal if they disagree with the decision to discontinue or suspend. As well, he also raised the situation of a program being discontinued due to lack of funding, and, should Education Council deny the discontinuance, the difficulties of then revitalizing the program. He also expressed concern over clause 7a complying with the University Act.</p> <p>K. McNaughton acknowledged this concern, but explained she does not want to see Education Council focusing solely on financial decisions. D. Sargent suggested removing “revitalizing” from clause 7a, as a program may look at other options other than revitalization.</p> <p>D. Branter noted a small typo – Policy page 2, Item 4: “perspective” should be “prospective.” P. Yeung also noted some spacing issues.</p> <p><b>The Council agreed to post C.3.3 Suspension and/or Discontinuance of a Program for community feedback.</b></p> <p>M. Tunnah gave a brief overview of the changes, which were to align with the change to the Tri-Council Policy statement. He thanked E. Ting for her work on the policies. It was noted that the boxes would be removed for consistency with other policy formats.</p>

Item	Topic	Discussion
		<b>The Council agreed to post F.1.01 Ethical Conduct for Research Involving Humans for community feedback.</b>
	iii) F.1.02 Ethics and Integrity in Research and Scholarly Activity	<b>The Council agreed to post F.1.02 Ethics and Integrity in Research and Scholarly Activity for community feedback.</b>
	iv) F.1.03 Conflict of Interest Related to Research Procedures	<b>The Council agreed to post F.1.03 Conflict of Interest Related to Research Procedures for community feedback.</b>
	c) Appeals Oversight Committee	<p>D. Sargent noted that the Appeals Oversight Committee met earlier today to review the Tribunal Training agenda and list of attendees (33). She explained they are still trying to recruit student participants from the SUVCC. The Committee also reviewed a flow chart created for C.1.2 Appeal of Final Grade policy, which will be brought to D2 this month.</p> <p>The Committee also discussed the need for debriefings with T. Marks for panel members following the hearings. This will be on a trial basis due to T. Marks' workload.</p> <p>The Committee will also be looking into creating a repository of information regarding the appeal process – such as lessons learned, what worked well, etc. A subcommittee has been formed to work on this.</p> <p>P. Yeung inquired about Tribunal Training day and the difficulty recruiting students. He suggested inviting students from the Criminology courses. D. Sargent explained they are mainly looking for students from the SUVCC, as they will be the ones called upon to sit on an appeal panel.</p> <p>T. Rowlatt updated the Council on the recent appeal to Education Council. The process is now complete.</p>
	d) Program Review and Renewal Committee	J-E. Zakoor updated the Council on that the Committee continued looking at the program review process at the last meeting. A conclusion was reached that major changes cannot be made for this year, however, the report format will be brought to this month's D2 for feedback. The Committee is looking for feedback on what changes departments would like to see, and what information they would like to receive. She also mentioned that the Program Renewal policy is currently under revision with a working group, and will return to the Committee before being sent to Education Policy.
7.	Chair Report	T. Rowlatt included all three of his Board Reports in the package. He updated the Council that the Board approved the Vision and Values, as well as the Academic Plan.
8.	Student Report	No report

Item	Topic	Discussion
9.	Member Report	<p>T. Thomson reported on her experience during the FPSE AGM in May. She attended a workshop on Truth and Reconciliation in Post-Secondary and was very inspired. She explained that the presenter discussed truth and the presentation of history, and how reconciliation needs to begin with acknowledging how the First People were treated. T. Thomson said that in terms of post-secondary, there needs to be consultation with indigenous experts on how best to indigenize curriculum. She noted that this is a challenging ideal that needs to be reached, and funds need to be found in order to retain the necessary indigenous experts.</p> <p>K. McNaughton added that National Aboriginal Day is on Friday, June 16, 2017 at the Broadway Campus.</p>
10.	Next meeting	<p>Special Meeting: July 5, 2017, 4:00-5:00pm, room 50025 BWY-A                      Regular Meeting: September 12, 2017, 3:30-5:30pm, Room 5025 BWY-A</p>
11.	Adjournment	<p><b>Motion:</b> Moved by T. Thomson and seconded THAT Education Council adjourn the June 13, 2017 meeting. All in favour. <b>Motion carried.</b> The meeting was adjourned at 4:54pm.</p>

- ATTENDEES:**
- |                 |                    |                |               |
|-----------------|--------------------|----------------|---------------|
| Todd Rowlett    | Jo-Ellen Zakoor    | David Branter  | Mike Tunnah   |
| Dave McMullen   | Kathryn McNaughton | Andrew Candela | Taryn Thomson |
| Paul Yeung      | Nona Coles         | Debbie Sargent | David Wells   |
| Charly Jadranin | Elle Ting          |                |               |
- REGRETS:**
- |                 |           |          |
|-----------------|-----------|----------|
| Jonard Bernardo | Jan Theny | Rick Cyr |
|-----------------|-----------|----------|
- GUESTS:**
- |               |
|---------------|
| Gordon McIvor |
|---------------|
- RECORDING SECRETARY:** Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

SPECIAL MEETING MINUTES  
July 5, 2017, 4:00-5:00 pm, Room 5025 BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 4:00pm.
2.	Adopt Agenda	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council adopt the July 5, 2017 special meeting agenda as amended.</p> <p>T. Rowlatt chose to defer the approval of policies D.3.6 and D.3.6.1 until the September meeting due to an ongoing discussion regarding language.</p> <p>All in favour. <b>Motion carried.</b></p>
3.	Approve Past Minutes	<p><b>Motion:</b> Moved by J. Theny and seconded THAT Education Council approve the minutes of the June 13, 2017 meeting as amended.</p> <p>D. Branter noted that he would like his concern expressed regarding Item 5e. The minutes will be amended to include: "D. Branter expressed some concerns about the governance process being circumvented, but acknowledged the need in this instance."</p> <p>All in favour. <b>Motion carried.</b></p>
4.	Committee Reports a) Curriculum Committee Reports i) New Program: Bachelor of Applied Science in Dental Hygiene	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve curriculum documents for the new Bachelor of Applied Science in Dental Hygiene Degree Program.</p> <p>D. Beerwald briefly outline the four-year Degree program, with a Diploma exit option available after the third year. The program is 153 credits, which is similar to the UBC program. Currently, UBC is the only institution in BC to offer a Dental Hygiene Degree program. D. Beerwald expressed that tuition for VCC's program will be more attractive to students over UBC.</p> <p>P. Yeung asked if the Dental Hygiene Diploma program was being kept. D. Beerwald explained that the Diploma exit option has been entirely rewritten from VCC's current Diploma program. She explained the Diploma exit option will prepare grads more for traditional clinical practice, should they choose to exit. The four-year Degree will prepare grads for working in alternative, independent practice clinics in order to increase and improve access to care, without the strict supervision of a dentist.</p> <p>On page 18 of the package, T. Rowlatt inquired about registration with the CDHBC as a requirement for entry into year four of the program. D. Beerwald explained that this is a</p>

Item	Topic	Discussion
		<p>requirement for all students, particularly for students intending to complete the fourth year of the program. T. Rowlatt suggested replacing the term “entry” with “continuation” for clarity – “registration with the CDHBC is required for continuation into year four of the program.”</p> <p>T. Rowlatt described the Curriculum Committee’s decision to move forward with only one PCG for this program. Curriculum Committee decided that one PCG with a clear statement of the Diploma exit option would be less confusing for students than two PCGs. D. Beerwald explained that the government will not fund a pure Degree program, and that it must come with a Diploma exit option.</p> <p>D. Branter noted some concern over the complete alignment of program learning outcomes and course learning outcomes with the course content, particularly in the fourth-year courses.</p> <p>P. Yeung asked how students would be registered in the courses – will they be able to choose their own, or will it be block registration by the department. D. Sargent explained it will be one cohort that moves through all four years of the program. She explained the potential for insert students coming in and out. For students who have previously graduated from the Diploma program, she explained they are looking into building a bridge requirement before students enter the four-year.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>ii) AST Harmonization</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the changes to Auto Service Technician Foundations and Apprenticeship Levels 1 and 2 resulting from the Harmonization process.</p> <p>B. Griffiths explained that the Harmonization process is intended to be Pan-Canadian, to ensure that all students across Canada are being taught the same material in these programs in order to promote transferability. He explained that program durations are now all seven weeks, and that the program learning outcomes have been redistributed, hence the change in course outlines. The Foundation program was updated to include the Level 1 Technical Training, which students write an ITA exam on. He explained that this is a phased implementation, and that there will be instances where current iterations of the program will be taught out alongside the new Harmonized version. The department has ensured current students are aware of this process, and know which courses to register for in the following semester.</p>

Item	Topic	Discussion
		<p>P. Yeung inquired what happens if a student fails the ITA Level 1 Technical Training exam – are students able to go to the department and reschedule? B. Griffiths explained that the ITA is the invigilator and governing body for the exam, and therefore grants the credential. VCC provides the training only, and the exam cannot be challenged.</p> <p>P. Yeung also asked if current students in the Apprenticeship program would be grandfathered in to the Harmonized program. B. Griffiths explained that no, students who are in the current program will have to stay in this program. Only new students who begin in September will be enrolled into the Harmonization program.</p> <p>K. McNaughton asked if a Red Seal is transferable across the country. B. Griffiths confirmed it is, and explained this Harmonization the portability of the different levels of education leading to a Red Seal.</p> <p>P. Yeung clarified about admissions and transferability. B. Griffiths explained that a student would require proof, through the ITA, of completion of Level 1 in another province in order to enroll in Level 2 at VCC.</p> <p>A. Candela asked if the extension in the number of weeks for the programs has been reflected in course hours, and if this would affect tuition. B. Griffiths said yes, tuition has increase a very small amount due to the increase in credits. He added that the ITA has increased funding for these programs as well.</p> <p>P. Yeung asked if Technical Training could be completed in another province, and then the hours necessary could be completed at VCC. B. Griffiths said yes, with the idea that a student writes the Red Seal exam in the province they completed Technical Training in.</p> <p>K. McNaughton asked if the changes to the learning outcomes would require investment in different training aids or facilities. B. Griffiths said yes, as there is a new focus on electrical and hybrid vehicles. Capital requests have been put forward with the need for this equipment in mind.</p> <p>All in favour. <b>Motion carried.</b></p>
5.	Pending Items	D.3.6 Admissions; D.3.6.1 Flexible Admissions
6.	Next meeting	September 12, 2017, 3:30-5:30, Room 5025 BWY-A

Item	Topic	Discussion
7.	Adjournment	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council adjourn the July 5, 2017 Special Meeting. All in favour. <b>Motion carried.</b> The meeting was adjourned at 4:24pm.

**ATTENDEES:**

Todd Rowlatt  
Paul Yeung  
Andrew Candela

Jo-Ellen Zakoor  
Elle Ting  
Kathryn McNaughton

David Branter  
Debbie Sargent  
Dave McMullen

Jan Theny  
David Wells

**REGRETS:**

Rick Cyr  
Taryn Thomson

Mike Tunnah  
Jonard Bernardo

Nona Coles  
Charly Jadranin

**GUESTS:**

Denise Beerwald

Brett Griffiths

Robert Kunka

Marilyn Heaps

**RECORDING SECRETARY:** Alissa Li/Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES

August 28, 2017, 3:00 – 4:00 pm, Room 2205 BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:01pm.
2.	Adopt Agenda	<b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council adopt the agenda for the August 28, 2017 Special Meeting as presented. All in favour. <b>Motion carried.</b>
3.	Committee Reports a) Curriculum Committee Reports i) Update: Visual Communications Design	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the changes to the Visual Communications Design program, including the deletion of three courses and insertion of three courses for the September 2017 intake.</p> <p>L. Espinoza outlined the changes to the program, including adding both writing and video components to align changing industry standards, and align with a similar program at the University of the Fraser Valley. Including these new courses will allow students to block transfer from VCC to UFV. She also noted that the vast majority of students are interested in the diploma option.</p> <p>M. Tunnah asked if the writing courses were modelled on current VCC writing courses, or if inspiration was drawn from elsewhere. L. Espinoza said that specialized faculty would need to be hired to teach these courses, but the goal is to be able to align with UFV, UVic and Capilano.</p> <p>Some minor typos were noted by the Council. D. McMullen confirmed that the Registrar’s Office had been consulted in order to accommodate the changes occurring before the September 5, 2017 intake.</p> <p>All in favour. <b>Motion carried.</b></p>
	ii) Update: Canadian Business Management	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the changes to the Canadian Business Management program, including the deletion of two courses, merger of two courses, and extension of the practicum course to 14 weeks for the September 2017 intake.</p> <p>D. Innes and A. Petrone presented on the proposal. D. Innes explained the rationale for the changes came from discussion with other institutions, all of which have 14-week practicums. In order to accommodate this change without changing credits, two courses were removed and another two were merged. D. McMullen confirmed the Registrar’s Office had been consulted to implement these changes for the September 5, 2017 intake.</p>

Item	Topic	Discussion
		<p>D. Innes addressed the questions around practicum placements that had been raised at Curriculum Committee. He explained that the department does not have a firm plan for practicum placements at this time, but that the first practicums for students are January 2019, and he sees no issues with the department finding placements for students by then. He noted some institutions use placement agencies or a dedicated placement office in the institution, and they will be looking at various options. Curriculum Committee has asked for a report on the practicum planning by February 2018.</p> <p>J-E. Zakoor noted that the reason Curriculum Committee asked for a report was so the process is well defined and consistent before 2019, with all proper accreditation agreements in place. T. Rowlatt agreed, and highly recommended that D. Innes and A. Petrone speak with J-E. Zakoor further, as she coordinates the practicums for the School of Health Sciences. D. Innes noted that a Program Advisory Committee will be formed soon as well.</p> <p>J-E. Zakoor asked where program graduates from other institutions are currently employed. D. Innes and A. Petrone will investigate and report back. D. Sargent asked how comparable tuition rates are to other institutions. A. Petrone noted that VCC's Canadian Business Management tuition is similar to other institutions. Some small typos were noted by the Council.</p> <p>T. Thomson asked about English support for students, as the IELTS requirement for the program is 6.5. D. Innes explained a pilot EAL support program currently running in the Hospitality Management program, where an EAL faculty member has been released part-time to assist students. An assessment for both Math and English will also be conducted at the beginning of the semester to better gauge the level of support required. There was still some concern regarding the level of support, as R. Warick noted that occasionally the IELTS can be compromised. J. They added that a student at SFU with an IELTS 6.5 would be enrolled in Foundations level writing courses. K. McNaughton noted that there is recognition of the need to invest in EAL support for this program.</p> <p>All in favour. <b>Motion carried.</b></p>
4.	Discussion on Process and Timeline	<p>P. Yeung raised concern over the number of Special Education Council meetings requesting quick turn around for curriculum development. He noted that there is a timetabling policy to follow, as well as a need for general consistency in the meeting schedule, that all developers should be aware of before submitting requests to Curriculum and Education Council.</p>

Item	Topic	Discussion
		T. Rowlatt acknowledged the concern, and tries to consider the reasonableness of the request and its impact on implementation prior to calling a Special Meeting. He felt the changes to the Canadian Business Management were just minor tweaks to later terms that were a reasonable exception to call a meeting for, as it would benefit all the students entering the program in the Fall.
5.	Next meeting	September 12, 2017, 3:30-5:30, Room 5025 BWY-A
6.	Adjournment	<b>Motion:</b> Moved by D. McMullen and seconded THAT Education Council adjourn the August 28, 2017 Special Meeting. All in favour. <b>Motion carried.</b> The meeting was adjourned at 3:47pm.

**ATTENDEES:**

Todd Rowlatt	Jo-Ellen Zakoore	David Branter	Mike Tunnah
Dave McMullen	Kathryn McNaughton	Janet Theny	Paul Yeung
Andrew Candela	Taryn Thomson	Debbie Sargent	Elle Ting

**REGRETS:**

Jonard Bernardo	Nona Coles	David Wells
Rick Cyr	Charly Jadranin	

**GUESTS:**

Dennis Innes	Al Petrone	Lorena Espinoza
Brett Griffiths	Rachel Warick	

**RECORDING SECRETARY:** Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES

September 12, 2017, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30pm. T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
2.	Adopt Agenda	<b>Motion:</b> Moved by J. Theny and seconded THAT Education Council adopt the Agenda for the September 12, 2017 meeting as presented. All in favour. <b>Motion carried.</b>
3.	Approve Past Minutes	<b>Motion:</b> Moved by A. Candela and seconded THAT Education Council adopt the Minutes from the July 5, 2017 special meeting and August 28, 2017 special meeting as amended. Minor grammar changes were made. All in favour. <b>Motion carried.</b>
4.	Enquiries & Correspondence	K. McNaughton thanked all of the Education Council members and faculty who were involved in the Welcome Days.  T. Rowlatt had an enquiry regarding parking spaces being taken away for filming and how this could potentially impact student experience. K. McNaughton will take this question forward to management.
5.	Business Arising a) Update on Tuition Free Status for ESL & ABE	K. McNaughton updated the Council. The announcement from the government has resulted in a significant increase on EAL class registration, but not among ABE courses. This is likely due to a short turnaround time, and it is projected numbers will increase for the winter semester. Cross-listed courses are also trending at other institutions. Tuition waivers for youth aging out of care are continuing to move forward. There is also an expectation to develop wrap around services in the 18/19 school year, include supporting counselling needs for students who are aging out of care, housing support, career services, and additional advising for students returning to school. A meeting with the Ministry is set for next week to develop long term planning goals.  N. Coles asked if there was a VCC marketing plan in place to promote the new tuition free courses. K. McNaughton explained that due to the short turnaround time this announcement may have caught people by surprise, but the government promoted the decision widely.  A. Candela expressed concern about the ABE numbers, and the possibility of turning away students due to class size limits and a sudden influx. He asked if there was a plan in place to handle the potential for overflow and how it fits with the Academic Plan. K. McNaughton explained that a bigger conversation about the FTE plan would be necessary. She also noted the College has not had to turn students away, and should this happen it would be discussed.

Item	Topic	Discussion
	b) Update on the Academic Plan	<p>K. McNaughton told the Council that updates are still incoming, but the majority of the goals people had set are being achieved. All of the updates will be published on the VP Academic page.</p> <p>T. Rowlatt asked if any particular institution-wide barriers to success are occurring. K. McNaughton explained that capital is an ongoing issue, and fair systems have been put in place in order to support the goals of the departments. Deferred maintenance issues have been recognized, and there is a willingness to look for additional funds if needed in order to support this development. There is also a need for balance with Education Leave usage.</p>
	c) Contract Training	<p>K. McNaughton updated the Council on some of the new education contracts. Some of the exciting new partnerships include Emily Carr, as well as Hospitality’s contract with the Italian Chamber of Commerce, which could lead to student and faculty exchanges. She noted that this is a snapshot of the year-end contracts, and new and upcoming contracts will be captured in next year’s report.</p> <p>M. Tunnah requested more detail about what is being offered from each contract, such as the partnership with the Italian Chamber of Commerce.</p> <p>D. Branter asked for more detail regarding the partnership with Emily Carr. K. McNaughton explained that there is a cohort of first-year international students at Emily Carr who come to VCC to work on their EAL skills that are specifically focused on the language of art and art production. The students are at VCC four days a week, and work on their studio art one day a week at Emily Carr.</p>
	d) Info Note: Bachelor of Hospitality Management Executive Cohort	<p>D. McMullen followed up from a decision made at the June 13 meeting, and drew the Council’s attention to the discussion item – how to streamline PCG versions when minor changes are made. He explained that there were 1800 different versions of programs in Banner, and this has now been thinned down to about 130. However, there is the danger of this number expanding again if a system is not found to manage the various changes.</p> <p>D. Branter agreed that there needs to be some sort of flexibility within the PCGs to help manage this issue. D. Wells added that this will need to be addressed for the upcoming Associates Degree programs, as students can pick and choose which order to take their courses. M. Tunnah explained that in Hospitality, there is a strict order in which students must take their courses, but he agrees with the need for flexibility in the Associates program. R. Cyr said it sounds like clarification is needed between prerequisite courses and co-requisite courses.</p>
	e) Concept Paper: Early Childhood Care and Education Post-Basic Diploma	<p>G. McIvor and K. Jovanovic presented the proposal. They explained that the original proposal was green-lit, but based on the recommendations of Curriculum Committee they took it further and developed it into a diploma program. Overall, the Council expressed excitement for this new diploma program. <b>T. Rowlatt will bring the proposal forward to the Board for information.</b></p>

Item	Topic	Discussion
	f) Concept Paper: Counselling Skills Diploma	G. McIvor and C. Sauvé presented the proposal. This new diploma program includes several exit options for students, and expands beyond what VCC already offers in its Counselling suite. C. Sauvé explained that the addiction and community counselling streams have been more firmly separated. She also noted that the diploma option will assist students in preparing for the Masters programs at UBC and SFU. Transfer options into other degree programs are still being explored, but SFU, UBC and Adler University already accept several of the prerequisite courses VCC currently offers. The majority of courses will be refreshed and their credit ratios improved. <b>T. Rowlatt will bring the proposal forward to the Board for information.</b>
	g) EdCo Meeting Schedules for 2018	<b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the 2018 Meeting Schedule as presented. All in favour. <b>Motion carried.</b> It was noted that Room 240 at the Downtown Campus is used heavily, and a different room may need to be booked for the 2018 year.
	h) EdCo Planning Day – November 24	T. Rowlatt notified the Council that Education Planning Day would be held on November 24, 2017.
6.	Committee Reports a) Curriculum Committee Reports i) Cross-listed courses	<b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the new cross-listed Arts and Sciences courses.  D. Branter noted that there was a discussion note about credit weighting – this has now been adjusted. All courses are now three credits, up from two and a half.  D. Wells explained these courses would be offered alongside ABE courses, and it would increase the transferability and upgrading options for students at VCC. Currently, VCC is one of the only institutions that does not offer these types of courses.  P. Yeung asked if these courses, when transferred, would affect students’ GPA or count as UT. D. Wells explained that these courses would count towards a student’s GPA. He gave the example that if a student took CHEM 1083 and CHEM 1093, it would transfer as four credits to SFU (equating to SFU’s CHEM 1000).  T. Rowlatt asked about concerns from department members raised at the Curriculum Committee meeting. D. Wells addressed the central issues. Regarding eligibility to teach in the sections, he explained a grandfathered approach would be implemented. Regarding transfer credits, he noted that these are being taken forward to articulation and transfer agreements. He is confident the Grade 12 level course will transfer with no issues. Regarding the free ABE courses versus tuition-based cross-listed courses, D. Wells explained that the cross-listed courses are vastly more popular at other institutions, such as Kwantlen, due to the ability to apply for financial aid.  T. Rowlatt asked if there was a plan in place to advise students thoroughly on both pathways to avoid confusion and mis-registering. D. Wells said that advisors will be given as much information as possible, and that advising will be

Item	Topic	Discussion
		<p>done at the department level. It was strongly advised to create a diagram or chart to help advisors and students. A. Candela agreed, and suggested putting the visual representation on the website as well.</p> <p>D. Branter has some suggestions regarding Course Learning Outcomes, and suggested working with an IA to streamline these to ensure consistency.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>b) Policy Standing Committee i) D.3.6 Admissions</p>	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council recommends the Board of Governors approve D.3.6 Admissions policy and procedures.</p> <p>There was some discussion around Procedure Item 6 (package page 134), and what a student is and is not responsible for submitting. R. Cyr noted that it is VCC’s responsibility to collect a student’s ITA number, as the student has no access to this information. He was concerned this Procedure would hold a student back from becoming a qualified applicant due to unclear wording, and suggested adding an “In some instances...” clause. M. Tunnah explained the Committee wanted to stay away from adding further confusion to the policy, and adding more language may only further confuse the procedure.</p> <p>T. Rowlatt noted that if it is not a required document, the student does not have to obtain it, such as finding their ITA number. D. Wells agreed, but expressed concern over how long it would take for VCC to procure this information, and if would it hold the admissions process back. K. McNaughton noted that these are general admission requirements, and do not include other department-specific requirements such as an ITA number, interviews, or portfolios.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>ii) D.3.6.1 Flexible Admissions</p>	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council recommends the Board of Governors approve D.3.6.1 Flexible Admissions policy and procedures.</p> <p>D. McMullen explained that this policy opens up opportunities for different admission pathways for students with non-traditional education backgrounds.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>iii) F.1.01 Ethical Conduct for Research Involving Humans</p>	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council recommends the Board of Governors approve F.1.01 Ethical Conduct for Research Involving Humans policy and procedures.</p> <p>M. Tunnah acknowledged the work E. Ting has done on updating these documents. No community feedback was received, and the overall changes to the policies were mainly language updates to comply with the new Tri-Council Policy.</p>





Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES - DRAFT  
October 10, 2017, 3:30 – 5:30 pm, Room 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council adopt the October 10, 2017 agenda as amended. D. Sargent was away, so there would be no report from Appeals Oversight. All in favour. <b>Motion carried.</b>
4.	Approve Past Minutes	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council approve the September 12, 2017 minutes as presented. All in favour. <b>Motion carried.</b>
5.	Enquiries & Correspondence	P. Yeung enquired about a potential scenario with paid cross-listed courses. As the cross-listed courses are taught in the same environment as the tuition-free ABE courses, he asked what would happen if a UT student wanted to move into the ABE version of the course. D. McMullen said there would be flexibility, but this would be considered on a case-by-case basis. This would also be the case with an ABE student wishing to receive PLAR, or challenge the UT course later in their academic career. He noted that the key is to provide students with clear information at the outset.  P. Yeung also enquired about any updates regarding VCC collaborating with the George Hotel. T. Rowlatt said he had contacted M. Yue in the Partnership Development Office, but has not received a response yet. He will update the Council at the next meeting.
6.	Business Arising	K. McNaughton noted that there was good growth in enrolment numbers from April to June, and increasing enrolment is also forecasted for the next year.
	a) Update on Enrolment Plan	K. McNaughton updated the Council on the College's progress. Much has been achieved over the past quarter, with a high level of accountability – all of the yellow blocks represent achievements.
	b) Update on Integrated Plan	K. McNaughton also updated the Council on the success of the President's Research Symposium, and she thanked everyone for participating and highlighting the talent and commitment of VCC's faculty, instructors and staff.
	c) Education Services Renewal Schedule	K. McNaughton outlined the process to the Council, and noted that the first group of renewals were volunteers who will undertake this six month process in January 2018. She explained that all the renewals will have an external component. A. Candela asked how the timeline was established. K. McNaughton explained it was a collaborative process between the service areas.
d) Financial Report Q1 Update	T. Rowlatt explained that this update is part of a regular financial update to the Council, and the overall theme is that VCC is generating more revenue than expected.	

Item	Topic	Discussion
		<p>D. Branter asked for clarification on what it means that revenue was “cleaned up” (page 69). D. McMullen said he had spoken to J. Choi about this, and this was linked to revenue that may have been missed, and then caught, during the transition of programs that flow from one fiscal year to the next.</p> <p>M. Tunnah asked if the operating overview section could be broken up into domestic and international revenue streams. T. Rowlatt noted that this was the case on page 70. M. Tunnah found it odd that the International Education numbers were separate, and not part of the individual schools.</p> <p>P. Yeung noted that international students seem to offset revenue from domestic students, and asked if there were any thoughts on how to resolve this. K. McNaughton gave the example of the Professional Cook 1 and Professional Cook 2 programs, and how the leadership are having ongoing discussions with employers and finding new and innovative methods to attract domestic students, including summer camps for younger students, and a potential integrated admissions initiative. She noted there are currently many initiatives underway to address this issue, and she can see it transferring to other schools in the future.</p>
7.	<p>Committee Reports</p> <ul style="list-style-type: none"> <li>a) Curriculum Committee Reports                             <ul style="list-style-type: none"> <li>i) Update: OPTA Revisions</li> </ul> </li> </ul>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the updates to the OPTA program.</p> <p>D. Branter noted that this proposal contains an excellent example of how consultations should be done for a major revision to a program. S. Aro and C. Kimoto presented on the proposal. S. Aro noted that there have been significant changes to the field in the last ten years since the program was updated. The changes to the program are also driven by meeting accreditation requirements, as the current program does not meet them. Accreditation occurs next year. S. Aro noted that significant changes have been made to the program, and content has been added, merged, and removed. She noted that the comparison chart outlines the changes made, and that the program remains the same length. They have met with L. Apouchtine in the Registrar’s Office to ensure the semester dates matched. The program updates are going to the PAC on November 9.</p> <p>T. Thomson asked if tuition will increase with these updates. S. Aro assured the Council that despite the credits increasing, tuition would not increase. T. Rowlatt added that tuition will not increase beyond the standard 2% every year should the College decide to increase tuition on a College-wide level. D. Branter noted that the information note will need to be edited.</p> <p>There was some discussion around the feasibility of attending an information session as admission requirement, and how this information would be submitted to the Registrar’s Office. C. Kimoto explained that they are able to Skype with students who are unable to attend the info session, or do a one-on-one interview.</p>

Item	Topic	Discussion
		<p>She explained the session is imperative so students are fully aware of what the program entails before they apply, as many are misinformed as to what being an OT/PT Assistant involves. S. Aro noted that this process is already in place with the Health Unit Coordinator program, and that the coordinator for the information session is in constant contact with the Registrar’s Office. The OPTA program would follow the same model.</p> <p>There were suggestions to include “or equivalent” or a line at the bottom reading “if you are uncertain about any of the admission requirements, please contact the Department administration.” S. Aro expressed some nervousness over including these, due to the potential for misunderstanding. It was decided to leave the requirement in its current language.</p> <p>P. Yeung asked for clarity on the Biology 12 with a C+ within the last five years requirement. C. Kimoto explained that they want to set students up for success, particularly with the human anatomy course in the first semester. She also noted that the Nursing anatomy course would be transferable on a case-by-case basis.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>ii) New Courses: HSAP 1100 Hairstylist Apprenticeship Level 1 and HSAP 1200 Hairstylist Apprenticeship Level 2</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the new courses HSAP 1100 Hairstylist Level 1 Apprenticeship and HSAP 1200 Hairstylist Level 2 Apprenticeship.</p> <p>B. Griffiths and L. Dannhauer presented on the proposal. B. Griffiths explained that the ITA has finalized the creation of a Red Seal Hairstylist program, and these courses have been designed based on the ITA course outcomes. D. Branter noted that there had been some concerns regarding consultation at Curriculum Committee, and that L. Griffith had updated the Committee verbally on meeting such as the frequent meetings with Communications and Marketing, which were not noted in the consultation page. T. Rowlatt asked B. Griffiths to collect more information from L. Griffith when she returns and submit updated documentation.</p> <p>B. Griffiths noted one amendment needed to be made to the HSAP 1100 Level 1 Hairstylist prerequisites. He asked that “Students must be registered in the hairstylist trade and have an active apprenticeship record with the Industry Training Authority, and have received an ITA number” be added as the course prerequisite. After some discussion, it was decided to remove the reference to the ITA number due to previous concerns about it being the College’s responsibility, not the student’s, to obtain the ITA number. The approved language addition was: <i>“Students must be registered in the hairstylist trade and have an active apprenticeship record with the Industry Training Authority.”</i></p> <p>All in favour. <b>Motion carried.</b></p>

Item	Topic	Discussion
	b) Policy Standing Committee i) C.3.3 Suspension and/or Discontinuance of Programs	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council recommend the Board of Governors approve the C.3.3 Suspension and/or Discontinuance of Programs policy and procedures.</p> <p>M. Tunnah updated the Council on the changes made to the policy, including the removal of the clause that gave EdCo the authority to stop a suspension. Most of the other feedback received asked for clarity around the working group, and minor language changes.</p> <p>P. Yeung asked about logistics after this policy is passed, and if a program with five students enrolled would be suspended under this policy. K. McNaughton explained that that the program would likely be allowed to proceed and grow, and would not trigger this process. She said this policy is intended for long standing programs that are seeing a decline in enrolment numbers, a drastic change in the employment market, or historical vulnerability.</p> <p>D. Wells asked if individual UT courses would trigger this policy, as they also have low enrolment numbers. T. Rowlatt explained that this policy relates to programs, not courses. D. Wells gave the example of the Environmental Sciences UT degree that had one student enrolled this year, and then no students. The department decided to hold the program and wait a year. D. Wells asked if this would trigger a suspension. K. McNaughton explained that no, likely not, and that new programs would be given ample time to develop. She reiterated that this policy is geared more towards historically vulnerable programs. She noted that for all new programs, analysis has been done to ensure the potential success of a program and that growth would continue to be encouraged.</p> <p>D. Branter asked about the two year timeframe in Procedure 9 (page 221), and if the two years was a firm deadline. K. McNaughton explained the Committee thought it was a reasonable timeframe, and that departments should be at least revisiting the program in two years to ensure it does not sit in limbo.</p> <p>12 in favour, 0 opposed, 1 abstention. <b>Motion carried.</b></p>
	ii) Terms of Reference Updates	<p><b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council approve the updated Terms of Reference for Education Policy Committee.</p> <p>M. Tunnah outlined the changes, including updating the language from “Student Services” to “Student Development,” changes to the membership section, and the inclusion of a “Without Prejudice Space” section.</p> <p>All in favour. <b>Motion carried.</b></p>
	c) Appeals Oversight Committee	No Report

Item	Topic	Discussion
	d) Program Review and Renewal Committee	T. Rowlatt noted that J-E. Zakoor was away, but she provided an information note to the Council on the Program Review and Renewal Committee’s progress. T. Rowlatt hopes this will become an annual item on the Education Council planning calendar.
8.	Chair Report	T. Rowlatt thanked C. Jadranin, J. Bernardo, and R. Cyr for their service to Education Council, as they will not be running again in this election.
	a) Call for Suggestions: EdCo Planning Day Topics	T. Rowlatt updated the Council on the current agenda, which includes a 90-minute Kairos Blanket activity from the Indigenous Education and Community Engagement Centre. He welcomed any suggestions to be submitted via email.
	b) CourseLeaf Demo	T. Rowlatt presented the three CourseLeaf forms: Concept Paper, Program, and Course development. CourseLeaf is due for a soft launch within the next month, provided there is a successful migration of current Banner data.
9.	Student Report	J. Bernardo reported that elections for the new SUVCC Board are underway, and new representatives will be elected to Education Council for the upcoming term.
10.	Next meeting	November 14, 2017, 3:30-5:30, Room 5025 BWY-A Education Council Planning Day is scheduled for November 24, 2017. The Council will meet in the morning, followed by a lunch for all Council and Committee members. Breakout sessions for Curriculum and Policy Committee will occur in the afternoon.
11.	Adjournment	<b>Motion:</b> Moved by T. Thomson and seconded THAT Education Council adjourn the October 10, 2017 meeting. All in favour. <b>Motion carried.</b> The meeting was adjourned at 5:01pm.

**ATTENDEES:**

Todd Rowlatt  
 Dave McMullen  
 Taryn Thomson  
 Jonard Bernardo

David Branter  
 Kathryn McNaughton  
 Paul Yeung  
 David Wells

Mike Tunnah  
 Andrew Candela  
 Janet Theny

Rick Cyr  
 Charly Jadranin  
 Elle Ting

**REGRETS:**

Jo-Ellen Zakoor

Nona Coles

Debbie Sargent

**GUESTS:**

Brett Griffiths  
 Marilyn Heaps  
 Dennis Innes

Louise Dannhauer  
 John Demeulemeester

Sue Aro  
 Karen Shortt

Carmen Kimoto  
 Nicole Degagne

**RECORDING SECRETARY:** Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES

November 14, 2017, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32pm. T. Rowlatt welcomed new members R. Kunka, K. Sanchez, and K. Crossett to Education Council.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council adopt the agenda for the November 14, 2017 meeting as amended. T. Rowlatt added item <i>6c Notice of Election</i> . All in favour. <b>Motion carried.</b>
4.	Approve Past Minutes	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council approve the minutes from the October 10, 2017 meeting as amended. D. Sargent asked for clarification on the “collaboration with George.” T. Rowlatt explained this was the collaboration with the George Hotel. All in favour. <b>Motion carried.</b>
5.	Enquiries & Correspondence	T. Rowlatt reported that there has been no further progress with the collaboration with the George Hotel.  D. McMullen reported that discussions are ongoing between the Registrar’s Office and Advising about clear advising procedures for cross-listed courses. A handout is being developed and will be posted on the website, as well as forwarded to Education Council.  T. Rowlatt presented the information note regarding decanal representations on Education Council and the Standing Committees. It was noted that there was an error, and D. Innes will sit on Policy Committee and S. Lew will sit on Curriculum Committee.
6.	Business Arising a) Update on eTextbooks	S. Lew updated the Council on current pilot projects with Texidium and Pearson’s MyLab. Texidium is currently being piloted with Culinary and Hospitality courses, and offers textbooks from any publisher as well as open source textbooks. The Culinary arts pilot is showing low adoption rate despite strong incentives for students such as a lower price for textbooks. This may be challenging due to the recent changes in the department and the potential challenges of having a mobile device in the kitchen versus a physical book. However, students are becoming more comfortable with the platform.  Faculty initiated the Hospitality Texidium pilot, and all three courses use open textbooks, which have zero cost for students. Feedback has been positive from both students and faculty.  C. Karavas is developing an online MATH 1111 Moodle course to integrate with the Pearson MyLab pilot in January 2018. There will be no cost to students who participate in the pilot cohort. P. Yeung asked if students would be able to access the Pearson material for life. S. Lew explained the goal is to negotiate lifetime access.

Item	Topic	Discussion
		<p>S. Lew also raised awareness for the Zed Cred Program launched by KPU. This is a credentialed program with zero textbook cost – all textbooks used in the program are open source.</p> <p>Council acknowledged and thanked S. Lew for the time and work she has done on facilitating agreements with these two pilot programs, particularly with Texidium.</p>
	b) Program Review Schedule	<p>K. McNaughton presented the Program Review Schedule through 2021/2022. This schedule was created to ensure appropriate resources are allocated towards renewals and accreditations. Going forward, all VCC reviews will have an external review component. K. McNaughton also let the Council know that accreditation budget will likely be separated from CD funds.</p>
	c) Notice of Election	<p>T. Rowlatt gave notice to Council that the elections for EDCO Chair, Vice-Chair, two Executive seats, and the four Standing Committee Chair positions will be held at the December meeting, as per our annual calendar.</p>
7.	<p>Committee Reports</p> <p>a) Curriculum Committee Reports</p> <p>i) New Program Documents: Early Childhood Care and Education Program</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the curriculum documents for the Early Childhood Care and Education program.</p> <p>G. Mclvor and K. Jovanovic presented the ECCE curriculum documents. The redesigned program will offer students a more comprehensive certificate program in Early Childhood Care and Education, with the option to continue on or return within five years to complete a Post-Basic Diploma.</p> <p>J-E. Zakoor asked about the need for two PCGs versus one, which Curriculum Committee has been recommending. K. Jovanovic explained that two PCGs will make the transition period easier for students, but the PCGs will be phased into one at a later time once the market has had time to adjust to the new program structure. D. McMullen agreed to two PCGs with the caveat that they merge in two to three years.</p> <p>P. Yeung asked if the regular Health Sciences procedure for the negative TB skin test would apply. K. Jovanovic agreed that it would. She also clarified the physician’s assessment letter is a direct requirement from the Ministry of Children and Family Development, but is currently under review with the articulation committee.</p> <p>The Council agreed that the “Year of Study” section of the 1000-level and 2000-level course outlines should reflect first-year or second-year post-secondary level, respectively. It was also suggested to include the 5-year return timeframe language from the Diploma PCG in the Certificate PCG.</p>

Item	Topic	Discussion
		<p>D. Sargent asked for clarification on SECD resources as an instructional strategy. K. Jovanovic described that this resource can be used both at home and in the classroom, and compiles articles and videos from around the world. The resource is just being implemented at institutions in B.C. that teach ECCE programs.</p> <p>15 approve, 0 oppose, 1 abstain. <b>Motion carried.</b></p>
	<p>ii) New Program Documents: HMT Diploma</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the curriculum documents for the new Heavy Mechanical Technician Diploma program.</p> <p>B. Griffiths presented the curriculum documents for this new program. The program is two years in length and covers the training in the certificate program plus additional training in higher-level skills such as electronics. International Education indicated a belief there will be high demand for this program. B. Griffiths noted they are in conversation with BCIT to use another bay at the Annacis Island campus for this program.</p> <p>K. Crossett recommended including that a passing grade of 70% is required in all courses be included in the “Evaluation of Student Learning” section of the PCG. It was also noted that the correct grading scale needs to be inserted.</p> <p>There was discussion around supporting Canadian socio-cultural competencies and English language skills in the program. B. Griffiths explained that there are two courses built in on socio-cultural competencies that take place each Friday for the duration of program. Ideally, all instructors will be trained to teach this course. Students will be referred to the Learning Centre if additional help is required. Specifically, B. Griffiths noted students will be learning to orient themselves in Canadian culture and the expected behaviour in the workplace rather than focused English language development. English language development will be embedded into the program.</p> <p>K. McNaughton noted that there is an ongoing discussion about embedding college-wide socio-cultural competencies. Future conversations will include D2 table discussions and workshop opportunities in order to get this information out to the College.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>iii) New Course: CLFE 0311 Career Literacy Foundations</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the new course CLFE 0311 Career Literacy Foundations.</p>

Item	Topic	Discussion
		<p>A. Candela and S. Ivits presented the new course. This course will assist in supporting students in exploring career options at a fundamental literacy level, which will meet a community need. The course aims to develop student self-awareness, concrete action plans and improve retention in the program by helping student define a clear timeline and career goals. It was noted that the Decision Note needs correcting for confusing sentence-structure.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>b) Policy Standing Committee i) D.1.2 Selection of Library Materials</p>	<p>M. Tunnah provided a brief overview of the policy. This policy relates to the VCC Library’s selection of materials, and updates include greater consultation with the College community on necessary resources. T. Rowlatt added that the policy defines that the library should be collecting widely in support of the College’s programs and openly on various perspectives.</p> <p><b>Education Council agreed to post D.1.2 Selection of Library Materials for community feedback.</b></p>
	<p>ii) A.3.2 Policy Development &amp; Maintenance</p>	<p>M. Tunnah noted that the feedback window for policy community feedback has increased from two to three weeks in this updated version of the policy. K. McNaughton added that there is a flowchart for this policy, and it will be posted on the policy webpages.</p>
	<p>c) Appeals Oversight Committee</p>	<p>D. Sargent described the success of Tribunal Training, and how the Committee is currently exploring options on how to continue the traction of keeping participants involved. Some options include a VCC Day session or lunch and learns. Next steps include continuing training with the Student Union and Board of Governors, as well as potentially developing on online version of the training.</p> <p>D. Sargent also reported that the Committee is developing a repository of appeal information to track and collect statistics on the various types of appeals. No personal information will be included in the database. The repository will be kept within the Education Council files. The Committee is also looking at the decision-making authority of the tribunal panel, and how panel recommendations can be enforced.</p> <p>Council thanked D. Sargent for the immense amount of work she has done around appeals at VCC and Tribunal Training.</p>
	<p>d) Program Review and Renewal Committee</p>	<p>J-E. Zakoor let Council know that Program Reviews were due on November 1 and sessions will be beginning in the New Year. The Committee is continuing to work on strengthening CD fund criteria and is working towards having accreditation fees removed from CD funds while still retaining the same amount of funds. The Council agreed with this decision, and K. McNaughton noted M. Kowalski is open to this idea provided strong business cases are included.</p>

Item	Topic	Discussion
		<p>P. Yeung asked if proposals that did not receive funding from last year would receive priority this year. T. Rowlatt explained this has not previously been the case, but the suggestion will be taken back to the Committee to discuss. J-E. Zakoor noted that priorities for funding usually look for completion of projects, are part of the strategic plan or are under review. She noted that they are also looking for accountability for funded projects. M. Tunnah requested that any changes to criteria come before EDCO for information and feedback. T. Rowlatt agreed, and updated criteria will likely come forward to the December or January meeting.</p> <p>J-E. Zakoor also briefly outlined her experience as a QAPA observer at Okanagan College in October. More information will be forthcoming, but she noted that the audit is looking for how VCC promotes continuous quality improvement, and if there are plans in place to address quality.</p>
8.	Chair Report	T. Rowlatt noted that C.3.3 Suspension and/or Discontinuance of Programs and the ECCE program are on the Board of Governors meeting agenda tomorrow, November 15, 2017. He also gave a report on the Academic Governance Council meeting held at the end of October.
9.	Student Report	No report
10.	Next meeting	<p><b>Education Council Planning Day November 24, 2017</b>  <b>EDCO Morning Session: 8:00am-12:00pm, BWY G222, G221</b>  <b>Lunch: 12:00-1:00pm, G222</b>                      Next Regular Meeting: December 12, 2017 3:30-5:30pm DTN 240</p>
11.	Adjournment	<b>Motion:</b> Moved by J. Theny and seconded THAT Education Council adjourn the November 14, 2017 meeting. All in favour. <b>Motion carried.</b> The meeting was adjourned at 5:11pm.

**ATTENDEES:**

Todd Rowlatt	Jo-Ellen Zakoor	David Branter	Mike Tunnah
Dave McMullen	Kathryn McNaughton	Andrew Candela	Taryn Thomson
Paul Yeung	Janet Theny	Nona Coles	Elle Ting
Debbie Sargent	David Wells	Karen Crossett	Robert Kunka
Kimberly Sanchez	Teresa Omelus		

**REGRETS:**

Sayad Ali Mousavi Azad

**GUESTS:**

Gordon McIvor	Katarina Jovanovic	Brett Griffiths	Shirley Lew
Nicole Degagne	Marilyn Heaps	Shantel Ivits	

**RECORDING SECRETARY:** Carlie Deans



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES

December 12, 2017, 3:30 – 5:30 pm, Room 5025, BWY

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:35pm.
2.	Acknowledgement	T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Sḵw̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council adopt the agenda for the December 12, 2017 meeting as presented. All in favour. <b>Motion carried.</b>
4.	Approve Past Minutes	<b>Motion:</b> Moved by J. Theny and seconded THAT Education Council approve the minutes of the November 14, 2017 meeting as presented. All in favour. <b>Motion carried.</b>
5.	Enquiries & Correspondence	There were none.
6.	Business Arising a) International Education presentation	<p>J. Gossen and C. Snyder-Lowe presented. A summary sheet was handed out to Council members.</p> <p>In 2016/17, VCC serviced 913 international students from 49 different countries. This year, VCC is hosting 955 international students, with that number expected to grow during the January intake. J. Gossen reported that the IRCC saw a 22% increase in international students during 2016, with a large increase in students coming from India. She also noted that International Education has initiatives in place to begin marketing and recruiting in other countries to increase diversity. Students are most interested in the post-graduate and two-year diploma programs, as they often lead to visas that may result in a residency pathway.</p> <p>A. Candela asked if there were processes in place to address systemic barriers and cohort representations, such as proportional male/female students, Indigenous representation, etc. J. Gossen explained that all the students are vetted on admission requirements, and it depends on the source countries. She noted that the new Canadian Business Management program had a 50-50 male/female representation, but International Education is ultimately looking for the best fit for the program.</p> <p>T. Rowlatt inquired about the workload of international students. C. Snyder-Lowe explained that full-time international students can work a maximum of 20 hours per week in addition to their studies, otherwise they lose their full-time student status. During scheduled breaks, they are able to work more hours, but the challenge for students is finding that work-school balance.</p>

Item	Topic	Discussion
		<p>M. Tunnah asked what benefits of international-only cohorts International Education has seen. J. Gossen noted that building in the language support and socio-cultural competencies into already existing programs has been extremely valuable. She noted that working towards building intercultural competencies into all programs and departments would be beneficial, so all instructors, staff and students are able to interact with other cultures.</p> <p>K. Sanchez asked what other support students receive from International Education. C. Snyder-Lowe explained the services available.</p>
	<p>b) VCC and Adler University Partnership</p>	<p>K. McNaughton presented on the MOU. She explained that the partnership between VCC and Adler University is in the very early stages, with more conversation and consultation needed. She noted that the Provincial Council of Presidents met recently, and one of the focal points was student mental health – K. McNaughton was a panelist that presented on VCC’s students. She is hopeful that the partnership with Adler will be able to meet the needs of students, and begin looking at the experiences that faculty and staff are having, and how those support needs are being met.</p> <p>N. Coles noted that while she is excited to see more discussion on student mental health taking place, she cautioned the Council to consider several aspects of the Adler partnership. She noted that the Adler program is not accredited by the Canadian and American Association of Psychologists, and it may be difficult for them to find placements and internships. N. Coles also noted that visiting master’s-level practicum students need 100 clinical hours of supervision to work with students, a target that Adler students generally have not been meeting. N. Coles stressed that the College needs to be aware of the work profile of the incoming Adler students and that VCC ensures it has a positive impact on VCC students and the College. N. Coles has asked for a very clear understanding of what Adler University wants, and what their students will be able to do, including criteria for assessments.</p> <p>K. McNaughton will continue to bring forward follow up as consultations continue on this partnership.</p> <p>A. Candela asked if Counselling and Disability Services will have additional faculty to support the College. K. McNaughton explained that this is an ongoing conversation in support, and they will be looking both internally and externally to maximize available resources. She also noted that the root causes of anxiety and depression, both institutionally-caused and other pressure points, need to be investigated, including meeting the needs of VCC’s culturally diverse demographics.</p>

Item	Topic	Discussion
	c) Concept Paper: Business and Project Management	<p>D. Innes presented the concept paper. The intended start date is September 2019, and will combine the first year of Canadian Business Management with a year of project management for a two-year, post-degree diploma. The program is designed for international students, and the department is working heavily with International Education.</p> <p>There was some discussion on whether students would qualify for the external project management certificate. D. Innes explained that students will be prepared for entry-level project management positions through this program, but will not have reached the number of work hours required for the external certificate. However, A. Petrone noted that the program will be able to help students prepare for the CAPM certification. There are currently two articulation agreements in place for this program.</p> <p><b>Council accepted the concept paper for Business and Project Management for information and the Chair will report it to the Board of Governors.</b></p>
7.	Committee Reports a) Curriculum Committee Reports i) Update: International Culinary Arts Program	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the updates to the International Culinary program, including the change in admission requirements, credit weighting, and omnibus course prerequisite motion.</p> <p>C. Gill outlined the changes to the International program, including removing FOODSAFE as an admission requirement and integrating it into the course content of 1511 Kitchen Orientation, the inclusion of CULI 1509, and reducing the credits of CULI 2511 from 12.5 to 8.5.</p> <p>The Council recommended updating the effective date to May 2018, and specifying “academic IELTS” in the admission requirements section.</p> <p>All in favour. <b>Motion carried.</b></p>
	ii) Update: Auto Glass Apprenticeship	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the updates to AGAP 1011 Auto Glass Technician Apprentice, including ITA mandated changes to Course Learning Outcomes, as well as contact hours resulting in a credit weighting change.</p> <p>D. Branter noted that the January 2018 effective date was discussed at Curriculum Committee, and the Registrar’s Office agreed to implement the course on this timeline due to the ITA-mandated changes.</p> <p>All in favour. <b>Motion carried.</b></p>

Item	Topic	Discussion
	<p>iii) Denturist Sciences Revised Program documents</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the documentation for the Denturist Sciences Diploma revised program.</p> <p>D. Branter noted for the Council that a serious conversation on credit weighting for this diploma was discussed at Curriculum Committee.</p> <p>K. Izumi noted that the September 2018 effective date is critical, as this program’s revitalization has created a large gap in the industry. Facilities upgrades are currently the main challenge in achieving the September 2018 goal, and K. Izumi expressed concern with industry repercussions and the program’s reputation if the timeline goals are not achieved.</p> <p>D. Sargent noted that the evaluation plans in several course outlines need to be updated with more detail, and that the PLAR offerings for third-level courses needs to be removed. There were also some typo and wording changes that need editing.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>iv) Update: Terms of Reference</p>	<p><b>Motion:</b> Moved by D. Branter and seconded THAT Education Council approve the update to the membership list in the Curriculum Committee Terms of Reference. All in favour. <b>Motion carried.</b></p>
	<p>v) Update: PN Admission Requirement Changes</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve the changes to the admission requirements for the Practical Nursing Diploma and the Access to Practical Nursing Diploma.</p> <p>T. Rowlatt explained that this request came directly to Education Council due to the required changes from the regulatory body, and that current applications for the program are closed due to these changes. Applications will reopen if Council decides to approve these changes.</p> <p>D. Sargent explained that the admission requirements are set by the provincial curriculum, which is currently under review. She noted that there may be additional changes coming forward to the program, but the main admission requirements for the generic program are agreed upon. The regulatory body is firm on the IELTS scores. D. Sargent let the Council know that students who are currently waitlisted will still receive offers, and the changes will be applied once the applications reopen.</p> <p>T. Rowlatt invited C. Leggatt to the table. C. Leggatt voiced concerns over student support to meet the new admission requirements, as they are now higher than what students in the current Pathways 8 can achieve. C. Leggatt asked how students will be supported to reach these new</p>

Item	Topic	Discussion
		<p>IELTS levels, and noted that there is no supports present in the College for the highest IELTS listening level. C. Leggatt asked how the regulatory body ensures institutions are meeting these requirements. D. Sargent explained that the regulatory body does site visits every five to seven years to approve the program, and that all approved institutions are on their website.</p> <p>All in favour. <b>Motion carried.</b></p>
	<p>b) Policy Standing Committee i) C.1.6 Registration</p>	<p>D. McMullen introduced the policy, explaining that its purpose is to build an environment of accountability and create a proactive approach in supporting student success. He noted that the auditor general has inquired why students are allowed beyond three repeated course attempts. D. McMullen also explained that VCC’s Duty to Accommodate would override any procedures this policy puts in place. D. Stevenson, T. Marks and S. Wiwchar presented data and the Student Development perspective in support of this policy.</p> <p>A. Candela and T. Thomson presented on the ABE perspective, and expressed concern that the unique nature of their students has not been taken into consideration with this policy. It was also unclear whether this policy took the Indigenous Education Protocols into consideration.</p> <p>D. Sargent asked what other institutions policies are around numbers of attempted repeats. D. McMullen noted that a number of other institutions across Canada and B.C. have similar policies in place. A. Candela suggested looking what the government is looking for in terms of student success numbers may be beneficial.</p> <p>D. Wells stressed that flexibility and creativity in helping students is critical. He noted that more time is not always the key to success, and that other circumstances may prevent students from attending classes. He suggested that creative program changes may be necessary to benefit these students.</p> <p><b>Council decided that all interested stakeholder groups meet in mid-January to discuss an action plan regarding the policy, and how best to promote student success.</b></p>
	<p>c) Appeals Oversight Committee</p>	<p>No report</p>
	<p>d) Program Review &amp; Renewal Committee</p>	<p>No report</p>
<p>8.</p>	<p>Elections</p>	<p>T. Rowlatt turned over the Chair to the Vice President, Students, Academic &amp; Research, Kathryn McNaughton, to run the election.</p>
	<p>a) Chair</p>	<p><b>Election of EDCO Chair:</b></p>

Item	Topic	Discussion
		<p>First call for nominations: T. Thomson nominated T. Rowlatt. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none.</p> <p><b>By acclamation, Todd Rowlatt was announced the Chair of Education Council.</b></p>
	<p>b) Vice-Chair</p>	<p><b>Election of EDCO Vice-Chair:</b> First call for nominations: N. Coles nominated J-E. Zakoore. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none.</p> <p><b>By acclamation, Jo-Ellen Zakoore was announced the Vice-Chair of Education Council.</b></p>
	<p>c) Two Executive Committee Members</p>	<p><b>Election of Officers of the EDCO Executive (2 positions):</b> First call for nominations: K. Crossett nominated P. Yeung. Nomination accepted. Second call for nominations: A. Candela nominated T. Thomson. Nomination accepted. Third call for nominations: There were none.</p> <p><b>By acclamation, Paul Yeung and Taryn Thomson were announced Officers of the Executive of Education Council.</b></p>
	<p>d) Standing Committee Chairs i) Appeals Oversight Committee ii) Curriculum Committee iii) Education Policy Committee iv) Program Review &amp; Renewal Committee</p>	<p><b>Election of Appeals Oversight Committee Chair:</b> First call for nominations: D. Wells nominated D. Sargent. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none.</p>

Item	Topic	Discussion
		<p><b>By acclamation, Debbie Sargent was announced the Chair of the Appeals Oversight Committee.</b></p> <p><b>Election of Curriculum Committee Chair:</b>                      First call for nominations:                      M. Tunnah nominated D. Branter. Nomination accepted.                      Second call for nominations:                      There were none.                      Third call for nominations:                      There were none.</p> <p><b>By acclamation, David Branter was announced the Chair of Curriculum Committee.</b></p> <p><b>Election of Education Policy Committee Chair:</b>                      First call for nominations:                      D. Branter nominated M. Tunnah. Nomination accepted.                      Second call for nominations:                      There were none.                      Third call for nominations:                      There were none.</p> <p><b>By acclamation, Mike Tunnah was announced Chair of the Education Policy Committee.</b></p> <p><b>Election of Program Review &amp; Renewal Committee Chair:</b>                      First call for nominations:                      P. Yeung nominated J-E. Zakoor. Nomination accepted.                      Second call for nominations:                      There were none.                      Third call for nominations:                      There were none.</p> <p><b>By acclamation, Jo-Ellen Zakoor was announced Chair of the Program Review &amp; Renewal Committee.</b></p>
9.	Chair Report	No report

Item	Topic	Discussion
10.	Student Report	K. Sanchez reported that the SUVCC has begun the decertification process from the Canadian Federation of Students. The decision stems from ongoing corruption within the organization relating to financial mismanagement that affects B.C. students, and it is no longer in the best interest of VCC’s students that the SUVCC remain a part of the CFS.
11.	Next meeting	January 9, 2018 3:30-5:30pm BWY 5025
12.	Adjournment	<b>Motion:</b> Moved by M. Tunnah and seconded THAT Education Council adjourn the December 12, 2017 meeting. The meeting was adjourned at 6:01pm. All in favour. <b>Motion carried.</b>

**ATTENDEES:**

Todd Rowlatt	Jo-Ellen Zakoor	David Branter	Mike Tunnah
Dave McMullen	Kathryn McNaughton	Nona Coles	Karen Crossett
Andrew Candela	Taryn Thomson	Paul Yeung	Janet Theny
Elle Ting	Debbie Sargent	David Wells	Kimberly Sanchez
Ali Sayad Mousavi Azad			

**REGRETS:**

Robert Kunka

**GUESTS:**

Tanny Marks	Sheri Wiwchar	Dave Stevenson	Carrie Leggatt
Jennifer Gossen	Cathy Snyder-Lowe	Dennis Innes	Al Petrone
Collin Gill	Brett Griffiths	Ken Izumi	

**RECORDING SECRETARY:** Carlie Deans