



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

January 16, 2024

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Dennis Innes	Marcus Ng
Sarah Kay (Vice-Chair)	Emily Simpson	Shirley Lew
Belinda Kaplan	Jessica Ligeralde	Todd Rowlatt
Brianna Higgins	Kseniia Osipova	Vivian Munroe
Dana Valeria Rodriguez Arellano	Lisa Beveridge	
Dave McMullen	Louise Dannhauer	

Regrets

David Wells	Heidi Parisotto
Derek Sproston	Simranjot Kaur

Guests

Adrian Lipsett	Jennifer Cummins	Maureen Kelbert
Bobbi Mand	Jennifer Gossen	Michelle Wong
Brett Griffiths	Jo-Ellen Zakoor	Sonny Ho
David Kirk	John Demeulemeester	Stefan Nielsen
Dawn Cunningham Hall	Ken McMorris	Taryn Thomson
Helga Mankhof	Mark Chiarello	Willy Aroca-Aguirre
Herbie Atwal	Marnie Findlater	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 pm.

2. ACKNOWLEDGEMENT

- D. Rodriguez Arellano acknowledged the College's location on the traditional unceded territories of the x̱m̱əθḵəy̱ əm (Musqueam), Skwx̱ wú7mesh (Squamish), and sə́lilw̱ ətaʔṯ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the January 16, 2024 agenda as amended. Item 6c) was moved later on the agenda.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the December 12, 2023 minutes as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) International Education Strategic Plan (IESP)

- J. Gossen presented the draft International Education Strategic Plan (IESP) 2024–2029 for information. The provincial and national context for the creation of the plan was outlined, including the British Columbia Ministry of Advanced Education and Skills Training International Education Framework (2021). This is a College-wide plan and not limited to the International Education department (IE). The plan outlines strategic objectives, which include Indigenous perspectives; equity, diversity, inclusion and access; student success; global experiences and partnerships; and sustainability.
- There was a discussion around various concerns facing international students, such as living conditions; English language support at VCC; the College's relationships with agents; and possible impacts of measures currently being discussed at the government level, such as a potential cap on international students. It was noted that there are significant differences between the international education sectors in Ontario and British Columbia.
- Responding to questions about the Indigenous perspectives objective, J. Gossen outlined government funding opportunities for partnerships between institutions that are working towards decolonization and reconciliation (e.g., in Canada, Mexico, New Zealand, and Australia).
- Members inquired about the consultation process for the development of this plan, particularly to capture student feedback, and expressed an interest in ongoing dialogue across the College about issues facing international students.
- The plan will be presented to the Board of Governors on February 7. The question was raised whether this strategic planning document requires Board approval (with EdCo advice) under the College & Institute Act.

b) Annual Deans' & Directors' Presentations – Part 1

- Annual updates were presented by J. Gossen, Director of International Education, and A. Lipsett, Dean of Continuing Studies. Presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.
- One initiative in collaboration with International Education is an early intervention pilot project aimed at identifying students in need of additional supports. There were questions about post-graduate work permits (PGWP) and student outcomes. Data is available on the number of permits obtained by VCC graduates, but not on their places of employment. One challenge for the PGWP application process is that due to the non-standard structure of some VCC programs, International Education needs to provide additional letters to confirm graduates' studies have fulfilled PGWP criteria.
- Key themes in Continuing Studies include increasing domestic enrolment, micro-credentials, and collaboration across the province. Opportunities for modern apprenticeships are being explored. Modern apprenticeships are common in Europe and combine classroom instruction with paid on-the-job-training, not limited to traditional trades.

c) Affiliation Agreements Update

- Item deferred.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: LINC 0603 & 0606

MOTION: THAT Education Council approve, in the form presented at this meeting, two new courses: LINC 0603 LINC 3-5 Employment Skills and LINC 0606 LINC 6-8 Employment Skills.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- M. Kelbert presented the proposal for two new Language Instruction for Newcomers to Canada (LINC) courses. LINC students are generally newcomers to Canada and are looking for work. These new non-credit courses focus on employment skills for students at Levels 3–5 and 6–8. The courses were suggested by LINC students and are supported by the LINC funding body, the federal Ministry of Immigration, Refugees and Citizenship Canada (IRCC).
- T. Rowlatt added that Curriculum Committee requested minor adjustments to learning outcomes, which were completed.

ii) Program Update: Asian Culinary Arts Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the significantly revised Asian Culinary Arts Certificate program and eight new courses, and recommend the Board of Governors approve the implementation of the significantly revised program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- S. Ho presented proposed significant revisions to the Asian Culinary Arts Certificate arising from the recent program renewal, based on student and industry feedback. The program was extended from five to eight months and aligned with a standard term schedule. Work experience is included at the end of the program. The number of cuisines was reduced to provide more concentrated study of specific cuisines. A tuition reset will be sought for this significantly revised program.
- Curriculum Committee requested adjustments to recommended characteristics of students, which included physical characteristics, with a view to accessibility and inclusion. This has been an ongoing conversation at the committee, and a small working group will review language used in the recommended characteristics sections of programs overall.

iii) New Program: Clean Energy Technology Diploma

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the new Clean Energy Technology Diploma program and 20 new courses, and recommend the Board of Governors approve the credential and implementation of the new program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- B. Griffiths presented the proposal for this new program, which will prepare international and domestic students for in-demand careers in environmental sustainability, clean energy systems and electrical technology. The first year of the program focuses on Electrician Level 1 curriculum; recognition will be sought from SkilledTradesBC, which would enable graduates to transition into an apprenticeship. The second year focuses on design and planning of solar cell, micro-wind turbine, and heat pump installations, mostly in a residential context.
- T. Rowlatt highlighted the inclusion of an “Indigenous Connection to the Land” course. This course was developed based in consultation with Indigenous Education and Community Engagement and David Kirk, Dean of Curriculum and Pedagogy, based on feedback from Education Council’s review of the concept paper. Curriculum Committee requested edits to further strengthen this thread through the entire program, which were completed.
- The program does not have a physics admission requirement, which aligns with foundational programs in adjacent fields, and is meant to reduce barriers for students. The program also includes training in electrical fundamentals.

iv) Minor Curriculum Changes

- T. Rowlatt presented the biannual report on minor curriculum changes approved by Curriculum Committee.

b) Policy Committee

i) Annual Policy Report 2023

- S. Kay thanked T. Rowlett for chairing the committee meeting in January. The committee reviewed a first draft of the revised Awards policy, which is undergoing a scheduled review. The Annual Policy Report 2023 was provided by N. Degagne. The committee welcomed 8 new members and thanked outgoing members for their contributions.

c) Education Quality Committee (EQC)

ii) Curriculum Development (CD) Fund 2024/25 Guidelines

- T. Rowlett presented the guidelines for the Curriculum Development (CD) Fund 2024/25. \$400,000 in funding is available. EQC will adjudicate the fund in early March and make a recommendation to VP Academic & Research D. Wells.
- The Education Services Renewal policy is undergoing a scheduled review. The committee will review proposed revisions at its next meeting.

8. CHAIR REPORT

- N. Mandryk reported that the December Education Council resolution to add a seat for an Indigenous educational administrator was approved by President & CEO A. Patel. The next step is the official appointment of the new EdCo member by the president.

9. STUDENT REPORT

- D. Rodriguez Arellano reported that SUVCC and various service areas participated in Welcome Days at both campuses.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 13, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:02 p.m.

APPROVED AT THE FEBRUARY 13, 2024 EDUCATION COUNCIL MEETING

**Natasha Mandryk,
Chair, VCC Education Council**



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
SPECIAL MEETING MINUTES
January 24, 2024
3:30–4:15 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Dennis Innes	Shirley Lew
Belinda Kaplan	Emily Simpson	Todd Rowlett
Brianna Higgins	Heidi Parisotto	Vivian Munroe
Dana Valeria Rodriguez Arellano	Lisa Beveridge	
Dave McMullen	Louise Dannhauer	

Regrets

Derek Sproston	Kseniia Osipova
Jessica Ligeralde	Simranjot Kaur

Guests

Alison Rudko	Jennifer Cummins	Marnie Findlater
Chelsea Hunter	Jennifer Gossen	Reba Noel
David Kirk	John Demeulemeester	Sara Yuen
Dawn Cunningham Hall	Kate Dickerson	Willy Aroca Aguirre
Domingo Salviejo	Les Apouchtine	
Herbie Atwal	Lucia Zabrieszch	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 pm.

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱wú7mesh (Squamish), and səliłw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the January 24, 2024 agenda as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. BUSINESS ARISING

a) International Education Strategic Plan (IESP)

MOTION: THAT Education Council recommend the Board of Governors approve the International Education Strategic Plan (IESP) 2024–2029.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

- J. Gossen presented the International Education Strategic Plan (IESP) 2024–2029 to Education Council for a recommendation to the Board. The plan was initially presented for information at the January 16, 2024 Education Council meeting.
- Recent government announcements around international education were discussed, including the cap on international student numbers. The sector is awaiting federal and provincial frameworks and guidelines. While there are still unknowns, the current plan is not tied to specific student numbers and is expected to position VCC well for the future. Plan objectives were intentionally not prioritized to allow for flexibility in view of changes, as well as consideration of available resources.
- Members inquired about the consultation process that informed the development of this plan, particularly to capture student feedback around issues facing international students.
- International Education plans to expand services around housing, settlement, and careers. One step will be partnering with organizations in this field, such as S.U.C.C.E.S.S., and eventually developing internal capacity at VCC to offer workshops and support around these topics.
- A key area that will require more resources is developing a mobility framework. Mobility refers to student and faculty exchange (inbound/outbound), study abroad, or short-term cultural exchanges. Acknowledging the tension between increased travel and the sustainability goal of reducing emissions to Net Zero in 2050, it was clarified that mobility can be virtual. “Internationalization at home” can include, for example, Collaborative Online Intercultural/International Learning (COIL).
- Responding to questions about the Indigenous perspectives objective, J. Gossen outlined government funding opportunities for partnerships between institutions that are working towards decolonization and reconciliation (e.g., in Canada, Mexico, New Zealand, and Australia).
- Other topics of discussion were VCC’s relationships with agents and ensuring VCC is accurately represented to students; accessibility; training opportunities around intercultural competencies, such as the Intercultural Development Inventory® (IDI)®; and graduate outcomes.
- The IESP will be presented to the Board of Governors on February 7. Marketing will create a document for publication, which is expected to be shared internally and externally by the end of March, together with timelines for action items.

5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 13, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 4:11 p.m.

APPROVED AT THE FEBRUARY 13, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

February 13, 2024

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Lisa Beveridge
Sarah Kay (Vice-Chair)	Dennis Innes	Marcus Ng
Brianna Higgins	Emily Simpson	Todd Rowlett
Dave McMullen	Jessica Ligeralde	Vivian Munroe
David Kirk	Kseniia Osipova	

Regrets

Belinda Kaplan	Heidi Parisotto	Simranjot Kaur
Dana Valeria Rodriguez Arellano	Louise Dannhauer	
Derek Sproston	Shirley Lew	

Guests

Adrian Lipsett	Janet Chee	Pervin Fahim
Cathy Larson	Jennifer Gossen	Rosie Gosling
Claire Sauv�	John Demeulemeester	Sky Yu
Clay Little	Katarina Jovanovic	Stefan Nielsen
Clayton Munro	Lucy Griffith	Tannis Morgan
Dawn Cunningham Hall	Marnie Findlater	Taryn Thomson
Herbie Atwal	Nicole Degagne	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- K. Osipova acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx w mesh (Squamish), and s lil   ta t (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the February 13, 2024 agenda as presented.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the January 16 and January 24, 2024 minutes as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on an exchange with North Island College's Curriculum Committee Chair around externally written learning outcomes, e.g., in SkilledTradesBC or articulated courses.

6. BUSINESS ARISING

a) Welcome to David Kirk

- N. Mandryk welcomed D. Kirk, Curriculum & Pedagogy, as the new Indigenous educational administrator on EdCo, appointed by President & CEO A. Patel. The addition of this designated new seat on EdCo was approved by both the council and A. Patel in December.

b) Enrolment Plan

- N. Mandryk announced the timeline for the 2024—25 Enrolment Plan. Due to uncertainty around how international enrolment will be affected by recent federal and provincial policy changes, the plan is still being developed. The first draft will be circulated to EdCo members on March 1. Members are encouraged to submit questions in advance to be addressed at a lunch & learn session on March 11. A revised plan format, which removes Full-time Equivalency (FTE) numbers in favour of a focus on registration numbers, will be presented at this session.
- EdCo will review the final draft of the Enrolment Plan at a special meeting on March 18 and provide a recommendation to the Board of Governors. The Board will vote on the plan on March 27.

c) Deans & Directors – Part 2

- Annual updates were presented by C. Munro, Associate Vice President Student & Enrolment Services; D. McMullen, Registrar; and D. Innes, Dean of Hospitality, Food Studies & Applied Business. Presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.
- Topics of discussion included recruitment and marketing strategies to increase domestic enrolment; mechanisms to capture the student voice; and an early warning system pilot to identify students who require more support. The second annual mental health and well-being survey is in progress, and work is underway on initiatives in VCC's Accessibility Plan.

d) Affiliation Agreements Update

- D. Wells presented an update on affiliation agreements, following previous discussions about educational agreements that were not aligned with College approval processes.
- A contracts and agreements working group has been established. An audit of all agreements is underway to ensure they are accurately classified by agreement type and status (active/expired/ requiring renewal); to identify associated risks and remediation strategies; and to develop a process for review and make recommendations for governance approval of existing agreements and agreement renewals.
- The presentation included a methodology for prioritizing agreements for review and remediation.
- School boards are moving toward a standard template for dual credit agreements, and VCC's existing agreements will be aligned. In addition, an internal VCC agreement template is in development.

e) Science Admission Requirements Equivalencies

MOTION: THAT Education Council approve the science equivalencies table for admission requirements and delegate approval of minor changes and updates to the Registrar.

Moved by D. McMullen, Seconded & CARRIED (Unanimously)

- D. McMullen presented the science admission requirements equivalencies table, which was developed in consultation with the science department. Similar tables for English language and math requirements are already in place and posted online to make this information easily accessible for students. It was suggested to link this information to other web pages, e.g. to content about flexible admissions or prior learning assessment and recognition (PLAR). Marketing is currently working on a website update.

f) Concept Paper: Paralegal Diploma

- K. Jovanovic, J. Chee and C. Sauvé presented the concept paper for the revised Paralegal Diploma program, following the recent program renewal.
- The key change was to align the program structure with the Granting of Credentials Policy. The diploma program consists of core courses (including two practica), courses in several practice areas (litigation, real estate/conveyancing, corporate, family law/estates), and electives. The certificate exit pathway will involve students taking all core courses, all courses from one practice area, electives and a short practicum. Students can obtain only one certificate; previously, students could complete up to 5 credentials (diploma and 4 certificates) for fundamentally the same program, which was not aligned with policy.
- VCC's current program is one of three programs recognized by the BC Paralegal Association (BCPA), representing BC Paralegals in the regulatory process. The department is working with the BCPA to ensure the program continues to remain recognized.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course Content Guides: Apprenticeships (Auto Body and Collision Technician, Automotive Refinishing Technician, Automotive Glass Technician, Automotive Service Technician, Baker, Hairstylist)

MOTION: THAT Education Council approve, in the form presented at this meeting, six new apprenticeship course content guides: Auto Body and Collision Technician Apprentice, Automotive Glass Technician Apprentice, Automotive Refinishing Technician Apprentice, Automotive Service Technician Apprentice, Baker Apprentice, and Hairstylist Apprentice.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal for new apprenticeship course content guides (CCGs). The proposed CCGs group apprenticeship courses so they can be displayed on the website in a way that is clearer and more accessible for students. Curriculum Committee had no feedback.

ii) Program Update: Certified Dental Assisting Certificate (Online)

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Certified Dental Assisting Certificate (Online) program, 13 revised and 3 new course outlines.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- C. Larson presented the proposal for the revised online (formerly "distance") Certified Dental Assisting Certificate program. VCC also offers an in-person program. The online program is shifting to a cohort-based model from continuous intake, which became challenging to manage due to the number of students and changing demographics. The cohort-based structure will enhance the student experience, encourage engagement and program completion, support Universal Design for Learning (UDL), and improve funding opportunities for students.
- T. Rowlatt added that changes requested by Curriculum Committee were completed, mainly around threading outcomes related to cultural safety and humility throughout the program. One small edit was made just before the Education Council meeting: adding Prior Learning and Assessment (PLAR) to DENT 1403.
- There was a discussion about the shift to a cohort model and alignment with the standard term structure, while maintaining self-paced learning.

iii) New Program: Global Supply Chain Management Post-Degree Diploma

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the new program content guide for the Global Supply Chain Management Post-Degree Diploma and 15 new course outlines, and recommend the Board of Governors approve the credential and implementation of the new program.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- D. Innes presented the proposal for the new Global Supply Chain Management Post-Degree Diploma (PDD), which will prepare graduates for in-demand careers. This is a pilot program for the College's collaboration with the Scottish Qualifications Authority (SQA). Students will graduate with a VCC credential, a qualification from the SQA, and the opportunity to qualify for an American Society for Quality (ASQ) certification. Provisional approval is sought for this program, which means that a committee will be formed to support the program and approve minor curriculum adjustments during the first two-year run.
- T. Rowlett added that Curriculum Committee requested including more learning outcomes around people skills and relationship building. These changes were made.

b) Policy Committee

- S. Kay reported that the committee reviewed the revised Education Services Renewal policy at its February 7 meeting. The committee provided feedback and discussed support for education service renewals, as well as EdCo's oversight role related to these renewals under the College & Institute Act.
- The committee also debriefed the December 1 planning session on trauma-informed practice. The 2023 Annual Policy Report was provided by N. Degagne. The committee will look at academic policies up for review to suggest priorities and potentially form working groups to start revising policies.

c) Education Quality Committee (EQC)

- T. Rowlett reported that 2023 Annual Program Reviews (APR) are mostly complete. The committee will hold a panel discussion with all deans about themes emerging from APRs at the end of February.
- Curriculum Development (CD) Fund proposals are due by mid-February. Adjudication will take place in early March.
- The program renewal schedule is being finalized by D. Wells and D. Kirk and will be presented to EdCo for information in March.

8. CHAIR REPORT

- N. Mandryk reported on the February 7 Board of Governors meeting. The new Global Supply Chain Management Post-Degree Diploma, revised Deaf and Hard of Hearing Essential Employment Skills Certificate, and new Deaf and Hard of Hearing Employment Skills Advantage Short Certificate were approved.
- N. Mandryk now chairs the Governance Committee, one of the Board's standing committees.
- The Board received the International Education Strategic Plan (IESP) 2024–2029 for information. EdCo reviewed the plan at a special meeting and recommended approval to the Board, under the assumption that the plan requires approval. The question of the appropriate governance process for this plan will be discussed at the next Governance Committee meeting.
- Two newly appointed Indigenous Board members were welcomed: Christie Sparklingeyes and sXalusat – Michele Guerin.

9. STUDENT REPORT

- M. Ng reported on SUVCC activities around Lunar New Year and Valentine's Day.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 12, 2024, 3:30–5:30 p.m.
- A special Education Council meeting will be held on March 18, 3:00-4:00 p.m. for the Enrolment Plan.
- The meeting was adjourned at 5:28 p.m.

APPROVED AT THE MARCH 12, 2024 EDUCATION COUNCIL MEETING

**Natasha Mandryk,
Chair, VCC Education Council**



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

March 12, 2024

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Dennis Innes	Marcus Ng
Sarah Kay (Vice-Chair)	Heidi Parisotto	Shirley Lew
Brianna Higgins	Jessica Ligeralde	Todd Rowlatt
Dave McMullen	Kseniia Osipova	Vivian Munroe
David Kirk	Lisa Beveridge	
David Wells	Louise Dannhauer	

Regrets

Belinda Kaplan	Derek Sproston	Simranjot Kaur
Dana Valeria Rodriguez Arellano	Emily Simpson	

Guests

Adrian Lipsett	Jamie Choi	Pervin Fahim
Alicia Copp	Jennifer Gossen	Rebecca Bennett
Alison Rudko	Jo-Ellen Zakoor	Sky Yu
Amber Ariss	Les Apouchtine	Stefan Nielsen
Fred MacDonald	Mark Chiarello	Taryn Thomson
Herbie Atwal	Marnie Findlater	Ysabel Sukic

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- D. Kirk acknowledged the College's location on the traditional unceded territories of the x̱m̱əθḵw̱əy̱ əm̱ (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and səliłw̱ ətaʔṯ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 12, 2024 agenda as amended. L. Griffith's presentation was deferred.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the February 13, 2024 minutes as presented.

Moved by D. Innes, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on recent correspondence with members of the Academic Governance Council, which is made up of EdCo chairs and vice-chairs from institutions across B.C. Topics of conversation included institutional practices around granting of credentials and EdCo's role in quality assurance of

micro-credentials. N. Mandryk also connected with North Island College's (NIC) EdCo and Curriculum Committee chairs around governance practices.

6. BUSINESS ARISING

a) Budget Update

- J. Choi presented the draft budget, which was recently shared at a College-wide town hall. Principles and assumptions for the 2024/25 budget were outlined. The current draft was developed before recent changes to regulations around international students. The budget will be adjusted, and the final version presented to the Board of Governors for approval on March 27.

b) Enrolment Plan 2024–2025

- N. Mandryk reported that the draft Enrolment Plan (EP) was circulated to EdCo members on March 1. D. McMullen, L. Apouchtine and J. Latter facilitated a lunch & learn session for EdCo members on the Enrolment Plan on March 11. At this session, there were discussions about the impact of changes to international student regulations on the EP, which were not yet captured in the current draft, as well as planning for new programs.
- EdCo will review the Enrolment Plan at a special meeting on March 18 and provide a recommendation to the Board of Governors. The Board will vote on the plan on March 27.

c) Deans & Directors – Part 3

- Annual updates were presented by J.-E. Zakoor, Dean of Health Sciences, and S. Lew, Dean of Arts & Sciences and the Library. Presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.
- Topics of discussion included Indigenous-focused programming, as well as the addition of 5 faculty FTE (full-time equivalents) in English as an Additional Language (EAL) Pathways, and their role in supporting departments.

d) Cooperation Agreement: Sustainable Hospitality Alliance

MOTION: THAT Education Council approve, and forward to the Board of Governors for joint approval, the cooperation agreement between VCC and the Sustainable Hospitality Alliance.

Moved by L. Dannhauer, Seconded & CARRIED (Unanimously)

- D. Innes presented the proposed cooperation agreement with the Sustainable Hospitality Alliance, which is based in London and under the umbrella of The Prince's Charities Group. Sustainability is an increasingly important focus of the tourism and hospitality industries. Collaboration with the Alliance will provide VCC access to best practices in sustainability, e.g., a food waste audit, educational resources, and connections to a global network of industry partners. The agreement was vetted by VCC's Associate Director of Risk Management and Privacy, the Risk Management Branch of BC, and members of the senior team.
- Vice President Academic & Research David Wells was consulted on the appropriate governance process for this agreement. Since the agreement includes stipulations around transfer credit, it was determined that this agreement requires joint approval by Education Council and the Board of Governors, in line with section 25(1)(a)(i) of the College and Institute Act. The motion was adjusted accordingly to reflect joint approval.
- There was a discussion about the expertise in sustainability the Alliance can bring to VCC, and what future training opportunities could look like. It was confirmed that current changes around international student enrolment would not impact this agreement. Benefits would extend to any VCC students in Hospitality Management, and potentially in Food Studies.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course Content Guide: Cook Apprentice

MOTION: THAT Education Council approve, in the form presented at this meeting, the new Cook Apprentice course content guide.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- Y. Sukic presented the proposal for the new Cook Apprentice course content guide (CCG). The purpose of CCGs is to group apprenticeship courses so they can be displayed on the website in a way that is clearer and more accessible for students.
- Curriculum Committee recommended outlining the different educational pathways for students in Culinary Arts. The department will work on this with D. Cunningham Hall, Assistant Registrar Curriculum & Calendar.

ii) Program Updates: Medical Device Reprocessing Technician Certificate & Renal Dialysis Technician Short Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Medical Device Reprocessing Technician Certificate & Renal Dialysis Technician Short Certificate program content guides.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- R. Bennett presented the proposal to make completion of a criminal record check (CRC) an admission requirement in these two programs. Currently, the criminal record check is required “upon acceptance,” and there have been issues with students not completing their CRC in time for their clinical placement, since these short programs.
- Curriculum Committee discussed English language tests required by some health authorities as part of the hiring process, which are separate from program admission requirements.

iii) Program Update: Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Medical Device Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma program content guide and two new courses: DRFT 2286 Statics 1 and DRFT 2287 Statics 2.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal to split one course (DRFT 1286) into two new courses. It was identified during the scheduling process that DRFT 1286 would need to be taught over a holiday break. Splitting the course into two will resolve this issue and align delivery with the standard term structure. No changes were made to content.
- Curriculum Committee discussed the condensed schedule (3 longer days per week) from an equity and accessibility perspective, across all drafting programs. N. Scott will connect with the department for further discussion.

iv) Program Update: Dental Hygiene Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Dental Hygiene Diploma program content guide and 16 revised course outlines.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- A. Ariss presented the proposal. The Dental Hygiene Diploma was recently significantly revised. Education Council approved the curriculum, but the ministry decision on a tuition reset is pending. In the interim, the existing curriculum needs to be updated for fall 2024 to align with changed Entry-to-Practice (ETP) Canadian Competencies for Dental Hygienists (EPCCoDH). Updates were made to language around cultural safety and humility, and evidence-informed (rather than evidence-based) practice.
- Curriculum Committee discussed the maximum time for completion and agreed to keep it at 3 years (instead of the usual 5 years for diplomas) for now. It was suggested to explore opportunities for a more accessible part-time option.

v) Chair Report

- Curriculum Committee is reviewing two sections of the course outline form (assessments and instructional strategies) and may recommend adjustments to form, as well as to the instructional strategies section in the Curriculum Style Guide.

b) Policy Committee

i) Education Services Renewal (405)

- S. Kay presented the Education Services Renewal policy (405), which underwent a scheduled review. Key revisions focused on strengthening alignment with institutional plans and frameworks; establishing a clear, structured process with flexibility to adjust the scope of renewals to different requirements of each service area; clarification of roles; and alignment with existing external legislative or ministerial reporting requirements.
- Both Education Quality Committee and Education Policy Committee reviewed the policy and provided feedback. Updated drafts were presented to Education Policy Committee (EPC) on March 3, 2024. The committee approved sending the policy and procedures for College feedback, which is open from March 6 to March 27, 2024.

ii) Chair Report

- A working group consisting of S. Kay, N. Mandryk and C. Little has been working on revising the Appeal to Education Council on Academic Matters policy (321), which is due for review. A first draft was discussed at the March committee meeting.
- Members also reviewed a list of academic policies in order to recommend policies to prioritize for review. There was interest in forming working groups to revise these policies. The approach to policy reviews will be discussed with D. Wells as the policy sponsor.
- EdCo members inquired about the possibility of increasing resourcing of education services renewals. While the CTLR supports program renewals, education service renewals are outside the CTLR's scope.

c) Education Quality Committee (EQC)

i) Program and Education Services Renewal Schedules 2023–2028

- T. Rowlett reported that the committee met with all deans to discuss themes from the 2023 Annual Program Reviews. A summary report will be submitted to EdCo at a later date.
- Curriculum Development (CD) Fund adjudication was held on March 4. \$400,000 in funding was allotted for CD projects in 2024/25.
- The program and education services renewal schedules were included in the meeting package for information. As noted, the committee provided feedback on the Education Services Renewal policy (see agenda item 7bi).

8. RESEARCH UPDATE

- A. Copp provided an update on VCC's Research Data Management Strategy. Work is in progress, and a [LibGuide](#) is available online.
- VCC's Teaching, Learning and Research Symposium was held on February 29–March 1, 2024. The symposium featured a student showcase. There was a discussion about increasing student participation in the showcase, which is not limited to research projects, and can include, e.g., digital posters.
- The VCC Research Fund is accepting applications. The criteria and application were revised to expand eligibility to all employees and clarify that funds can be used at any stage of a research project for a variety of activities.

9. CHAIR REPORT

- N. Mandryk announced her election as chair of the Board of Governors' Governance Committee. At its upcoming meeting, the committee will discuss EdCo's advice on the governance process for the International Education Strategic Plan (IESP).
- N. Mandryk is also part of an appeals working group, which was formed following the dissolution of EdCo's Appeals Oversight Committee. Members include C. Munro, S. Nielsen, and R. Fraser; T. Marks has stepped down. The group is planning training around fairness and decision-making in various contexts, beyond formal appeals.

10. STUDENT REPORT

- J. Ligeralde reported on SUVCC activities to address food insecurity. The union is also organizing "Stress Busters" events at both campuses.

11. NEXT MEETING AND ADJOURNMENT

- A special Education Council meeting will be held on March 18, 3:00–4:00 p.m. for the Enrolment Plan 2024/25.
- The next regular Education Council meeting will be held on April 9, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:19 p.m.

APPROVED AT THE APRIL 9, 2024 EDUCATION COUNCIL MEETING

**Natasha Mandryk,
Chair, VCC Education Council**



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
SPECIAL MEETING MINUTES

March 18, 2024

3:00–4:00 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Dennis Innes	Shirley Lew
Sarah Kay (Vice-Chair)	Jessica Ligeralde	Simranjot Kaur
Belinda Kaplan	Kseniia Osipova	Todd Rowlatt
Dave McMullen	Lisa Beveridge	Vivian Munroe
David Kirk	Louise Dannhauer	
David Wells	Marcus Ng	

Regrets

Brianna Higgins	Derek Sproston	Heidi Parisotto
Dana Valeria Rodriguez Arellano	Emily Simpson	

Guests

Chelsea Hunter	Julie Gilbert	Nicole Degagne
Dawn Cunningham Hall	Les Apouchtine	Patris Aghakian
Herbie Atwal	Mark Chiarello	Stefan Nielsen
Jo-Ellen Zakoor	Marnie Findlater	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:00 p.m. S. Kay chaired the meeting on behalf of N. Mandryk.

2. ACKNOWLEDGEMENT

- J. Ligeralde acknowledged the College's location on the traditional unceded territories of the x̱m̱əθḵ'əy̱ əm (Musqueam), Sḵwx̱ wú7mesh (Squamish), and səliłw̱ ətaʔṯ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 18, 2024 agenda as presented.

Moved by D. Kirk, Seconded & CARRIED (Unanimously)

4. BUSINESS ARISING

a) 2024–2025 Enrolment Plan

MOTION: THAT Education Council recommends the Board of Governors delay approval of the 2024–2025 Enrolment Plan until an updated plan is provided, and recommends the Board of Governors confirm that the enrolment numbers used in the budget planning reflect the identified and planned alterations.

Moved by T. Rowlatt, Seconded & CARRIED (9 in favour, 5 opposed)

- D. Wells presented the draft 2024–2025 Enrolment Plan (EP), which was circulated to EdCo members on March 1 and discussed at an EdCo lunch & learn session on March 11.

- The annual enrolment plan reflects budgeted registrations projected by Finance, which in turn represent prospective enrolment. The plan informs the budget process and is used to guide the number and size of course or cohort offerings in departments and program areas. For this year's plan, the format was adjusted to remove projected full-time equivalent (FTE) student numbers and solely report projected registrations. The rationale was to simplify and streamline the reporting process in comparison with previous years. Creation of the EP involves departments, deans, Finance, the Registrar's Office, and Institutional Research.
- It was acknowledged that the numbers for both domestic and international enrolment will require adjustments. The numbers in the draft plan are higher than they are expected to be in the finalized plan. On the domestic side, the main factor creating inflated numbers is that for Finance purposes, any active registrations in the fiscal year are counted. This means that students who registered in January, February, or March 2024 and do not complete their courses by the end of March are counted towards the 2024/2025 plan, resulting in numbers appearing higher than in the past. Filtering out these dates would align numbers closer to last year's budgeted registrations.
- On the international student side, while there is some more information on attestation letters VCC will be allotted for international students, there are still open questions about IRCC processes, as well as the impact of changed regulations on international student demand for studies in Canada. The international enrolment numbers will need to be adjusted down closer to last year's numbers.
- Education Council appreciated the discussion and that the limitations were outlined. However, since none of these were reflected in the Enrolment Plan document, EdCo recommended delaying approval of the EP by the Board until an updated version of the plan is created. The motion was approved by majority vote, with 5 members opposed.
- D. Wells informed Education Council that he would bring forward a separate motion to the Board for approval of the plan in March.

5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on April 9, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 3:47 p.m.

APPROVED AT THE APRIL 9, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council

**ATTENDANCE****Education Council Members**

Natasha Mandryk (Chair)	Dennis Innes	Louise Dannhauer
Belinda Kaplan	Emily Simpson	Marcus Ng
Brianna Higgins	Heidi Parisotto	Shirley Lew
David Kirk	Jessica Ligeralde	Todd Rowlatt
David Wells	Lisa Beveridge	Vivian Munroe

Regrets

Dana Valeria Rodriguez Arellano	Derek Sproston	Sarah Kay
Dave McMullen	Kseniia Osipova	Simranjot Kaur

Guests

Ariele Taylor	Jennifer Kelly	Mark Chiarello
Brenda Carmichael	Jessie Williams	Rosie Gosling
Clay Little	Jo-Ellen Zakoor	Sara Yuen
Clayton Munro	Julie Gilbert	Sky Ju
Dawn Cunningham Hall	Les Apouchtine	Stefan Nielsen
Jacquie Harrison	Lucy Griffith	Tannis Morgan
Jane Jae Kyung Shin	Mari Klassen	Taryn Thomson

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- E. Simpson acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the April 9, 2024 agenda as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the March 12 and March 18, 2024 minutes as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported that the next Academic Governance Council meeting is planned for May. The council is made up of EdCo chairs and vice-chairs from institutions across B.C.

- The School of Trades, Technology and Design sought guidance on the approval process for an articulation agreement with NSCAD University. The agreement will allow VCC's Jewellery Art & Design Diploma graduates to transfer into NSCAD's Bachelor of Fine Arts degree program. Since VCC is the sending institution, the agreement does not require EdCo approval and will be presented for information only at an upcoming EdCo meeting.

6. BUSINESS ARISING

a) Strategic Innovation Plan (SIP) Update

- J. Shin, Vice President Students and Development, shared the Strategic Innovation Plan update, which was presented to the Board of Governors in March. The [report](#) outlines SIP objectives completed in 2023, as well as accomplishments that support its priorities despite not being originally part of the SIP, and projects that are currently in progress.
- There was a discussion about academic innovation objectives related to risk, and considerations around what constitutes operational versus strategic initiatives. There are plans to re-engage with departments to update SIP objectives, which were originally developed 3–4 years ago.

b) Deans' & Directors' Annual Presentations – Part 4

- Annual updates were presented by D. Kirk, Dean of Curriculum & Pedagogy (including the Centre for Teaching, Learning & Research (CTLR), Learning Centre, and School of Instructor Education); J. Williams, Dean of Indigenous Initiatives, and C. Little, Associate Director, Indigenous Education and Community Engagement; and T. Morgan, Associate Vice President, Academic Innovation.
- Topics of discussion included Indigenizing curriculum, Indigenous-focused programming and educational pathways, services for Indigenous students, and the importance of ceremony. The ground blessing ceremony for the construction of the Centre for Clean Energy and Automotive Innovation will be held on April 12. Work on VCC's Indigenization Framework will begin in late 2024 or early 2025.
- The Academic Innovation portfolio includes initiatives around prior learning assessment and recognition (PLAR) and a syllabus system; digital literacy strategy and framework; dual credit; health simulation; and an artificial intelligence (AI) working group. The importance of sector-wide engagement was emphasized.

c) Enrolment Plan 2024–2025

- The draft Enrolment Plan (EP) 2024–2025 was discussed at a special Education Council meeting on March 18 to provide advice to the Board of Governors. EdCo advised the Board to delay approval until an updated plan was available. The draft EP was not presented at the March 27 Board meeting. N. Mandryk reported that an updated EP will come to EdCo in May for new advice to the Board.

d) English as an Additional Language (EAL) Support Faculty Positions

- S. Low provided an update on VCC's plan to add five FTE (full-time equivalent) EAL support faculty positions, which will form a team with two existing EAL support faculty working in the schools of Hospitality, Food Studies & Applied Business and Health Sciences. Faculty will be distributed across schools to support both students and instructors in programs with international students. Details need to be finalized with the Faculty Association before starting the hiring process.
- The new roles will work with deans and department leaders to identify priorities and take on projects, offer workshops, etc. One-to-one tutoring, which is offered by the Learning Centre, will not be part of the scope.

e) International Education Strategic Plan (IESP) – Governance Process

- N. Mandryk reported that the International Education Strategic Plan (IESP) was presented to Education Council for information in January 2024. Following further discussion, EdCo determined that the IESP requires approval by the Board of Governors, with EdCo advice, according to the College & Institute

Act, section 23 (1)(a). At a special EdCo meeting on Jan 24, 2024, the IESP was approved for recommendation to the Board. The Board received the IESP for information in February, pending a recommendation of the Board's Governance Committee on the appropriate governance process. The Governance Committee ultimately decided that the plan was an operational matter and did not require formal approval by the Board.

f) By-Election: EdCo Vice-Chair

- Since S. Kay stepped down as Vice-Chair, a by-election was conducted for the remainder of the term (until December 2024). L. Apouchtine conducted the election on behalf of D. McMullen.

H. Parisotto nominated L. Dannhauer. Nomination accepted.

Second and third call for nominations: There were none.

By acclamation, L. Dannhauer was announced Vice-Chair of Education Council.

- The election of L. Dannhauer created a vacancy on the EdCo Executive Committee, and an election was conducted to fill this position.

L. Dannhauer nominated E. Simpson. Nomination accepted.

Second and third call for nominations: There were none.

By acclamation, E. Simpson was announced member of the EdCo Executive Committee.

g) EdCo Planning Day - June

- EdCo's next biannual planning day will take place in June. Two potential dates were identified. Members were asked to indicate their availability and suggest topics for discussion.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: SIGN 1010, 1020, 2010, 2020

MOTION: THAT Education Council approve, in the form presented at this meeting, four new courses: SIGN 1010, 1020, 2010, 2020.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- M. Klassen presented the proposal for four new courses at the beginner and intermediate American Sign Language (ASL) levels. These new 60-hour courses were created by splitting existing courses SIGN 1000 and SIGN 2000 into two parts each. The rationale was to align with other institutions and make it easier for students to transfer to or from VCC. There were no changes to content.
- T. Rowlatt added that Curriculum Committee requested only minor adjustments, which were completed.

ii) Program Update: Provincial Instructor Diploma Program (PIDP)

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Provincial Instructor Diploma program content guide and two new courses: PIDP 3360 Challenges and Trends in Online Learning and PIDP 3370 Inclusive Online Instruction: Theory to Practice.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal to split existing course EDUC 4250 from the Teaching Online Certificate into two new courses (PIDP 3360 and 3370) and embed them into the PIDP as electives. These two courses focus on learning theories and pedagogies that support online teaching and learning, while other PIDP courses cover design, delivery and facilitation of online courses.

iii) Program Update: Automotive Parts and Service Management Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the program name change to Automotive Parts and Service Management Diploma

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- The new Automotive Parts and Service Technology Diploma was provisionally approved in November 2023. The program is primarily aimed at international students, and International Education (IE) is recruiting student for the first intake. Based on feedback from recruitment partners, a change of the program name was proposed – replacing “technology” with “management.” This change better reflects learning outcomes and is expected to make it easier to promote the program, particularly in countries with a higher driving age, where high school graduates may be less familiar with the automotive parts and services sector as a potential career path.
- There were questions whether “management” accurately captures the career opportunities for graduates coming straight out of the program. L. Griffith clarified that graduates will be qualified to manage operations, auto parts inventory and customer service. Industry feedback indicates high labour market demand, including for those with a foundational background in the field. The first year of the program aligns with the Automotive Service Technician (AST) foundation curriculum, and graduates will be able to take further training in AST or business.
- The chairs of Curriculum Committee and Education Council agreed to bring the proposal straight to Education Council for approval, without going through Curriculum Committee, to expedite this change and support recruitment efforts for the program launch. Curriculum Committee will be informed of this update at its next meeting.

iv) Chair Report

- A working group consisting of B. Higgins, N. Scott, D. Cunningham Hall and T. Rowlatt is reviewing the recommended characteristics of students section in program content guides from an accessibility lens. The group is developing recommendations to rework this section and focus on describing the learning environment and other considerations, rather than personal characteristics.

b) Policy Committee

i) Chair Report

- N. Mandryk reported on behalf of S. Kay. At its April 3 meeting, the committee reviewed the revised Accommodation for Students with Disabilities policy (405), which went for legal review. The committee requested some edits and voted to send the policy, with these changes, for College feedback.
- The committee also reviewed formatting edits to the definition of academic misconduct in the Academic Integrity policy (325). These formatting changes will make it easier to search for definitions of different types of academic misconduct in the glossary on the redesigned policy webpage.

ii) Education Services Renewal Policy (405)

MOTION: THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Education Services Renewal (405) policy and procedures.

Moved by L. Dannhauer, Seconded & CARRIED (Unanimously)

- The policy underwent a scheduled review led by C. Munro, Associate Vice President, Student and Enrolment Services. One of the key changes was to provide flexibility to adjust the scope of each education service renewal to make it relevant to the specific service area.
- The policy was posted for College feedback. One comment was received related to Indigenization, reconciliation and decolonization. In consultation with J. Williams, Dean of Indigenous Initiatives, language in policy principle #2 was changed to “reconciliation and diversity,” in alignment with VCC’s

Strategic Innovation Plan (SIP). There were no other changes. The committee had no further feedback and unanimously recommended the policy and procedures for approval.

c) Education Quality Committee (EQC)

i) Curriculum Development (CD) Fund 2024/25

- T. Rowlett reported that \$400,000 in CD funding was allocated at the March 4 adjudication meeting. A kick-off meeting will be held for curriculum development project leaders who received funding this year, in collaboration with the CTLR and F. Ghesen, Associate Director, Trades, Technology & Design.

8. RESEARCH ETHICS BOARD UPDATE

- New Research Ethics Board (REB) Chair J. Kelly reported that VCC has joined the harmonized research ethics review process through Research Ethics BC. The harmonized application process will make it easier for researchers to conduct multi-institution studies and may lead to VCC being involved in more research projects.
- The REB will roll out course-based reviews shortly. Course-based reviews allow instructors whose classes include student-led research projects to obtain REB approval on the course level, rather than requiring approval for each individual student project.

9. CHAIR REPORT

- N. Mandryk reported that the Board of Governors approved the Cooperation Agreement between the Sustainable Hospitality Alliance and Vancouver Community College at its March 27, 2024 meeting (joint approval with EdCo).

10. STUDENT REPORT

- J. Ligeralde reported on SUVCC's support for the BC Federation of Students' (BCFS) open letter to Premier Eby. The [letter](#) includes five calls to action related to international students and funding of public post-secondary education.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on May 14, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:33 p.m.

APPROVED AT THE MAY 14, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

May 14, 2024

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Derek Sproston	Marcus Ng
Belinda Kaplan	Emily Simpson	Shirley Lew
Brianna Higgins	Jessica Ligeralde	Todd Rowlatt
David Kirk	Kseniia Osipova	Vivian Munroe
David Wells	Lisa Beveridge	
Dennis Innes	Louise Dannhauer	

Regrets

Dana Valeria Rodriguez Arellano	Heidi Parisotto	Simranjot Kaur
Dave McMullen	Sarah Kay	

Guests

Adrian Lipsett	Les Apouchtine	Sheri Wiwchar
Clay Little	Lucy Griffith	Sky Yu
Jennifer Gossen	Marnie Findlater	Stefan Nielsen
Jo-Ellen Zakoor	Nigel Scott	Tannis Morgan
John Demeulemeester	Shantel Ivits	William Alvarado Barraza

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m. L. Dannhauer chaired the meeting on N. Mandryk's behalf.

2. ACKNOWLEDGEMENT

- M. Ng acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the May 14, 2024 agenda as presented.

Moved by L. Beveridge, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the April 9, 2024 minutes as presented.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- L. Dannhauer reported that student representative J. Ligeralde's term on EdCo ended at the end of April due to her graduation at the end of April. J. Ligeralde was thanked for her contributions to EdCo and Curriculum Committee. No by-election will be held at this time. Regular elections will take place in the fall.

6. BUSINESS ARISING

a) International Enrolment

- J. Gossen presented an update on developments related to international enrolment since the announcement of the national cap on study permit applications in January 2024.
- VCC's international enrolment in May 2024 was slightly higher than planned; most of these students already had study permits before the new rules came into effect. Projected enrolment numbers for 2024/2025 were revised, particularly for post-degree diploma programs). Some students are pursuing master's programs at other institutions instead, which are still eligible for spousal open work permits. While VCC's allocation of provincial attestation letters (PALs) for 2025/26 is unknown, the College is moving forward with plans for new programs.
- Efforts to manage the current situation include promoting BC as a study location, analyzing data to identify and respond to trends, and enhancing recruitment efforts. To support student retention and success, International Education is focusing on early intervention and case management for at-risk students, which includes raising awareness of potential impacts of academic issues on their student visas. The department is also developing a student success module, which will include topics such as academic support and health and wellness.

b) Deans' & Directors' Annual Presentations – Part 4

- The annual update was presented by L. Griffith, Dean of Trades, Technology and Design. Key themes included hybrid apprenticeships and new programming in emerging fields to be delivered out of the future Centre for Clean Energy and Automotive Innovation (CCEAI).

c) Enrolment Plan 2024–2025

MOTION: THAT Education Council recommend the Board of Governors approve the 2024–2024 Enrolment Plan, in the form presented at this meeting.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

- The initial draft of the Enrolment Plan (EP) 2024–2025 was presented at a special Education Council meeting on March 18 in order for EdCo to provide advice to the Board of Governors. Since it was identified that both domestic and international registration numbers required adjustments, EdCo advised the Board to delay approval until an updated plan was available. The draft EP was not presented at the March 27 Board meeting.
- D. Wells presented an updated version of the Enrolment Plan. Data was filtered to exclude students who enrolled in the previous fiscal year. The updated draft removed the erroneous inclusions of domestic enrolment from the previous fiscal year and international enrolment in domestic-only developmental programming. International registration numbers were also adjusted. Due to recent changes coming from Immigration, Refugees and Citizenship Canada, the situation related to international students remains in flux, and the overall international student numbers may change.
- There was discussion about reduced budgeted registration numbers for specific areas, including Music, Computer Systems Technology Diploma, and Baking. The reasons for the lower numbers were clarified; no strategic program reduction is planned.

d) Academic Year 2024/25, 2025/26, 2026/27

MOTION: THAT Education Council recommend the Board of Governors approve the Academic Year 2024/25, 2025/26, and 2026/27.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

- L. Apouchtine presented the proposed academic year schedule for 2024–2025, 2025–2026, and 2026–2027. This document supports the coordination of academic and campus activities and operation of

the Registrar's Office. It includes public holidays and College closures, term dates, and grade submission deadlines.

- Unlike in previous years, these proposed academic dates do not include a set exam period, since many programs do not include exams. Instead, the proposed schedule lists "Last Day of Class/Exams," which is applicable to more VCC programs.
- The Fall 2026 semester, as proposed, is shorter than usual at 67 instructional days due to a late Labour Day (Sept 7, 2026). The fall semester also includes four statutory holidays and VCC Day, on which all daytime classes are cancelled. The short Fall 2026 semester will make it challenging for some areas to meet instructional hours. The Registrar's Office/Academic Scheduling will need to work proactively with these areas to arrange scheduling so required contact hours are met. It was suggested to inquire with People Services about moving VCC Day to the winter term.
- The dates for the holiday closure over the winter break fall under the purview of People Services; for this reason, the dates are listed as "TBD" on the schedule.

e) Articulation Agreement with NSCAD University

- D. Wells presented the articulation agreement with NSCAD University in Nova Scotia. The agreement will enable VCC's Jewellery Art & Design Diploma graduates to transfer into NSCAD's Bachelor of Fine Arts degree program. Since VCC is the sending institution, it was determined that the agreement does not require EdCo or Board of Governors approval and was presented for information only.
- This is a five-year agreement. It was clarified that students have between 2–5 years to complete VCC's diploma program, so there is flexibility for students requiring a reduced course load.

f) EdCo Planning Day – June

- L. Dannhauer reported that EdCo Planning Day will be held on June 6, 9:30 a.m.–12:30 p.m. Topics will include generative AI and curriculum development, review, and approval processes at VCC.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: ENGL 0600 Editing for Grammar

MOTION: THAT Education Council approve, in the form presented at this meeting, new course ENGL 0600 Editing for Grammar.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- S. Ivits presented the proposal for a new Adult Basic Education (ABE) Fundamentals course. The course is specifically designed for students at the intersection of English as an Additional Language (EAL) and literacy learning. These learners have lived in Canada for a number of years and have strong English speaking and listening skills, but lower reading and writing skills, and may have limited formal education. Since adult literacy programs are generally designed for learners who speak English as their first language, this course fills a gap by teaching grammar skills tailored to EAL learners.
- It was suggested to explore the use of AI as a tool for students in this course. S. Ivits will take this recommendation back to the department.

ii) New course: SCIE 0710 Welcome to Math and Science

MOTION: THAT Education Council approve, in the form presented at this meeting, new course SCIE 0710 Welcome to Math and Science.

Moved by V. Munroe, Seconded & CARRIED (Unanimously)

- N. Mandryk presented the first of two new courses in a province-funded pathways program for ABE (Adult Basic Education) students. The purpose is to offer a low-barrier starting point for students who may have had interrupted or incomplete school experiences to enter post-secondary studies. The

course integrates assessment, acknowledgement of prior learning, and preparation for further learning in Grade 10–12 courses in math and science. To build community and foster a sense of belonging, students will move through the program in a cohort. Two pathway streams are planned: one for Indigenous students and one for students heading into Health Sciences programs.

iii) Access to Practical Nursing (APN) Home Health Pilot

MOTION: THAT Education Council approve the admission requirements change for the September 2024 Access to Practical Nursing (APN) Diploma intake based on participation in the Ministry of Post-Secondary Education and Future Skills APN Home Health Pilot; including home support as part of the 600 hours of work experience admission requirement.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- T. Rowlett and J.-E. Zakoor presented the proposal for VCC's Access to Practical Nursing (APN) Diploma program to join the Ministry of Post-Secondary Education and Future Skills' APN Home Health Pilot. The pilot would allow for home support to count towards the 600 hours of work experience required for admission to the APN program. The current admission requirements explicitly exclude home care. This change will reduce barriers for students, who typically have work experience as health care assistants, and will support recruitment for this program.
- The proposal is to allow an exception only for the September 2024 intake, not to generally adjust program admission requirements. Due to the short timeline, the proposal was brought directly to EdCo without going through Curriculum Committee. Curriculum documentation will not change, but a statement will be added to the website to inform students.
- North Island College has been running this pilot for a number of years. The regulatory body for practical nursing, the BC College of Nurses and Midwives, will evaluate student outcomes. There was a discussion about recruitment for the upcoming intake and promoting the pilot to potential students.

b) Policy Committee

i) Accommodation for Students with Disabilities (327) Policy & Procedures

MOTION: THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Accommodation for Students with Disabilities (327) policy and procedures.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- B. Higgins, N. Scott and N. Mandryk presented the revised policy, which underwent a full review, including several discussions at Education Policy Committee (EPC). Feedback from the May 8 committee meeting was incorporated after distribution of the EdCo meeting package. The following additional edits were made: removing "based on provincial guidelines" from procedure #8; removing "tribunal" from the definition of procedural fairness; adding "classroom environment/learning environment" to the definition of reasonable accommodation; and removing the Student Non-Academic Conduct (324) policy from related policies.
- Education Council had no further comments.

c) Education Quality Committee

i) Program Renewal Reports: Business Management Post-Degree Diploma, Fashion Design & Production, Retail & Hospitality Careers

- T. Rowlett presented three program renewal reports that were discussed at the last committee meeting. Departments and the CTLR were thanked for their work on these renewals.

8. CHAIR REPORT

- L. Dannhauer reported that the next Academic Governance Council meeting will be held on May 21. The council is made up of EdCo chairs and vice-chairs from institutions across B.C.
- Members were invited to express their interest in working on a review of the EdCo Bylaws.
- The 2023 Strategic Innovation Plan Accomplishments Report was presented to EdCo on April 9; an error related to the Sign Language Interpretation Diploma program identified at that meeting has been corrected.

9. STUDENT REPORT

- M. Ng reported that SUVCC organized information tables for students at both campuses last week.

10. NEXT MEETING AND ADJOURNMENT

- Education Council Planning Day will be held on June 6, 9:30 a.m. –12:30 p.m.
- The next regular Education Council meeting will be held on June 11, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:22 p.m.

APPROVED AT THE JUNE 11, 2024 EDUCATION COUNCIL MEETING

Louise Dannhauer
Vice-Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

June 11, 2024

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Emily Simpson	Sarah Kay
Brianna Higgins	Kseniia Osipova	Todd Rowlatt
Dave McMullen	Lisa Beveridge	Vivian Munroe
David Kirk	Louise Dannhauer	
Dennis Innes	Marcus Ng	

Regrets

Belinda Kaplan	Derek Sproston	Simranjot Kaur
Dana Valeria Rodriguez Arellano	Heidi Parisotto	
David Wells	Shirley Lew	

Guests

Adrian Lipsett	John Demeulemeester	Nicole Degagne
Herbie Atwal	Lucy Griffith	Pervin Fahim
Jennifer Kelly	Marnie Findlater	Stefan Nielsen
Jo-Ellen Zakoor	Michael Yue	Tanya O'Neill

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- V. Munroe acknowledged the College's location on the traditional unceded territories of the x̱m̱əθḵəy̱ əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̱ ətaʔṯ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the June 11, 2024 agenda as amended. Item 6b) Academic Planning & RFQ Process was deferred.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the May 14, 2024 minutes as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk welcomed Tanya O'Neill, Manager, Indigenous Education Initiatives, to VCC.

6. BUSINESS ARISING

a) Contract Training Update

- M. Yue presented the Partnership Development Office's (PDO) annual update on contract training. A summary of 2023/24 contracts was included in the meeting package. 32 new contracts started within that timeframe, classified as FTE or non-FTE, depending on whether they contribute to VCC's student FTE (full-time equivalent).
- Highlights included Culinary Arts training in partnership with the Hałzaqv/Heiltsuk Nation in Waglisla/Bella Bella, BC, and the Gwich'in Tribal Council in the Northwest Territories. Continuing Studies launched new micro-credentials in Fashion & Costuming for Film and Video Game Production with provincial funding.
- There was a discussion about VCC's decentralized approach to managing and evaluating contracts, which may be held by the PDO or other departments across the College.

b) Academic Planning & RFQ Process

- Item deferred.

c) Implementation of Revised Program: Counselling Skills Foundations: Mental Health & Addictions Program

- N. Mandryk provided an update regarding the Counselling Skills Foundations: Mental Health & Addictions Certificate. The revised curriculum was approved by EdCo in May 2023. Since potential re-costing of the program was not considered at the time, there was no EdCo motion to provide advice to the Board of Governors on program implementation.
- In May 2024, N. Mandryk was informed that the Ministry considered the program change a substantial revision and approved a tuition change. To avoid delays to student registration and to the planned program launch for September 2024, the Education Council Executive agreed with the proposal to bring the revised tuition to the Board of Governors in May 2024 without formal EdCo advice on program implementation, as an exceptional situation. The Board approved the revised tuition on May 29, 2024.
- EdCo members had no concern about this approach.

d) Continuing Studies Non-Credit Course Outlines

- A. Lipsett presented the annual update on Continuing Studies (CS) non-credit courses. The number of offerings was similar to the previous year. The overall trend is away from general interest courses and towards more professional development and business/finance-related offerings. These include asynchronous LERN courses, offered by VCC through a licensing agreement. VCC continues to expand its micro-credential offerings (both through CS and other schools), utilizing the CS online registration systems to streamline the process for students.
- While CS students are mostly from the Lower Mainland and other parts of Canada, VCC is leveraging its current role as UMAP (University Mobility in Asia and the Pacific) International Secretariat to expand the reach of its online offerings, e.g. to Malaysia.

e) EdCo Planning Day Debrief

- N. Mandryk reported on EdCo Planning Day, held on June 6. Dr. B. Magrill from Capilano University presented on generative artificial intelligence (AI). D. Wells presented the revised draft Curriculum Development and Approval Policy (410) and supporting documents for initial discussion. Work on this policy is ongoing, and members were invited to join future Education Policy Committee meetings.
- L. Dannhauer took over the chair during the discussion of item 7ai.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: SCIE 0715 Foundations for Success in Math and Science

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course SCIE 0715 Foundations for Success in Math and Science.

Moved by M. Ng, Seconded & CARRIED (Unanimously)

- J. Kelly and N. Mandryk presented the second of two courses in a province-funded pathways program for ABE (Adult Basic Education) students. After completing the first course SCIE 0710, students will continue into SCIE 0715. This course is designed to support students re-entering formal education, and will be taken alongside math and science upgrading courses. No co-requisites are listed for SCIE 0715, since students may be taking a variety of math or science courses in tandem, depending on their level.

ii) Program Update: Medical Office Assistant Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Medical Office Assistant Certificate, and changes to the credits for MEDC 1141, MEDC 1142, and MEDC 1151.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- D. Innes presented the proposal to reduce credits (by 0.5 credit each) for three courses in the recently revised Medical Office Assistant Certificate program, which has not yet been taught. There were no substantive changes to the overall program structure. Some instructional hours were recategorized, which resulted in an increase in program credits by 1.5. The proposal is to slightly reduce the credits in three courses to retain the original number of program credits. The Registrar's Office and Curriculum Committee had no concerns.

iii) Program Updates: Hairstylist Certificate and Esthetics & Spa Therapy Certificate

MOTION: THAT Education Council approve, with the change approved at this meeting, revisions to the Hairstylist Certificate program content guide, including three new courses: HAIR 1010, HAIR 1020 and HAIR 1030.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

THAT Education Council approve, in the form presented at this meeting, revisions to the Esthetics & Spa Therapy Certificate program content guide, including three new courses: ESTH 1010, ESTH 1020 and ESTH 1030.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- L. Dannhauer presented the proposal. The key change was to rebalance credits among the three courses in each program. Both Level 3-courses are now 9 credits and considered full-time, which is important to meet requirements for international students as well as financial aid. No new content was added to either program, but outcomes were redistributed among courses. Evaluation plans were updated to provide more clarity for students and to emphasize the importance of meeting the strict attendance requirements.
- A minor change was requested by EdCo: replacing "final VCC practical exam" with "SkilledTradesBC practical exam" in the HAIR 1030 course outline.

iv) Minor Curriculum Changes January–May 2024

- T. Rowlatt presented the biannual update on minor curriculum changes approved by Curriculum Committee.

b) Policy Committee

- S. Kay reported that the committee provided feedback on the Curriculum Development and Approval Policy (410) at its June 5 meeting. K. Oldenburg was thanked for chairing the committee during S. Kay's absence.
- The revised Accommodation for Students with Disabilities policy (327) was reviewed by Governance Committee and will be presented to the Board for approval on June 26. The Board approved the revised Education Services Renewal policy (405) on May 29.

c) Education Quality Committee

i) Annual Program Review 2023 Summary Report

- T. Rowlett presented EQC's Annual Program Review Summary Report, based on a conversation with all deans about annual program reviews (APRs) and further committee discussion. APRs this year included a question about collection of student feedback. There is no consistent approach to data collection across the College, and there are challenges around logistics and access to data. Key themes in APR report were Indigenization and decolonization, mental health and well-being, micro-credentials, and prior learning assessment and recognition (PLAR). An emerging topic is generative artificial intelligence (AI).
- Committee priorities for the next year include developing a quality report; reviewing the course and program evaluation process; work on integrating mental health and well-being into curriculum development; and identifying and sharing successful models for instructor orientation and onboarding in collaboration with the CTLR.

8. CHAIR REPORT

a) EdCo Annual Report 2023

- N. Mandryk reported on the May 21 Academic Governance Council meeting. The council consists of EdCo chairs and vice-chairs from across BC. There was a discussion about tensions between privacy legislation and the Accessible BC Act related to students recording classes. Several institutions are reviewing their policy frameworks and conducting a gap analysis. Nicola Valley Institute of Technology's approach to decolonizing policy was highlighted. Other discussion topics included the Quality Assurance Process Audit (QAPA) several institutions are undergoing, and part-time faculty on EdCo.
- N. Mandryk will participate in an upcoming Ministry of Post-Secondary Education and Future Skills workshop for Board members.
- The 2023 EdCo Annual Report was presented for information.

9. STUDENT REPORT

- M. Ng reported on the land acknowledgement workshop on May 23 facilitated by C. Little.
- SUVCC ran a successful pub night for students from both campuses on May 29.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on September 10, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 4:40 p.m.

APPROVED AT THE SEPTEMBER 10, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

September 10, 2024

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Emily Simpson	Sarah Kay
Belinda Kaplan	Heidi Parisotto	Shirley Lew
Brianna Higgins	Kseniia Osipova	Todd Rowlett
Dave McMullen	Lisa Beveridge	Vivian Munroe
David Wells	Louise Dannhauer	
Dennis Innes	Marcus Ng	

Regrets

Dana Valeria Rodriguez Arellano	Derek Sproston
David Kirk	Simranjot Kaur

Guests

Adrian Lipsett	Herbie Atwal	Mari Klassen
Andrea Korens	Janet Chee	Michael Coard
Andy Sellwood	Jennifer Gossen	Nicole Degagne
Beth Beeching	Jennifer Kelly	Reza Nezami
Claire Sauv�	Jo-Ellen Zakoor	Stefan Nielsen
Daniel Lindskog Wilson	Karen Brooke	Susie Findlay
Dawn Cunningham Hall	Kirsten Hagemoen	Tannis Morgan
Heather McMullen	Laurie Vestergaard	Willy Aroca Aguirre

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m.

2. ACKNOWLEDGEMENT

- E. Simpson acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̌wú7mesh (Squamish), and səliłw̓ ətaʔt̓ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the September 10, 2024 agenda as amended, with adjusted timing of items 6a) and b).

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the June 11, 2024 minutes as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Draft Institutional Guidelines on Generative AI in Teaching and Learning

- T. Morgan and E. Simpson presented VCC's [Draft Institutional Guidelines on Generative AI in Teaching and Learning](#). The guidelines were developed by a VCC working group with broad representation, drawing on guidelines of other institutions such as UBC and KPU. The document aims to guide ethical and effective use of generative AI at VCC within teaching and learning and addresses issues such as academic integrity, security, privacy and copyright, and assessments.
- Efforts to create awareness of these guidelines across the College include presentations at Leaders' Forum and School meetings, outreach to departments, CTLR workshops, and an updated AI page on the CTLR site. Due to rapid changes around AI, the guidelines are intended as a living document.
- There was a discussion about academic integrity and the importance of clear statements on AI use in course syllabi. The CTLR is available to address questions and receive feedback on the guidelines.

b) Memorandum of Understanding with Athabasca University

R. Nezami presented a Memorandum of Understanding (MOU) with Athabasca University, established by VCC's School of Trades, Technology and Design. The goal is to explore transfer options for VCC students in the Computer Systems Technology Diploma program to Athabasca University, and potentially other transfer opportunities. MOUs are presented to EdCo and the Board of Governors for information only. There was a discussion about the format and required clauses for agreements, including MOUs.

c) Concept Paper: Professional Baking & Pastry Arts Diploma

- D. Innes presented the concept paper for this new credential, which is replacing the international Dual Certificate (see item 7ai).

d) Election: Interim Education Policy Committee Chair

- S. Kay took on a new position at VCC and stepped down as Education Policy Committee Chair in August. She was thanked for chairing the committee for the last 2.5 years.
- D. McMullen conducted the election for an interim EPC chair (until December 31, 2024).

N. Mandryk nominated L. Dannhauer. Nomination accepted.

Second and third call for nominations: There were none.

By acclamation, N. L. Dannhauer was announced interim Chair of Education Policy Committee.

e) EdCo Elections

- N. Mandryk announced upcoming elections to fill five faculty and four student seats on EdCo. Details and timelines will be posted on September 16.

f) Program Discontinuance: Teaching Online Certificate

MOTION: THAT Education Council recommends the Board of Governors discontinue the Teaching Online Certificate program effective January 1, 2025

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- K. Brooke presented the proposal to discontinue the Teaching Online Certificate (TOC), which was suspended in March 2023. The TOC has not attracted sufficient enrolment to make it a viable option for the College to offer as a separate certificate program. However, TOC courses have been popular as electives in the Provincial Instructor Diploma (PIDP). Courses covering the outcomes of the TOC have been added to the Provincial Instructor Diploma program.

- While the procedures for VCC Policy 414 Suspension and/or Discontinuance of Programs specify a two-year timeline for a decision on program discontinuance, EdCo had no concerns about the shorter timeline due to unanimous support from both the dean and department.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Program: Professional Baking & Pastry Arts Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the new Professional Baking & Pastry Arts Diploma program content guide and 16 new course outlines, and recommend the Board of Governors approve the credential and implementation of the new program.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- D. Innes, S. Findlay and L. Vestergaard presented the proposal for the Professional Baking & Pastry Arts Diploma, which is designed to replace the international Dual Certificate offering. The proposed new program reflects all three levels of the national 3-year Baker Apprenticeship curriculum and meets SkilledTradesBC (STBC)'s requirements around technical training for bakers.
- The new credential provides a more reliable pathway for international students to access a Post-Graduate Work Permit (PGWP). It also provides an opportunity for international students to take all three levels of technical training and pursue their Red Seal once they have completed required workplace hours. With the Dual Certificate, students only completed Level 1 and had to obtain their Permanent Residency first before they could take Apprenticeship Levels 2 and 3.
- Some concerns were raised about the new credential related to educational quality, fairness, and reputational risk. The department clarified that content in Year 2 of the diploma is significantly leveled up from a certificate and includes in-depth study of theory and science, enabling students to adapt and create new recipes for specific dietary needs. Education Council was satisfied regarding levelling concerns and suggested acknowledging the higher level of some certificate courses by eventually re-numbering them at the 2000-level.
- The diploma is geared towards international students, while domestic students complete an 11-month certificate in either Pastry Arts or Artisan Baking, and would not be able to continue into the diploma. However, in practice, domestic students are mostly interested in entering the workforce after completing a certificate, with the option to continue with apprenticeship training later on. While they do not receive a formal diploma, there are options for domestic students to transfer credits into a bachelor's degree. In addition, STBC has historically not supported funding for diplomas for domestic students that teach all three levels of technical training. While the School will pursue STBC support for a domestic diploma, this funding decision rests with STBC.
- There are other examples of programs where a certificate is offered to domestic students and a diploma to international students, such as the Health Care Assistant programs, so this structure is not unprecedented at VCC.
- Education Council unanimously agreed to support the proposal, and to provide this context for the Board of Governors. VCC will exceptionally and intentionally continue to offer certificate programs in this profession to domestic students, which best responds to their demands and training needs.

ii) Program Update: Sign Language Interpretation Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Sign Language Interpretation Diploma.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- K. Hagemoen presented proposed updates to admission requirements for the Sign Language Interpretation Diploma. The rationale is that applicants often underestimate the demands of

interpreting, which requires a high level of English-language skills, cognitive processing and interpersonal skills. Proposed changes include increasing English language requirements and requiring completion of the CASPer Test, which evaluates situational judgment and is commonly used in health sciences.

- Curriculum Committee discussed the potential impacts of these changes, including on competitiveness of the program. There is very limited competition as there are only three interpreting programs nationally, with VCC being the only one in Western Canada.

iii) Program Update: American Sign Language & Deaf Studies Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the American Sign Language and Deaf Studies Certificate and 10 new course outlines; and recommend the Board of Governors approve the implementation of the significantly revised program.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- M. Klassen presented significant curriculum revisions following the recent program renewal. The program was aligned with the standard term structure and the credit policy: the new program is now 31.5 credits (down from 56 credits) and can be taught in two academic terms. To reduce the number of credits, content not required for students who do not wish to apply for the Sign Language Interpretation program was removed. This material will be moved into bridging courses separate from the certificate. A key goal of these changes was to make the program more accessible to different student groups.

iv) New Program: Retail & Service Careers Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the new program content guide for the Retail and Service Careers Certificate and 11 new course outlines, and recommend the Board of Governors approve the credential and implementation of the new program.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- B. Beeching presented the proposal for this new CACE (Community and Career Education) program designed for adults with cognitive disabilities. Based on the renewal of the Retail & Hospitality Careers Certificate and a lack of work experience opportunities in the hotel sector during the pandemic, the new program encompasses a broader range of customer service areas, while still including travel and tourism. The program includes two work experiences, followed by a “Bridging to Employment” course to reinforce students’ learning, or to complete a third work experience leading to ongoing employment.
- Education Council discussed opportunities for work experiences in various fields, including in assisted living and long-term care facilities.

v) Program Update: Paralegal Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Paralegal Diploma program content guide and 32 new course outlines, and recommend the Board of Governors approve the implementation of the significantly revised program.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- C. Sauvé and J. Chee and presented the proposal. The program was substantially updated and restructured based on recommendations from the recent renewal, in consultation with the BC Paralegal Association and subject matter experts.
- The previous version included four separate certificates and the diploma; the new version of the diploma program includes a foundational certificate as an exit pathway and provides professional development opportunities in the form of specialization awards of achievement (a VCC micro-

credential) for the four main practice areas: Litigation, Real Estate/Conveyancing, Corporate, and Family Law/Estates. This change aligns the program with VCC's credentials policy. Course structures were standardized, and courses can be delivered online, blended, or fully face-to-face.

- The program is designed to be taken part-time, since many students are working. While there is no explicit attendance requirement, each course includes a participation component. The department is monitoring developments around AI that may impact the profession and is considering offering a related elective in the future.

vi) Program Update: Medical Laboratory Assistant Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Medical Laboratory Assistant Certificate program content guide and 11 new course outlines, and recommend the Board of Governors approve the implementation of the significantly revised program.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- H. McMullen presented proposed extensive program revisions based on the recent renewal. The most significant change was to extend the program duration from six to eight months, in alignment with VCC's standard term structure. Revisions include updates to the BC Society of Laboratory Sciences (BCSLS) competencies and the Canadian Society of Medical Laboratory Science (CSMLS) competencies. The department's goal is to pursue program accreditation through Accreditation Canada.
- Curriculum Committee requested minor edits to language in the admission requirements and evaluation of student learning sections, which were completed.

vii) Program Update: Pharmacy Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Pharmacy Technician Certificate program content guide.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- T. Rowlett presented proposed updates to program admission requirements, based on recommendations from the accreditation process. These changes align with programs at other institutions and remove barriers for mature students returning to education..

viii) Program Updates: Professional Cook 1 Plus Certificate, Professional Cook 1 Certificate (STBC Youth Cohort), Professional Cook 2 Advanced Certificate, Culinary Arts Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to four program content guides (Professional Cook 1 Plus Certificate, Professional Cook 1 Certificate (STBC Youth Cohort), Professional Cook 2 Advanced Certificate, and Culinary Arts Diploma), 16 revised and 3 new course outlines.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- T. Rowlett presented the proposal. The major change involved adding explicit safety and sanitation requirements to the programs along with providing expanded information around attendance requirements. In addition, the Culinary Arts Diploma course Modern Cuisine is being split into two separate courses: Molecular Cuisine and Chefs Table Gastronomy. The goal is to enable the department to offer these courses to domestic students outside the international Culinary Arts Diploma.

ix) Program Updates: Early Childhood Care and Education Diploma, Early Childhood Care and Education Diploma (International Cohort) & Early Childhood Care and Education Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to 3 program content guides (Early Childhood Care and Education Diploma, Early Childhood Care and Education Diploma (International Cohort) & Early Childhood Care and Education Certificate), 16 revised and 3 new course outlines.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt reported that the Early Childhood Care and Education programs are moving from Continuing Studies to the School of Arts & Sciences. The Registrar's Office requested changing the subject code from ECCE to ECED, so new course outlines were created. There were no changes to course content. Some edits were made to the program content guides, including to standardize language in the admission requirements and evaluation of student learning sections. A note will be added to the PCGs to clarify that students will receive recognition for completing courses with the previous subject code (ECCE).

x) Program Update: Hospitality Management Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Hospitality Management Diploma including two new courses: HOSP 1365 Principles of Food Production and HOSP 1470 HR Management in Hospitality, and updates to HOSP 2360 Restaurant Operations.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal to change the level of two courses from second year to first year in the Hospitality Management Diploma, and to renumber them accordingly.

xi) Course Updates: Automotive Service Technician Harmonized Foundation Certificate (AUTO) Courses

MOTION: THAT Education Council approve, in the form presented at this meeting, 11 revised course outlines for the Automotive Service Technician Harmonized Foundation Certificate program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented revisions to 11 courses, aligning them with the updated SkilledTradesBC program outline for the AST Harmonized Foundation Certificate. There were no changes to credits or hours, and the program content guide remained unchanged.

xii) New Courses: LINC 0623–0628

MOTION: THAT Education Council approve, in the form presented at this meeting, six new courses: LINC 0623 LINC 3 Employment Skills, LINC 0624 LINC 4 Employment Skills, LINC 0625 LINC 5 Employment Skills, LINC 0626 LINC 6 Employment Skills, LINC 0627 LINC 7 Employment Skills, and LINC 0628 LINC 8 Employment Skills.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal to split two recently approved courses (LINC 0613 LINC 3–5 Employment Skills and LINC 0616 LINC 6–8 Employment Skills) into six new courses, one for each level. This change will make it easier to track student progress and attendance, which is important for LINC student progress reports. There were no changes to content.

xiii) New Course: ACED 0760 Designing Your Life

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course ACED 0760 Designing Your Life.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal for this new course in College & Career Access (CCA), which applies a design thinking approach to career and life planning.

xiv) New Course: PGMT 1100 PMP/CAPM Test Prep

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course PGMT 1100 PMP/CAPM Test Prep.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlett presented the proposal for new course PGMT 1100, which will be part of a new micro-credential: the PMP/CAPM Test Prep Award of Achievement. This offering is designed to prepare students for either the PMP (Project Management Professional) or the CAPM (Certified Associate in Project Management) certification exams. Micro-credentials don't require Education Council approval, and the Award of Achievement was presented for information only.

b) Policy Committee

- N. Mandryk reported that the Curriculum Development and Approval Policy (410) is posted for College feedback until September 25, 2024. There are several related supporting documents, including the Curriculum Delivery Framework and Exemption Request, and flowcharts for different approval pathways. These supporting documents do not require governance approval.

c) Education Quality Committee

i) Program Renewal Report & Action Plan: Visually Impaired

- T. Rowlett presented the Visually Impaired program renewal report and commended the department for their work. The curriculum is being redesigned, and 22 new courses are coming to Curriculum Committee in September.
- EQC is working on updates to the Annual Program Review template for this year. A working group was formed to review the program and course evaluation process at VCC.
- A Feasibility Working Group will be struck for the Executive Assistant and Medical Transcriptionist Certificate programs, as per policy [Suspension and/or Discontinuance of Programs](#) (414), since the department did not agree with the dean's suspension proposal. The working group will submit a report with recommendations within 3 months.

8. CHAIR REPORT

- N. Mandryk invited members to attend the Fairness in Practice workshop on October 1, delivered specifically for VCC by the BC Ombuds office.
- The Board of Governors approved the new Clean Energy Technology Diploma at its June 2024 meeting.

9. STUDENT REPORT

- M. Ng reported on SUVCC activities during Welcome Week. Elections for the SUVCC Board of Directors are underway.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 8, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:23 p.m.

APPROVED AT THE OCTOBER 8, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

October 8, 2024

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Louise Dannhauer
Belinda Kaplan	Dennis Innes	Sarah Kay
Brianna Higgins	Heidi Parisotto	Shirley Lew
Dave McMullen	Kseniia Osipova	Todd Rowlatt
David Kirk	Lisa Beveridge	Vivian Munroe

Regrets

Dana Valeria Rodriguez Arellano	Emily Simpson	Simranjot Kaur
Derek Sproston	Marcus Ng	

Guests

Adrian Lipsett	Dawn Cunningham Hall	John Demeulemeester
Amber Ariss	Fionna Chong	Lucy Griffith
Andy Sellwood	Herbie Atwal	McKenzie Hutchison
Chelsea Hunter	Jennifer Corbett	Nicole Degagne
Claire Sauvé	Jennifer Kelly	Pervin Fahim

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- L. Dannhauer acknowledged the College's location on the traditional unceded territories of the x̱m̱əθḵəy̱ əm (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and sə́lilw̱ ətaʔ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 8, 2024 agenda as amended. Item 7bi) Curriculum Development and Approval Policy & Procedures (410) was removed.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the September 10, 2024 minutes as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- Enquiries were received related to the Education Council elections. An EdCo member's concerns about security at the Downtown campus were brought to Operations Council.

6. BUSINESS ARISING

a) International Enrolment Update

- D. Wells provided a preliminary update in the context of the most recent [announcements](#) by the federal government related to post-graduate work permit (PGWP) eligibility, which is tied to fields of study linked to occupations in long-term shortage.
- VCC had adjusted its budgeted international enrolment numbers for 2024/25 based on expected lower enrolment. These lower numbers have largely been met for the current year. However, a significant drop in international enrolment is expected for the Spring 2025 term. One challenge of the new PGWP requirements is that federal labour market demands do not align with the labour market in BC or Metro Vancouver.
- International Education will provide another update at the November EdCo meeting.

b) English Language Proficiency Equivalencies – Composition 12

- D. McMullen presented the updated English Language Proficiency (ELP) equivalencies table. Composition 12 has been added, in consultation with subject matter experts, to provide more options for students to demonstrate language proficiency. EdCo previously delegated authority to the Registrar's Office for minor changes and updates to the ELP table.

c) Program Feasibility Working Group: Executive Assistant & Medical Transcriptionist

- T. Rowlatt reported that a Feasibility Working Group was established for the Executive Assistant and Medical Transcriptionist Certificate programs, since the department did not agree with the dean's proposal to suspend the programs. In accordance with the Suspension and/or Discontinuance of Programs policy (414), the working group was formed to explore the current state of the programs, impacts of suspension, and other potential options for these programs.
- The working group will be chaired by T. Rowlatt as Chair of the Education Quality Committee and include broad representation. A final report with recommendations needs to be completed within 3 months (by December 18, 2024), and submitted to employees of the program area, senior leadership, Education Council, CUPE, VCCFA and the SUVCC. Should the dean continue to seek program suspension at that time, the proposal will need to go through Education Council and the Board of Governors for approval.

d) Recommended Characteristics of Students

- T. Rowlatt presented a proposal for changes to the recommended characteristics of students section in program content guides. The proposal was developed by a working group consisting of N. Scott, B. Higgins, D. Cunningham Hall and T. Rowlatt. This PCG section was reviewed from an accessibility and Universal Design for Learning (UDL) lens.
- Changes would see "Recommended Characteristics of Students" be replaced with "Things to Consider," shifting the focus away from personal qualities to key information on the learning environment and common educational tasks, allowing students to make informed decisions and seek support and accommodations as needed.
- The proposal was discussed at Curriculum Committee, and the working group is seeking feedback from Education Council, department leaders, and deans.
- Education Council supported the shift towards greater accessibility for students. It was noted that some licensing/regulatory bodies currently require certain physical characteristics, e.g. for nurses.
- Members emphasized the importance of providing clear and in-depth information about what programs entail so potential students can make informed decisions. Some institutions also include videos on their websites. The working group will consult with the Marketing department in this regard.

- Members inquired whether this PCG section will be required. The current recommended characteristics section is required, but the amount of content varies. Even for programs that are not employment-focused, the new “Things to Consider” section could provide useful information about the learning environment.

e) EdCo Elections & New Member Orientation

- N. Mandryk reported that the nomination period closed on October 4. Voting will take place from October 16–22, and results will be announced by October 25. EdCo members with ending terms were acknowledged and thanked for their contributions to the council.

f) Education Council Meeting Schedule 2025

MOTION: THAT Education Council approves, in the form presented at this meeting, the 2025 Education Council and Standing Committees meeting schedule.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

g) EdCo Planning Day

- N. Mandryk reported that Education Council Planning Day will be held on November 29, 2024, with a morning session for EdCo members and afternoon sessions for Education Policy and Curriculum Committee. Members were invited to suggest topics.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Name Change: Project Management Post-Degree Diploma

MOTION: THAT Education Council approves, with the change approved at this meeting, the revised program content guide for the Project Management Post-Degree Diploma, and recommends the Board of Governors approve the program name change.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- A. Sellwood presented the proposal to change the name of the Business and Management Post Degree Diploma program to Project Management Post-Degree Diploma. The curriculum has been revised over the years to focus more on project management, and the name change will more clearly differentiate this offering from related programs. Curriculum Committee had no concerns and requested only minor adjustments to standardize admission requirements language. The name change requires Board of Governors approval.
- Education Council requested one edit – removing “international” from the purpose statement in the PCG. While the student body is mostly international, domestic students could take the program.

ii) Course Updates & New Courses: LINC

MOTION: THAT Education Council approves, in the form presented at this meeting, revisions to eight LINC course outlines: LINC 0601H to 0608H; and eight new LINC courses: LINC 0601 to 0608.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal. LINC courses are federally funded and required to use a portfolio-based language assessment model where students must complete 32 assessments related to the four key skills (listening, speaking, reading and writing). The courses have been taught in this model since 2017, and outlines were updated to reflect this practice. The LINC department agreed to Curriculum Committee’s recommendation to remove the specific number of assessments from course evaluation plans; there are ongoing discussions about this requirement, and removing details from evaluation plans provides more flexibility should the requirement change in the future.

- The second part of the proposal was to create new course numbers for these eight courses, as requested by the Registrar's Office. The new course outlines will have standard numbers (without the "H"), and "Half Time" was removed from the course names.

iii) Courses: Visually Impaired (VOVI)

MOTION: THAT Education Council approves, in the form presented at this meeting, 22 new course outlines in the Visually Impaired department.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- J. Corbett presented the proposal for 22 new courses, which were developed based on recommendations from the recent Visually Impaired program renewal. Key changes included splitting 4-month courses into 2-month courses, which supports student success and completion. Students can tailor their learning to their individual goals, and workloads are more manageable in these shorter courses. Previous courses were often adapted from other departments, while the new courses are tailored specifically to the needs of visually impaired students and use of adaptive technology, and provide clearer streams and progression among courses.
- Curriculum Committee commended the department for their course design.

iv) Program Update: Occupational/ Physical Therapist Assistant Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, the revised program content guide for the Occupational/Physical Therapist Assistant Diploma, 4 revised and 15 new course outlines.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal to restructure the program to align with VCC's academic schedule. Content and courses were reorganized to better support students, and to explicitly reflect the two different aspects of the program: occupational therapy and physical therapy. In addition, some content was aligned with national standards, particularly around the addition of cultural safety and humility practices into learning outcomes.
- Curriculum Committee discussed adding more details to course evaluation plans. While the department simplified evaluation plans to provide more flexibility for instructors to change their assessments from term to term, students receive syllabi with detailed assessment plans at the beginning of courses.

v) Program Update: Dental Hygiene Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, revisions to the Dental Hygiene Diploma program content guide, and recommends the Board of Governors approve the implementation of the significantly revised program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- A. Ariss and T. Rowlatt presented the proposal for significant revisions to the Dental Hygiene Diploma, including a reduction in credits. These changes were initially approved by Education Council in 2023 for September 2024. However, they were not implemented due to an outstanding ministry decision on VCC's request for exemption from the Tuition Limit Policy. Since the existing curriculum needed to be updated for September 2024 to align with changed Entry-to-Practice (ETP) Canadian Competencies for Dental Hygienists, an interim curriculum update was approved by EdCo in March 2024.
- The ministry has now approved establishment of a new tuition level, and the substantial revisions are moving forward for September 2025. Tuition and program implementation will be presented to the Board of Governors for final approval in November.

- Members discussed how to manage the application process for September 2025, since the revised program has new admission requirements, including Casper test results. The department is reaching out to applicants to make them aware of these changes.

vi) Program Update: Heavy Mechanical Technology Diploma

- T. Rowlett reported that adjustments are needed to the international Heavy Mechanical Technology Diploma for its January 2025 intake. The program was restructured from over 50 into 18 courses in 2023 but has not been taught yet. The Registrar's Office identified that some course hours need to be adjusted for scheduling purposes, including moving some hours between courses. Due to the tight timeline, the proposal is to delegate approval authority for these changes to Curriculum Committee. Education Council had no concerns about this approach.
- D. Wells left the meeting at 4:28 p.m.

vii) Program Update & Final Program Approval: Optician Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, the revised program content guide for the Optician Diploma, and provides final approval for the overall program, removing the provisionally approved status.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- T. Rowlett presented proposed changes to the Optician Diploma admission requirements, most notably to increase the minimum math grade from a C- to a C. The rationale is to ensure students are better prepared for math content in the program. C- is a low grade compared to requirements in other programs, and further adjustments may be required in the future.
- The Optician Diploma program was provisionally approved by Education Council in September 2021 and launched in January 2023. The first cohort has graduated, and almost all graduates passed both National Alliance of Canadian Optician Regulators (NACOR) exams. The program has also earned "accreditation with conditions" status with Accreditation Canada/Equal and is working towards "accredited" status. The Provisional Approval of New Programs Committee recommended final approval of the program to Education Council.

b) Policy Committee

- L. Dannhauer reported that Education Policy Committee reviewed the revised Curriculum Development and Approval policy and procedures (410) at its October meeting. The committee recommended approval of the policy to EdCo. However, based on recent discussions, additional revisions may be required. For this reason, the policy was removed from the EdCo agenda.

c) Education Quality Committee

- T. Rowlett reported that the committee is finalizing documents for the 2024 Annual Program Reviews (APR). The APR form will include a question about the impacts of AI on programs and industry.

8. RESEARCH UPDATE

- Item deferred.

9. CHAIR REPORT

- N. Mandryk reported that the Board of Governors approved two new credentials: the Global Supply Chain Post-Degree Diploma and the Professional Baking & Pastry Arts Diploma. The Teaching Online Certificate program will be discontinued effective January 2025.
- The appeals working group hosted a well-attended Fairness in Practice workshop run by the BC Ombuds office. Resources from the workshop can be requested from N. Mandryk.

10. STUDENT REPORT

- M. Hutchinson reported on the recent SUVCC Board of Directors elections, which saw an unprecedented level of engagement. SUVCC organized several student events for the start of the fall term.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on November 12, 2024, 3:30–5:30 p.m.
- EdCo Planning Day will be held on November 29, 9:00–12:00 p.m., followed by lunch and planning sessions for Education Policy Committee and Curriculum Committee.
- The meeting was adjourned at 4:44 p.m.

APPROVED AT THE NOVEMBER 12, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	Dennis Innes	Poorna Karthikeya
Andy Sellwood	Emily Logan	Balachandar
Anik Joy Varghese	Emily Simpson	Rahul Ranwa
Brianna Higgins	Kseniia Osipova	Shirley Lew
Dave McMullen	Lisa Beveridge	Todd Rowlatt
David Kirk	Nafiseh Tohidi	Vivian Munroe
David Wells		

Regrets

Louise Dannhauer (Vice-Chair)	Stephanie Callaghan
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Guests

Brett Griffiths	Julie Gilbert	Stefan Nielsen
Jennifer Gossen	Lucy Griffith	Tannis Morgan
Jeremy White	Pervin Fahim	Tanya O'Neill
Jo-Ellen Zakoor	Sky Yu	Taryn Thomson

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- D. Innes acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̓ ətaʔt̓ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 12, 2024 agenda as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the October 8, 2024 minutes as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk welcomed newly elected EdCo members A. Joy Varghese, A. Sellwood, E. Logan, N. Tohidi, P. Karthikeya Balachandar, R. Ranwa and, and S. Callaghan. B. Higgins was re-elected. A by-election will be held next year for the vacant student seat.
- The Academic Governance Council will meet on November 18. The council is made up of EdCo chairs and vice-chairs from institutions across B.C.

6. BUSINESS ARISING

a) International Enrolment Update

- J. Gossen provided an update on policy changes made by Immigration Refugee and Citizenship Canada (IRCC) since January, aimed at reducing the number of temporary residents in Canada. One recent change was to link post-graduate work permit (PGWP) eligibility to College programs that align with national labour market shortages using [Classification of Instructional Program](#) (CIP) codes.
- These changes have led to a reduction in international enrolment across the sector and at VCC. The College revised its enrolment forecasts for 2024 spring/summer and fall terms, and the College exceeded this adjusted enrolment capacity. While demand remains high for some programs for Winter 2025, the number of applications has decreased for the majority of offerings. There is uncertainty about new international enrolment for the 2025/26 fiscal year.
- VCC's strategy to mitigate these impacts include working with the provincial government to lobby IRCC to add more programs to the CIP list for PGWP-eligibility based on regional labour market needs, such as early childhood educators and technicians. VCC is also aligning existing programs to PGWP-eligible CIPs (see agenda item 6b) and rapidly developing CIP-aligned programs. Other efforts include promoting Canada, and BC specifically, as a study destination, and enhancing student recruitment and retention.
- The new rules have a more drastic impact on colleges compared to universities. University graduates do not need to study in a specific area to be eligible for a PGWP, unlike graduates with a college degree. VCC is exploring all options and paying attention to different markets, including students from the Middle East and China, who may have different goals and may not be seeking PGWPs. The rules in BC are the same for public and private institutions, and 2024 provincial attestation letters (PALs) were allocated virtually equally to public and private institutions.
- Members inquired how much of a profession covered by a CIP code needs to be included in a credential for the CIP classification to be considered appropriate. The general approach taken is to consider whether a program graduate would be eligible to work in a position within the CIP classification. In BC, institutions are responsible for determining the CIP code for their programs, while in other provinces it is a ministerial decision. The alignment process is program-specific, not course-specific, and therefore program names, descriptions, and learning outcomes are considered for these changes.
- There was a question about exclusions listed in many CIP descriptions. CIP classifications can be broad, and programs within a CIP can have a specific, focused concentration. For the purposes of PGWP-eligibility, a program within an eligible CIP should not specialize in an area of exclusion.

b) Program Name Changes

MOTION: THAT Education Council recommends the Board of Governors approve name changes for seven programs, with the understanding that significant curriculum changes will be required for five of these programs:

Program name changes:

- Rename Automotive Collision and Refinishing Diploma to Automotive Mechanic and Refinishing Diploma
- Rename Marketing Technology Diploma to Digital Marketing Technology Diploma

Program name changes with significant curriculum changes required:

- Rename Automotive Service Technology Diploma to High Performance and Custom Engine Technician Diploma
- Rename Culinary Arts Diploma to Culinary Arts and Food Service Management Diploma

- Rename Bachelor of Hospitality Management to Bachelor of Hospitality and Food Service Systems Management
- Rename Hospitality Management Diploma to Hospitality and Food Service Systems Management Diploma
- Rename Hospitality Management Post-Degree Diploma to Hospitality and Food Service Systems Management Post-Degree Diploma

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- Related to the previous discussion, D. Wells presented the proposal to adjust the names of several existing programs to align with PGWP-eligible CIP codes.
- Members inquired about the impact on domestic students and recruitment. In many cases, domestic students would not be impacted by a CIP reclassification. Some programs are exclusive to international students. For trades programs where a specific CIP is necessary for SkilledTradesBC alignment, domestic students can be identified with a different CIP from international students. Regarding recruitment and the impact of changing the program name, it was noted that International Education educates prospective students about the nature and content of programs. Industry partners are supportive of the proposed steps VCC is taking in the areas of automotive and transportation trades and skin and body therapy. Proposed name changes would not affect SkilledTradesBC apprenticeship credit eligibility.
- Education Council discussed individual programs in more detail. Four programs in Culinary Arts and Hospitality Management are being renamed and aligned with CIP code 19.0505 Foodservice systems administration/management. D. Innes emphasized that skills learned in the Hospitality Management and Culinary Arts programs are transferable and enable graduates to work in various institutions such as hospitals and senior living facilities, rather than just hotels. It was acknowledged that some curriculum changes will be required to incorporate more nutrition and food safety content in the programs. There are discussions about seeking accreditation with the Canadian Society for Nutrition Management for the revised programs.
- Overall, varying levels of curriculum changes are planned for renamed programs. Because realignment with different CIP codes is dependent on curriculum, EdCo included a mention of curriculum in its motion and advice to the Board of Governors. The phrase “significant curriculum changes” was discussed, and it was clarified that the scope of change could include new courses or changes to the program content guide (PCG), and that revised curriculum would be approved by EdCo.
- Summary of planned curriculum changes:
 - Marketing Technology Diploma: minor changes required (item 7a ii)
 - Culinary Arts Diploma: Discussions are ongoing regarding planned curriculum changes. Delivery of this diploma is aligned with the domestic Professional Cook 1 and Professional Cook 2 certificate programs, which will remain unchanged. The school is considering making changes in Term 4 of the international diploma to incorporate content on nutrition and business practices.
 - The Hospitality Management Diploma and Bachelor of Hospitality Management are a broad introduction to hospitality management, rather than focused explicitly on tourism or hotel management. Few changes are planned.
 - The Hospitality Management Post-Degree Diploma will require more changes. Currently, there are no program learning outcomes relating to food service systems; while there is one course on hospitality, food, and beverage services, the overall program focus is on tourism and hospitality. A shift toward courses that are related to food and include an institutional focus will be required.
 - Automotive Service Technician Diploma: Curriculum changes will include one new course and changes to program and course learning outcomes. In discussion about the proposed change and refocus to high performance, B. Griffiths explained that while there aren’t specific jobs advertised

for “High Performance Technicians,” students will have the skills and knowledge to build on and work in the industry.

- Automotive Collision and Refinishing Diploma: no curriculum changes planned.

c) EdCo Elections & New Member Welcome

- N. Mandryk welcomed newly elected EdCo members.

d) Notice of Chair Elections – EdCo and Standing Committees

- Elections for the EdCo Chair, Vice-Chair, Executive Committee, and Standing Committee Chair positions for 2025 will be held at the December 10, 2024 Education Council meeting.

e) EdCo Planning Day

- N. Mandryk reported that EdCo Planning Day on November 29 may be replaced by a special Education Council meeting to address time-sensitive approval items.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Computer Systems Technology Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Systems Technology Diploma program content guide, including to program learning outcomes and admission requirements, and four revised course outlines.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- T. Rowlett presented updates to the Computer Systems Technology Diploma to reflect changes in computer applications due to major advancements in Artificial Intelligence (AI) in the last few years. The role of junior software developers is particularly affected by AI-assisted and guided tools that are increasingly available. Curriculum changes include adjustments to program learning outcomes and the program purpose to include AI-assisted and machine learning applications and skills, and updates to several courses. Two courses requiring further edits will return to Curriculum Committee.

ii) Program Update: Digital Marketing Technology Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the re-named Digital Marketing Technology Diploma.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- J. White and T. Rowlett presented minor adjustments to the program content guide. The program already teaches digital marketing technology, and the proposed edits more explicitly demonstrate alignment with the relevant CIP code. Changes are also expected to attract more domestic students.

iii) New Programs: Digital Marketing Technology Certificate and Customer Relationship Management Technology Short Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, two new program content guides for the Digital Marketing Technology Certificate and the Customer Relationship Management Technology Short Certificate, and recommend the Board of Governors approve the credentials and implementation of the new programs.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- J. White presented the proposal for two new credentials. The 30-credit Marketing Technology Certificate is aimed at domestic high school graduates and those looking to change careers. The program ladders into the existing Marketing Technology Diploma. The 15-credit Customer Relationship Management Technology Short Certificate is aimed at professionals in the industry looking to upgrade their skills. This program ladders into the certificate. Both programs can be taken full-time or part-

time. Industry partners support the introduction of these programs, particularly the unique CRM Short Certificate as a professional development option for current employees.

- Curriculum Committee requested a few adjustments, including adding an English language admission requirement for the certificate and clarifying which courses are eligible for prior learning assessment and recognition (PLAR).

b) Policy Committee

i) Curriculum Development and Approval Policy & Procedures (410)

ii) Program Development and Approval Policy & Procedures (4XX)

- N. Mandryk reported on behalf of L. Dannhauer. Education Policy Committee recommended the Curriculum Development and Approval (CDA) policy to EdCo for joint approval with the Board of Governors at the October 2, 2024 committee meeting. Ultimately, following further discussion and changes, the policy was not presented to EdCo in October.
- The CDA policy was split and some content moved into the new Program Development and Approval (PDA) Policy (4XX), in order to separate the approval authorities of Education Council and the Board of Governors as set out in the College & Institute Act. The proposal is for the CDA policy to be approved solely by Education Council, and the new PDA policy to be approved by the Board with EdCo advice. The policies will work in tandem during curriculum/program development.
- A new accelerated program approval process was created and embedded in the PDA Policy. This process allows for credential approval to happen earlier, prior to curriculum development, and enables the College to nimbly adjust programming in response to changing needs. The process involves Education Council approving a “wireframe” of core curriculum elements, including admissions criteria, program learning outcomes, and program descriptions, around the same time as it provides advice to the Board on program implementation and credential approval.
- Another change is to return approval authority for individual course implementation and cancellation decisions to the Board of Governors, in line with the College & Institute Act. In 2013, the Board had delegated this authority to Education Council via resolution. Course implementation changes currently approved by Education Council, which would be affected by this policy revision, include the creation or deactivation of courses, as well as changes to contact hours.
- Both policies are open for College feedback from November 7–28, 2024.

c) Education Quality Committee

i) Library - Education Services Renewal Report, Action Plan & Institutional Response

- The Library Education Services Renewal Report and Action Plan were included in the meeting package. This is the first report completed since the policy was revised. D. Wells provided the institutional response (included in the package).

ii) Annual Program Review 2024

- T. Rowlett reported that the call-out for Annual Program Reviews (APR) was sent out. Departments will complete the APR form and department plans and submit them to the dean by December 20, 2024. EQC will review submissions to identify themes and trends, which are then discussed with the deans and reported to EdCo. Last year’s APR included a question around collection of student feedback. This year, a question around the impact of AI on programs and professions was included.

iii) Program Feasibility Working Group: Executive Assistant & Medical Transcriptionist

- T. Rowlett reported on the Feasibility Working Group, which was struck for the Executive Assistant and Medical Transcriptionist Certificate programs as per policy [Suspension and/or Discontinuance of Programs](#) (414), since the department did not agree with the dean’s suspension proposal. The working

group may request an extension to the deadline for the final report submission, due to the College's current focus on impacts of IRCC rule changes.

8. RESEARCH UPDATE

- N. Mandryk provided the research update on behalf of A. Copp. VCC's Teaching, Learning and Research Symposium will be held on March 3–4, 2025. The theme is "[Teaching and Learning with Heads, Hands, and Hearts](#)." Proposals are accepted until November 29, 2024, including for the [student showcase](#).
- Research supports: one more license of the NVivo software for researcher is available through the Library.
- Research data management: VCC has re-joined COPPUL and is in the process of setting up access to [Borealis](#), the Canadian Dataverse Repository, which should be available to researchers by January. The REB participated in a workshop around data management. UBC provides a wealth of resources and training around [data management strategies](#).

9. CHAIR REPORT

- N. Mandryk reported on activities around rapid curriculum development and accelerated approval pathways in response to changed IRCC rules. Some approvals were expedited in consultation with the EdCo and Curriculum Committee Chairs by exceptionally bypassing Curriculum Committee review, when deemed appropriate.
- Revisions are underway to the Curriculum Development and Approval Policy (410), and the new Program Development and Approval Policy (4XX) will create a formal accelerated program change pathway.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- EdCo Planning Day will be held on November 29, 2024, followed by lunch for EdCo and Standing Committee members.
- The next regular meeting will be held on December 10, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 5:24 p.m.

APPROVED AT THE DECEMBER 10, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
SPECIAL MEETING MINUTES
November 29, 2024
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Rahul Ranwa
Louise Dannhauer (Vice-Chair)	Dennis Innes	Shirley Lew
Andy Sellwood	Emily Logan	Todd Rowlatt
Anik Joy Varghese	Emily Simpson	Vivian Munroe
Brianna Higgins	Lisa Beveridge	
Dave McMullen	Nafiseh Tohidi	
David Kirk	Poorna Karthikeya Balachandar	

Regrets

Kseniia Osipova	Stephanie Callaghan
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Guests

Adrian Lipsett	Clay Little	Jennifer Kelly
Brynn Joyce	Dawn Cunningham Hall	Tanya O'Neill

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 10:31 a.m.

2. ACKNOWLEDGEMENT

- L. Beveridge acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̓ ətaʔt̓ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 29, 2024 agenda as presented.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. BUSINESS ARISING

- Program Updates: Associate of Arts Degree, Associate of Science Degree, Associate of Science Degree in Computer Science (new PCG)**
- New Program Pathways: Associate of Arts Degree in Psychology, Associate of Science Degree in Data Science, and Associate of Science Degree in Environmental Science Program**

MOTION: THAT Education Council approves, with changes approved at this meeting, the revised program content guides for the Associate of Arts Degree and the Associate of Science Degree, program content guide for the Associate of Science Degree in Computer Science, and wireframe (outline) program content guides for the new Associate of Arts Degree in Psychology, Associate of Science Degree in Data Science, and Associate of Science Degree in Environmental Science; and recommends the Board of Governors approve the new credentials and program implementation.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- S. Lew, J. Kelly and T. Rowlett presented the proposals for three new associate degree pathways: an Associate of Arts Degree in Psychology, Associate of Science Degree in Data Science, and Associate of Science Degree in Environmental Science.
- The Associate of Arts Degree program content guide (PCG) was previously approved by Education Council, but has been on hold since September 2020, since the Humanities department did not offer enough second-year courses to meet the program requirements. The department is now prepared to proceed with the necessary course development to implement this program, starting with a Psychology pathway.
- The Associate of Science Degree PCG was approved by Education Council in 2021 and currently includes one pathway in Computer Science. The Science department is proposing an additional pathway in Environmental Science, and a new pathway in Data Science (jointly with the Math department).
- These three potential new pathways were identified during the University Transfer (UT) renewal in 2022–2023. Associate degrees present a growth opportunity for VCC, and domestic and international students will be taking classes together. The programs build on existing UT pathways, adding second-year courses. This structure will allow students to remain at VCC for two years and benefit from small class sizes and student supports before transferring to university to complete a degree, if they choose.
- The six PCGs are similar, with differences in the admission requirements sections and course lists. Some second-year courses still need to be developed, but there is sufficient time to get these courses in place for the second year (September 2026 to April 2027). As part of the rapid development process, EdCo accepted the proposal without all courses being fully developed. The proposals also did not go through Curriculum Committee due to the tight timeline.
- Based on recommendations from the Registrar's Office and International Education, separate program content guides (PCGs) were created for the new pathways (Arts: Psychology; Science: Data Science and Environmental Science), and for the existing Associate of Science in Computer Science pathway. This will make it easier to manage different admission requirements, as well as collect statistics on the different pathways.
- "Generic" PCGs for both the Associate of Arts and Associate of Science Degrees will be maintained. The PCGs were revised to update admission requirements and remove PLAR (prior learning assessment and recognition). The rationale for removing PLAR is that associate degrees are mostly transfer pathways to university, and PLAR is not generally transferrable between institutions. The possibility of providing PLAR at a later date will be explored. Recommended characteristics of students were previously very generic and were completely removed.
- Members discussed the program learning outcomes (PLOs), which are currently identical for all pathways. Most institutions use generic PLOs, though some institutions list outcomes specific to each pathway. It was agreed to keep the generic PLOs but add more specificity to the program purpose section for each pathway.
- Members inquired about the maximum time for completion, since some students may take longer than 4 years to complete the courses. It was agreed to extend the maximum time for completion to 5 years, and to add a note advising students wishing to transfer to another institution to check the receiving institutions timeline for requirements.
- There was a longer discussion about the requirement for Grade 12 graduation (or equivalent). The requirement is a way to manage the age of potentially underage applicants. In addition, some receiving institutions may require high school graduation. VCC has a [Flexible Admission](#) policy for mature students and those with non-traditional backgrounds, which are outlined on the [VCC website](#). It was suggested to provide more information on this page specific to different circumstances (students from other countries/provinces/without a high school diploma, etc.). No changes were made to the PCG.

- Opportunities to include more Indigenous content in course development are being explored, including in environmental science, data science and ethics/philosophy courses.
- Implementation of second-year courses was discussed, as it may be challenging to recruit enough students to run these offerings. The range of courses will be kept narrower initially, and courses will be shared among different pathways. Demand for different offerings is being analyzed, and marketing will be part of the strategy to launch these programs. It was suggested to cross-list existing courses from other areas that could fulfill credit requirements under “other courses” (courses outside of Arts & Science), e.g. some more general business or computer science courses. Students are informed of these “other courses” options by Advising, and it was recommended to make this information available to students on the website, similar to the planned Open Studies listings.
- E. Logan left the meeting at 10:59 a.m.

c) Update: Program Name Changes

- N. Mandryk reported that the Board of Governors approved proposed program name changes at its November 27, 2024 meeting. After the EdCo meeting, B. Griffiths, in consultation with the department, requested an adjustment to the new name for the Automotive Collision and Refinishing Diploma from the initially proposed Automotive Mechanic and Refinishing Diploma to Automotive Repair and Refinishing Technician Diploma. The updated name change does not affect the proposed new CIP or the program implementation, but better describes the program. N. Mandryk agreed to update the advice to the Board accordingly, as she determined that EdCo’s discussion and advice likely applied equally to the new proposed name.
- A brief update was provided on other upcoming program changes coming to Education Council. Concept papers and PCG “wireframes” as part of rapid development will come to EdCo, while fully developed courses and PCGs will need to go through Curriculum Committee by March 2025 and EdCo in April 2025 at the latest for programs launching in September 2025.

5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on December 10, 2024, 3:30–5:30 p.m.
- The meeting was adjourned at 11:28 a.m.

APPROVED AT THE DECEMBER 10, 2024 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

December 10, 2024

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Kirk	Poorna Karthikeya
Louise Dannhauer (Vice-Chair)	David Wells	Rahul Ranwa
Andy Sellwood	Dennis Innes	Shirley Lew
Anik Joy Varghese	Emily Logan	Stephanie Callaghan
Balachandar	Emily Simpson	Todd Rowlatt
Brianna Higgins	Lisa Beveridge	Vivian Munroe
Dave McMullen	Nafiseh Tohidi	

Regrets

Kseniia Osipova

Guests

Alison Woods	Fionna Chong	Mike Coard
Belinda Kaplan	Herbie Atwal	Reza Nezami
Bobbi Mand	Jennifer Gossen	Tannis Morgan
Brynn Joyce	Jo-Ellen Zakoor	Tanveer Singh
Chantal Jones	John Demeulemeester	Tanya O'Neill
Charles Chen	Julie Gilbert	Ysabel Sukic
Dawn Cunningham Hall	Lucy Griffith	
Feras Ghesen	Melanie Burke	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m.

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional unceded territories of the x̱m̱əθḵw̱əy̱ əm (Musqueam), Skwx̱ wú7mesh (Squamish), and səliłw̱ ətaʔṯ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the December 10, 2024 agenda as amended. Item 7ax) New Program: Data Analytics Post-Degree Diploma was removed.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the November 12 as presented, and the November 29, 2024 minutes as amended (motion under item 7b revised to "...wireframe (outline) program content guides for the new Associate of Arts Degree in Psychology, Associate of Science Degree in Data Science, and Associate of Science Degree in Environmental Science...").

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Concept Paper: Digital Communication, Social Media and Multimedia Post-Degree Diploma

- F. Ghesen presented the concept paper for this new 40-credit program, which is designed for students with a bachelor's degree. The program will be open to both domestic and international students and aligns with a Classification of Instructional Programs (CIP) code eligible for a post-graduation work permit (PGWP).
- There was a discussion about the impacts of AI on the field and demand for this program. Members inquired about student access to computers and lab space. It was noted that there is sufficient space available to run the program.

b) Concept Paper: IT Project Management Post-Degree Diploma

- D. Innes and A. Sellwood presented the concept paper for this new program, which is based on the existing Project Management Post-Degree Diploma (PDD) and includes additional competencies specific to IT projects. The program addresses national and BC labour market needs and aligns with a CIP code eligible for a PGWP.
- There was a discussion about partnerships with the Project Management Institute (PMI) and ISACA (formerly Information Systems Audit and Control Association). Graduates can choose to pursue further training and certification with these organizations and focus on either project management or IT.
- The wireframe (outline) program content guide was presented at the same meeting (item 7ax).

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Extension of Access to Practical Nursing (APN) Home Health Pilot

MOTION: THAT Education Council extend the admission requirement change for the September 2025 Access to Practical Nursing (APN) intake based on participation in the pilot.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal. VCC's APN program participated in the ministry APN Home Health pilot, to include home support as part of the 600 hours of work experience admission requirements for its September 2024 intake. Since the ministry extended the pilot, the proposal is to adjust the admission requirements for the September 2025 intake as well. This change will reduce barriers, for example for health care assistants working in home health care who are looking to upgrade their skills.

ii) New Course & Course Update: COMP 0970 & 0981

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course COMP 0970 Computer Applications 12 and correction to the hours for COMP 0981 Computer Science 12.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- A. Woods presented the proposal for new course COMP 0970, which consolidates five separate courses into one outline. This course includes five topics, from which students need to choose two. This change will simplify processes for both students. The only change to COMP 0981 was to correct the hours.

iii) Program Update: Graphic Design Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program admission requirements for the Graphic Design Diploma.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented proposed changes to provide more flexibility to admit students who do not meet all admission requirements. Based on Curriculum Committee feedback, language was revised to refer to the Flexible Admissions policy and enable the selection committee (rather than the department head) to waive admission criteria.

iv) Course Update: CSTP 2108 & New Course CSTP 2300

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to CSTP 2108 Mathematics for Programmers; and new course CSTP 2300 Emerging AI Technologies, replacing CSTP 2301 in the Computer Systems Technology Diploma program content guide.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the final changes related to the proposal presented at the last EdCo meeting. CSTP 2108 was updated, including changes to learning outcomes. The Emerging Technologies course was revised to focus on AI, which required a new course name and number. The Computer Systems Technology Diploma program content guide was updated with the new course number.

v) New Courses: CSIH 1000, 1010, 1015

MOTION: THAT Education Council approve, in the form presented at this meeting, three new courses: CSIH 1000 Cultural Safety and Indigenous Holistic Health Equity, CSIH 1010 Introduction to Cultural Safety and Indigenous Holistic Health Equity, and CSIH 1020 Enhancing Cultural Safety and Indigenous Holistic Health Equity.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- J. Gilbert and T. O'Neill presented the proposal for three new courses on Cultural Safety and Indigenous Holistic Health Equity, which are intended for students in all of VCC's health sciences programs. OPTA 0025 is a 30-hour course for diploma and degree program students. OPTA 0026 and 0027 cover the same content, split into two courses, with certificate students taking the first course, and completing the second course if they return for a higher-level health sciences program. The courses are not for credit and will be taught alongside existing curriculum.
- Curriculum Committee discussed the language used for course learning outcomes, shifting from Bloom's Taxonomy and three learning domains to include a fourth, spiritual domain, based on the four quadrants of the [Medicine Wheel](#).
- The developers emphasized the importance of this course being delivered face-to-face by Indigenous faculty, rather than asynchronously online. A pilot will run in May 2025.

vi) Program Update: High Performance and Custom Engine Technician Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the renamed High Performance and Custom Engine Technician Diploma and three new courses: IAST 1245, IAST 2145 and IAST 2245.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- M. Coard presented the proposal. The program was recently renamed, and some courses revised to include learning outcomes related to high performance and custom engines, aligning the program with a PGWP-eligible CIP code. New course numbers were created for these courses in consultation with the Registrar's Office.

vii) Program Updates: Hospitality and Food Service Systems Management Diploma and Bachelor of Hospitality and Food Service Systems Management

MOTION: THAT Education Council approve, in the form presented at this meeting, admission requirements and revised purpose in the program content guides for the renamed Hospitality and Food Service Systems Management Diploma and Bachelor of Hospitality and Food Service Systems Management.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- D. Innes presented proposed edits to two programs, which were recently renamed to align with a PGWP-eligible CIP code. The diploma prepares students for entry-level positions in various hospitality sectors, including hotels, restaurants, and senior living centers. The curriculum covers menu planning, nutrition, and guest services. By comparison, the degree program is more focused on management.
- There was a longer discussion about alignment with the CIP code, the extent of content related to nutrition and menu planning in various courses, as well as career pathways for graduates. While diploma graduates may start working in entry-level roles, their training will enable them to move into higher-level positions.
- EdCo requested adjustments to strengthen program learning outcomes around nutrition and food service systems, which will be presented to EdCo at the next meeting. The admission requirements and program purpose statements were approved at this meeting.
- It was clarified that separate conversations are in progress with health authorities about training for their employees in hospitality skills.

viii) New Program: Health & Wellness Professional –Cosmetology Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, the wireframe (outline) program content guide for the new Health & Wellness Professional – Cosmetology Diploma; and recommends the Board of Governors approve the new credential and program implementation.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- L. Griffith presented the proposal for the new Health and Wellness Professional Cosmetology Diploma. This program builds on existing cosmetology programming that covers areas such as skin, hair, body, and nails. Recent changes to the program highlight its depth and the variety of specialized treatments offered, without altering the core curriculum. The holistic approach of the program was emphasized, recognizing the important role personal care professionals play in clients' overall health.
- There have been conversations about alignment of the program with PGWP-eligible CIP codes, and additional adjustments to meet both CIP and SkilledTradesBC requirements. This work, including on courses, will continue in the new year. At this time, EdCo approved the wireframe (outline) program content guide.

ix) Program Update: Culinary Arts and Food Service Management Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the renamed Culinary Arts and Food Service Management Diploma.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- Y. Sukic and D. Innes presented edits to the recently renamed program, which aligns with the same CIP code as Hospitality and Food Service Systems Management. It was clarified that both domestic and international students take the same initial courses, with international students completing a two-year diploma and domestic students earning Professional Cook 1 and Professional Cook 2 Certificates. The curriculum is dictated by SkilledTradesBC, so no further curricular changes are planned. No impact on domestic students is expected.

- The program prepares graduates to work in various contexts, such as hotels, senior living, and hospitals. Some adjustments have been made to the program to focus on food services, menu design, and dietary needs.
- There were questions about the inclusion of food service systems, purchasing, personnel management, and related business practices in the courses. These elements are embedded in the curriculum, particularly in later terms. The program is currently undergoing renewal, and there are discussions about enhancing course content to better serve the healthcare industry.

x) New Program: IT Project Management Post-Degree Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, the wireframe (outline) program content guide for the new IT Project Management Post-Degree Diploma; and recommends the Board of Governors approve the new credential and program implementation.

Moved by T. Rowlett, Seconded & CARRIED (Unanimously)

- Following discussion of the concept paper (item 6b), A. Sellwood presented the wireframe (outline) program content guide as the first step in this rapid development project. Courses will be fully developed as the next step.

xi) New Program: Data Analytics Post-Degree Diploma

- Item deferred.

xii) New Course Content Guide: Open Studies

MOTION: THAT Education Council approves, in the form presented at this meeting, the new Open Studies Course Content Guide (CCG).

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- D. Cunningham Hall and N. Mandryk presented the Open Studies course content guide. Open Studies enable students to take individual (often transferrable) courses, up to 30 credits, without applying to a specific program. Open Studies admission is outlined in VCC's Flexible Admissions (302) procedures, and the new course content guide will allow for this information to be posted more accessibly on the website. As a first step, only courses with no pre-requisites were included.

xiii) 2025 Curriculum Approval Timeframe

- The document was included in the meeting package for information.

b) Policy Committee

i) Curriculum Development and Approval Policy & Procedures (410)

ii) Program Development and Approval Policy & Procedures (409)

MOTION: THAT Education Council recommends the Board of Governors approve changing the approval authority for the Curriculum Development and Approval (410) policy and procedures from the Board of Governors with Education Council advice to sole approval by Education Council; and

THAT Education Council approves the Curriculum Development and Approval (410) policy and procedures, in the form presented at this meeting, pending Board agreement to the changed approval authority; and

THAT Education recommends the Board of Governors approve, in the form presented at this meeting, the Program Development and Approval (409) policy and procedures.

Moved by L. Dannhauer Seconded & CARRIED (Unanimously)

- L. Dannhauer presented the revised Curriculum Development and Approval (CDA) policy and procedures, as well as the new Program Development and Approval (PDA) policy and procedures. Initially, the CDA policy guided both curriculum and program development. During the scheduled policy review, it was decided to split some content off into the new PDA policy.
- The revised CDA policy now focuses solely on processes and standards for creating and approving curriculum. The proposal is to change the approval authority for this policy to sole EdCo approval. The new PDA policy addresses the steps for planning, developing, and approving new programs or major changes to existing ones. This policy is approved by the Board of Governors with EdCo advice.
- The policies were posted for College feedback; no responses were received. Minor edits were made following discussion at the December 4 Education Policy Committee meeting.
- N. Mandryk will discuss the question of managing course implementation approvals with the Board's Governance Committee, since the proposed policies and procedures return this authority (previously delegated to Education Council) to the Board of Governors. Minor editorial adjustments will be finalized with D. Wells after the meeting.

c) Education Quality Committee

i) Program Feasibility Working Group: Executive Assistant & Medical Transcriptionist

- T. Rowlatt requested an extension to the deadline of December 18, 2024 for the feasibility report. The goal is to present the report in February 2025. EdCo had no concerns.

8. ELECTIONS

- D. McMullen conducted the elections and thanked all chairs for their contributions.

a) Education Council Chair

- V. Munroe nominated N. Mandryk. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, N. Mandryk was announced Chair of Education Council.

b) Education Council Vice-Chair

- E. Simpson nominated L. Dannhauer. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, L. Dannhauer was announced Vice-Chair of Education Council.

c) Two Executive Committee Members

- L. Dannhauer nominated E. Simpson. Nomination accepted.
L. Dannhauer nominated A. Sellwood. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, E. Simpson and A. Sellwood were announced Executive Committee Members of Education Council.

d) Curriculum Committee Chair

- L. Beveridge and E. Logan nominated T. Rowlatt. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, T. Rowlatt was announced Chair of Curriculum Committee.

e) Education Policy Committee

- B. Higgins nominated L. Dannhauer. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, L. Dannhauer was announced Chair of Education Policy Committee.

f) Education Quality Committee

- T. Rowlett nominated L. Dannhauer. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, L. Dannhauer was announced Chair of Education Quality Committee.

9. CHAIR REPORT

a) Education Council Planning Calendar

- The planning calendar was provided for information.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 14, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:29 p.m.

APPROVED AT THE JANUARY 14, 2025 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council