



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
January 14, 2025  
3:30–5:30 p.m., Videoconference

## ATTENDANCE

### Education Council Members

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

### Regrets

Dennis Innes
Poorna Karthikeya Balachandar

### Guests

Adrian Lipsett	Jennifer Kelly	Mandy Hayre
Bobbi Mand	Jeremy White	Pervin Fahim
Dawn Cunningham Hall	Lucia Zabrieszach	Tannis Morgan
Jennifer Gossen	Malou Morales	Willy Aroca Aguirre

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

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

## 2. ACKNOWLEDGEMENT

- S. Lew acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ílw ətaʔɬ (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 14, 2025 agenda as amended. Item 7av) Course Deactivations was added.

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

## 4. APPROVE PAST MINUTES

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

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

## 5. ENQUIRIES & CORRESPONDENCE

- There were none.



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
February 11, 2025  
3:30–5:30 p.m., Videoconference

## ATTENDANCE

### Education Council Members

Natasha Mandryk (Chair)	Emily Logan	Shirley Lew
Louise Dannhauer (Vice-Chair)	Emily Simpson	Stephanie Callaghan
Andy Sellwood	Kseniia Osipova	Todd Rowlatt
Brianna Higgins	Nafiseh Tohidi	Vivian Munroe
Dave McMullen	Poorna Karthikeya	
David Kirk	Balachandar	
David Wells		

### Regrets

Anik Joy Varghese	Lisa Beveridge
Dennis Innes	Rahul Ranwa

### Guests

Adrian Lipsett	Jennifer Corbett	Patris Aghakian
Beth Beeching	Jennifer Kelly	Pervin Fahim
Bobbi Mand	Jo-Ellen Zako	Reza Siavashi
Brett Griffiths	John Demeulemeester	Sigrid Albert
Charles Chen	Lucy Griffith	Tannis Morgan
Clayton Munro	Mandy Hayre	Taryn Thomson
Dawn Cunningham-Hall	Marnie Findlater	William Alvarado Barraza
Herbie Atwal	Melissa Chirino	Willy Aroca Aguirre

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

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

## 2. ACKNOWLEDGEMENT

- P. Karthikeya Balachandar acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx wú7mesh (Squamish), and səlilw̓ətaʔɬ (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 11, 2025 agenda as presented.

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

## 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approves the January 14, 2025 minutes as presented.

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

## 5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on correspondence with EdCo and Program Chairs at other institutions.

## 6. BUSINESS ARISING

### a) Annual Deans' & Directors' Presentations – Part 2

- Annual updates were presented by C. Munro, Associate Vice President, Student and Enrolment Services; D. McMullen, Registrar; J.-E. Zakoor and M. Hayre, Dean and interim Dean, School of Health Sciences; and S. Lew, Dean of Arts & Sciences.
- Topics of discussion included food security initiatives, recruitment support with a focus on higher conversion rates, and simulation in health sciences as a complement and preparation for work in the clinical setting. Disability accommodations in clinical settings were suggested as a topic of discussion at Education Quality Committee, with a view to balancing accessibility with patient safety.

### b) 2025–2026 Enrolment Plan

- D. Wells presented the draft Enrolment Plan for 2025–2026. Some numbers will be reviewed and clarified for the final version of the plan.
- Overall, the decline in budgeted enrolment numbers is mostly due to changes to policies around international students and the loss of the Language Instruction for Newcomers (LINC) contract.
- There is a modest increase in domestic demand for hospitality and culinary programs, most likely related to the current economic climate. University Transfer has seen stable student interest post-pandemic, and despite some fluctuations, demand for Health Sciences programs overall is stable. The College is working on increasing domestic enrolment next year, including through entrance awards and rapid new program development. There is interest from high school students in new programs in clean energy and transportation trades.
- The finalized Enrolment Plan will be presented to EdCo in March. Members were invited to send any questions to N. Mandryk.

### c) Program Name: Program Name: Bachelor of Hospitality Management

**MOTION:** THAT Education Council recommends the Board of Governors approve changing the name of the Bachelor of Hospitality and Food Service Systems Management back to Bachelor of Hospitality Management.

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

- N. Mandryk presented the proposal to change the name of the recently renamed Bachelor of Hospitality and Food Service Systems Management back to Bachelor of Hospitality Management. The Board of Governors approved the name change in November 2024, but the College ultimately decided not to proceed with the name change. The rationale is that the Degree Quality Assessment Board (DQAB) would have required the program to go through a lengthy degree program review process. Since the degree program is small, it was decided not to go through this process and keep the program in its original form, which is supported and valued by industry partners.

### d) Concept Paper: Virtual Environment and Simulation Design Diploma

- B. Griffiths presented the concept paper for the new Virtual Environment and Simulation Design Diploma. The program will provide students with the skills to develop virtual reality, extended reality and other types of simulation programs. The diploma was developed as part of a suite of programs created for the new Centre for Clean Energy and Automotive Innovation (CCEAI). The curriculum was adapted from the Mississippi Community College district and aligns with a CIP code eligible for a post-graduation work permit.
- A new department will be created for this program. There was a discussion about opportunities for collaboration with the School of Health Sciences in health simulation. This program focuses on simulation for education. By contrast, the VR/AR Design and Development Diploma formerly offered at VCC in partnership with Vancouver Film School focused on gaming and entertainment.

## 7. COMMITTEE REPORTS

### a) Curriculum Committee

#### i) New & Updated Courses: VOVI 0301–0308, 0311, 0312

**MOTION:** THAT Education Council approve, in the form presented at this meeting, eight new course outlines and two revised course outlines in the Visually Impaired department.

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

- J. Corbett presented the proposal. The Visually Impaired department recently underwent renewal, resulting in the creation of new courses, which were approved in October 2024. After some additional review, the department determined that the three courses for uncontracted and contracted Unified English Braille do not give students enough time to develop their skills. For this reason, the department created eight new courses (two months each), to extend the time for students to practice reading and writing Braille more confidently. The launch date was postponed from September 2025 to January 2026 based on capacity in the Registrar's Office.
- It was determined that the new courses do not require Board of Governors approval, and the motion was amended accordingly.

#### ii) Program Update: Clean Energy Technology Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, updates to the admission requirements for the Clean Energy Technology Diploma.

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

- B. Griffiths and T. Rowlatt presented the proposal to adjust the program English language admission requirement from English 12 with a 'C-' grade to Composition 11 (English 11), making the program more accessible. The revised requirement is in line with similar foundational trades programs at other institutions. Curriculum Committee had no concerns. The program will launch in January 2026.

#### iii) Program Updates: Career Awareness Certificate & Food Service Careers Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Career Awareness Certificate program content guide and the Food Service Careers Certificate program content guide.

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

- B. Beeching presented revisions to two programs in the Employment Access & Skills Development department (formerly Community & Career Education). Admission requirements were updated to be more inclusive and utilize language that more accurately reflects the target audience. These programs are primarily designed for students with cognitive disabilities but are also open to students with other learning difficulties who may not have a formal diagnosis.

#### iv) Program Update: Hospitality and Food Service Systems Management Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Hospitality and Food Service Systems Management Diploma program content guide, three revised and three new course outlines.

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

- B. Mand presented final changes after the program was renamed to align with a CIP code that is eligible for post-graduation work permits. The program learning outcomes were approved at the last EdCo meeting and include two new outcomes around nutrition for diverse populations and food service operations in various institutional settings. To embed these outcomes throughout the program, three existing courses were revised, and three new courses created. Creation of the three new courses has been approved by the Board of Governors.

#### v) New Program: IT Project Management Post-Degree Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new IT Project Management Post-Degree Diploma, nine new and two revised course outlines.

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

- A. Sellwood presented the full curriculum for this new program, including nine new courses and edits to pre-requisites in two existing courses. T. Rowlatt added that Curriculum Committee requested some minor adjustments to course learning outcomes, which were completed. The effective date for the program will be moved to January 2026.
- The Board of Governors previously approved the credential, program implementation and creation of new courses under the accelerated program change approval process.

#### vi) New Program: Digital Communication, Social Media and Multimedia Post-Degree Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Digital Communication, Social Media and Multimedia Post-Degree Diploma and 12 new course outlines, and recommend the Board of Governors approve the new credential, courses and program implementation.

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

- S. Albert presented the proposal for this new 16-month post-degree diploma program, aimed at students with a bachelor's degree. The program teaches project management, design and technical skills, and includes AI in several courses. The department revised the initial proposal to focus on higher-level skills and critical evaluation of digital marketing campaigns and content creation for social media. The program aligns with a CIP code that is eligible for post-graduation work permits.

#### vii) Chair Report

- T. Rowlatt reported that E. Simpson joined the working group reviewing the Recommended Characteristics of Students section in program content guides. The group aims to change this section to focus on identifying characteristic or potentially challenging aspects of the learning environment, rather than personal characteristics. The goal is to develop a style guide in consultation with departments.

#### b) Policy Committee

- The last committee meetings were cancelled, since no policies were ready to move forward. L. Dannhauer is exploring ways for the committee to support the policy review process.

#### c) Education Quality Committee

##### i) Program Renewal Report & Action Plan: Fashion Merchandising

- L. Dannhauer reported that the committee reviewed the Fashion Merchandising Program Renewal Report, which focused on updating the curriculum to better align with industry trends, including AI, sustainability and supply chain management.
- Both Education Services and Program Renewal Schedules are being finalized and will be presented to EdCo in March. The committee will meet with the deans on March 6 to discuss key themes arising from the 2024 Annual Program Reviews. CD Fund adjudication will take place on March 13; proposals are due by Friday, February 14, 2025.
- The Feasibility Working Group for the Executive Assistant and Medical Transcriptionist programs is planning to finalize its report in the next few weeks.

## 8. CHAIR REPORT

- N. Mandryk welcomed M. Chirino, who is taking over as the SUVCC Organizer, Advocacy and Governance, during S. Nielsen's leave.
- A by-election for one vacant student seat on EdCo is in progress; nominations close on February 14, 2025.
- At the last EdCo meeting, the Registrar's Office presented a new option for students to demonstrate their English language proficiency: completion of a four-year degree from the Philippines, taught in English. This option was introduced following a pilot, during which the IELTS test requirement was waived for students with a degree from the Philippines. After the meeting, J. Gossen provided more detailed data from the pilot, which demonstrated that students from the Philippines achieved higher than average Cumulative Grade Point Average (CGPA) scores in their VCC programs.
- N. Mandryk followed up on the recent Board meeting, the first since the new Curriculum and Program Development and Approval policies took effect in December 2024. All proposals were approved, including two new credentials (Health and Wellness Professional Cosmetology Diploma and IT Project Management Post-Degree Diploma), as well as new courses for various programs. Following the Board meeting, it was determined that new courses for the Accounting Diploma and Hospitality and Food Service Systems Management Diploma did not actually require Board approval, since they do not affect the cost of delivery or change the overall hours, credits or cost to students in the program.
- N. Mandryk also noted a unique situation regarding the IT Project Management PDD courses – they were recommended to the Board for approval without formal EdCo advice. EdCo had approved the wireframe PCG, but not explicitly discussed the creation of new courses, since the new policies were not yet in effect at the time. Ultimately, N. Mandryk suggested the Board consider the courses for approval without EdCo advice, since EdCo had seen the course list in December with the wireframe PCG, the full courses had gone through Curriculum Committee, and the full curriculum was set to come to EdCo within a week after the Board meeting. EdCo members had no concerns about this approach.

## 9. STUDENT REPORT

- No report.

## 10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 11, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:20 p.m.

## APPROVED AT THE MARCH 11, 2025 EDUCATION COUNCIL MEETING

**Natasha Mandryk**  
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
March 11, 2025  
3:30–5:30 p.m., Videoconference

## ATTENDANCE

### Education Council Members

Natasha Mandryk (Chair)	David Wells	Nafiseh Tohidi
Louise Dannhauer (Vice-Chair)	Dennis Innes	Shirley Lew
Andy Sellwood	Emily Logan	Stephanie Callaghan
Brianna Higgins	Kseniia Osipova	Todd Rowlatt
Dave McMullen	Lisa Beveridge	
David Kirk	Marcus Ng	

### Regrets

Anik Joy Varghese	Poorna Karthikeya	Rahul Ranwa
Emily Simpson	Balachandar	Vivian Munroe

### Guests

Adrian Lipsett	Kirsten Hagemoen	Reza Siavashi
Dawn Cunningham Hall	Les Apouchnine	Rosie Gosling
Herbie Atwal	Lucy Griffith	Tannis Morgan
Jamie Choi	Melissa Chirino	Tanya O'Neill
Jennifer Kelly	Michael Weber	Taryn Thomson
Jo-Ellen Zakoor	Patris Aghakian	
Karen Brooke	Pervin Fahim	

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

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

## 2. ACKNOWLEDGEMENT

- N. Tohidi acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səl̓ílw ətaʔɬ (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 11, 2025 agenda as amended (changed order of items 6b) and 6c).

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

## 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approves the February 11, 2025 minutes as presented.

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

## 5. ENQUIRIES & CORRESPONDENCE

- M. Ng was welcomed back to Education Council. He was elected during the recent EdCo by-election to fill one vacant student seat.

- N. Mandryk reported on recent discussions among members of the Academic Governance Council, which is made up of EdCo chairs and vice-chairs from institutions across BC. Topics included standing committee composition and practices around recording of EdCo meetings.

## 6. BUSINESS ARISING

### a) Budget Update

- J. Choi presented on the draft budget for 2025/26, which was recently shared at a College-wide townhall. Principles and assumptions were outlined. The Language Instruction for Newcomers (LINC) contract was not renewed. Uncertainty remains around IRCC policies related to international students. The final version of the budget will be presented to the Board of Governors for approval at the end of March.

### b) Annual Deans' & Directors' Presentations – Part 3

- Annual updates were presented by A. Lipsett, Dean, Centre of Continuing Studies, and D. Innes, Dean, School of Hospitality, Food Studies & Applied Business. Topics of discussion included micro-credentials, increased dual credit offerings in high schools, and use of virtual reality (VR) in culinary arts.

### c) 2025–2026 Enrolment Plan

**MOTION:** THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the 2025–2026 Enrolment Plan.

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

- D. Wells presented a revised draft of the Enrolment Plan, updated from the initial draft that was provided to EdCo in February. The Registrar's Office shared some additional comments from schools on enrolment trends and changes to program structure with Education Council in advance of the meeting.
- Overall, the plan projects a decline of approximately 24% in overall enrolment numbers compared with the 2024–25 actuals. Much of the domestic decline is explained by the loss of the Language Instruction for Newcomers (LINC) contract. Additionally, last year's enrolment was higher than projected in the School of Instructor Education thanks to the provincial Future Skills Grant, which is not expected to continue this year. International enrolment is projected to decline by about 37% due to federal changes to policies affecting international students.
- There were questions about projections in some specific areas, including the significant increase in projected numbers for the Health Care Assistant (HCA) program. The reason is that targeted seats for the Health Career Access Program (HCAP) used to be counted separately but are now rolled into the HCA numbers for easier reporting.
- There was a discussion about the level of confidence in the data's accuracy and validity, challenges in capturing accurate registration numbers in the correct fiscal year for VCC's complex mix of programming, and the limitations of the plan to respond to or incorporate new information. It was noted that budgeted registration numbers may not account for recent trends or new program approvals, since calculations are often made in October, when there are limited data points available for the current fiscal year.

### d) Program Discontinuance: Acute Care for Health Care Assistants Short Certificate & Program Discontinuance: Health Care Assistant Certificate (EAL Cohort)

**MOTION:** THAT Education Council recommends the Board of Governors approve discontinuance of the Acute Care for Health Care Assistants Short Certificate and the Health Care Assistant Certificate (EAL Cohort) effective May 2025.

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

- L. Beveridge presented the proposal to discontinue two programs in the Continuing Care department: the Acute Care for Health Care Assistants (HCAs) Short Certificate and the Health Care Assistant Certificate (EAL Cohort).
- The Acute Care for HCAs program provided HCAs with additional skills to work in acute care settings. Demand for this program was driven by the Vancouver Coastal Health Authority's requirement for HCAs to have completed the program prior to working in acute care. The health authority has replaced this requirement with a one-month orientation program. In addition, the provincial HCA curriculum was revised in 2023 and focuses more on acute care, further reducing the relevance of the short certificate. Intakes for the program have been on hold since the spring of 2023.
- The Health Care Assistant EAL (English as an Additional Language) Cohort Certificate program has experienced persistent challenges with enrolment since September 2019 and did not run between 2020 and 2024 despite marketing and outreach efforts. It was determined that students found the higher cost of the HCA EAL program prohibitive and preferred to improve their English language scores through the tuition-free EAL Pathways programs. A 2022 partnership with Vancouver Coastal Health (VCHA) to run a dedicated HCA EAL cohort funded through the provincial Health Career Access Program (HCAP) did not attract sufficient enrolment of qualified applicants.
- As outlined in the procedures for VCC Policy 414 Suspension and/or Discontinuance of Programs, the first step in retiring a program is to formally initiate a suspension of the program. After two years of suspension, a decision on program discontinuance can be made. The recommendation for program discontinuance without a previous approval of program suspension is unusual.
- Despite the deviation from procedure, EdCo entertained a motion to recommend program discontinuance without a prior period of suspension due to the clear rationale for judging the programs nonviable, the support from both department and dean to discontinue, and the fact that the programs have not run.
- While supporting the proposal, EdCo members cautioned that the approach of cancelling program intakes and later proposing program discontinuance is not in keeping with the intent of 414 Suspension and/or Discontinuance of Programs policy and procedures.
- EdCo discussed the effective date of the discontinuance to ensure any students still within the maximum time for program completion can complete their credential. It was agreed to discontinue the programs as of May 2025.

#### e) Concept Paper: Wind Turbine Maintenance Technician Certificate

- L. Griffith presented the concept paper for the new ten-month Wind Turbine Maintenance Technician Certificate. The program aims to equip students with skills for the renewable energy sector, specifically in wind turbine maintenance and related roles. Graduates will be prepared for positions such as wind farm service technicians, renewable energy service technicians, systems technicians, and wind energy operation specialists.
- The certificate aligns with VCC's current offerings in transportation trades, electronics, and electrical trades. There are few institutions in BC offering similar programs, with Northern Lights College being one of them.
- The program will be delivered in a blended format, combining online and hands-on training with industry-standard equipment in the lab as well as in industry. Virtual reality or augmented reality (VR/AR) simulation technology will also be utilized.
- The school has received multiple grants to establish VR/AR (virtual reality/augmented reality) platforms and other necessary materials for the lab. The goal is for most hands-on training to be done within industry.

## 7. COMMITTEE REPORTS

### a) Curriculum Committee

#### i) New Courses: ASLD 1215 & INTR 1000

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course outlines for INTR 1000 Introduction to Sign Language Interpreting and ASLD 1215 American Sign Language Level 7B, and recommend the Board of Governors approve the creation of the new courses.

**Moved by S. Lew, Seconded & CARRIED (Unanimously)**

- T. Rowlatt and K. Hagemoen presented the proposal for two new courses. During the recent renewal of the ASL & Deaf Studies Certificate, the program was shortened from ten to eight months to align with the standard term structure. As part of this revision, the highest level of ASL was removed from the program. The two proposed bridging courses include these higher-level ASL skills as well as an introduction to sign language interpreting, for those graduates of the ASL & Deaf Studies Certificate who wish to move into the Sign Language Interpretation (SLI) Diploma. INTR 1000 is also open to others looking to explore this field.

#### ii) New Program: Digital Learning for Innovative Teaching Short Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Digital Learning for Innovative Teaching Short Certificate and five new course outlines, and recommend the Board of Governors approve the new credential, courses and program implementation.

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

- K. Brooke presented the proposal for this new program in the School of Instructor Education (SIE). VCC received ministry funding to develop professional development opportunities for post-secondary educators in BC that address issues in teaching and learning in the age of digital technology, with a requirement to embed microcredentials within the program. The short certificate consists of five courses, with a digital badge attached to each course. These courses have been designed to eventually be available as electives in the Provincial Instructor Diploma program (PIDP) as well.

#### iii) New Specializations: Associate of Arts (Psychology) Degree, Associate of Science (Data Science) Degree, Associate of Science (Environmental Science) Degree & Associate of Science (Computer Science) Degree

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guides for the Psychology specialization within the Associate of Arts degree, the Data Science and Environmental Science specializations within the Associate of Science Degree, ten new course outlines and one revised course outline;

THAT Education Council amend the resolutions from its special meeting held on November 29, 2024 to rescind the recommendations to the Board of Governors;

THAT Education Council recommend the Board of Governors approve the following specializations within the existing Associate of Science and Associate of Arts credentials, and the creation of ten new courses:

- Associate of Arts (Psychology) degree
- Associate of Science (Environmental Science) degree
- Associate of Science (Data Science) degree
- Associate of Science (Computer Science) degree

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

- J. Kelly presented the proposal for three new specializations in the existing Associate of Arts and Associate of Science Degree programs. The three wireframe PCGs were approved at the special EdCo

meeting in November 2024. The specializations include both existing university transfer courses and newly created courses in the humanities, math and science. The programs are designed for broad transferability within BC and are aimed at both domestic and international students.

- Based on requests from the Registrar's Office and Curriculum Committee, some adjustments were made to admission requirements and student progression language, as well as to learning outcomes in SOCI 2250. The effective date will be January 2026 for the three PCGs and the course outlines.
- The existing Associate of Science (Computer Science) Degree was previously embedded within the "generic" Associate of Science Degree program content guide. A separate PCG for this specialization was approved by EdCo in November 2024. Only a minor adjustment was made to the evaluation of student learning section since then.
- N. Mandryk clarified that, following consultation with D. Wells, the specializations are being presented as changes to the existing associate degree credentials, rather than new programs or new credentials; the motion was updated accordingly. In addition, EdCo voted to amend the EdCo resolutions from November 2024 and rescind the recommendations to the Board regarding new credentials and new program implementation.
- EdCo discussed the implementation of specializations for both international and domestic students. Specializations will likely be more attractive to international students, since they align with Classification of Instructional Programs (CIP) codes eligible for post-graduation work permits. Marketing for domestic students will focus on the generic Associate of Arts and Associate of Science degrees, which offer more flexibility in course choice. All courses will be available to both domestic and international students.
- There was a discussion about strategies to protect course offerings for students in the generic degree programs who want to specialize but have not declared their specialization. It was noted that course availability would depend on enrollment, and that there might be a risk of students not getting their preferred courses. Members discussed potential solutions, such as reserving seating for students in a specialization, and improving tracking of student progression within programs.
- Tuition rates for associate degrees depend on the individual courses taken. Individual courses vary in both credits and cost.

#### **iv) New Program: Health & Wellness Professional - Cosmetology Diploma**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the Health & Wellness Professional - Cosmetology Diploma and revisions to six courses, in two stages: course names and course descriptions effective September 2025, and all other changes effective May 2025.

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

- T. Rowlatt presented the finalized curriculum for the rapidly developed Health & Wellness Professional – Cosmetology Diploma program. The wireframe PCG was previously approved by Education Council. The program is based on VCC's hairstyling and skin and body therapy programs and aligns with a CIP code that is eligible for a post-graduation work permit. Revisions highlight the focus on health and wellness practices, hair and skin health and conditions, wellness techniques, massage and nutrition. Changes were made to course learning outcomes, descriptions and course names.
- In consultation with the dean, department head and CTR, additional adjustments to the course names were proposed at the EdCo meeting to better reflect the different aspects of the diploma and the Hairstylist and Esthetics & Spa Therapy Certificates, which share the same courses.
- The initial plan was to launch all course revisions in May 2025. The Registrar's Office cannot support changes to the course names and course description for May. Therefore, the proposal was to approve the changes to the course names and course descriptions effective September 2025, with all other changes effective May 2025.

**v) Course Deactivations**

**MOTION:** THAT Curriculum Committee recommends deactivation of 18 courses that are no longer taught to Education Council for approval by the Board of Governors.

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

**b) Policy Committee**

- L. Dannhauer reported that the committee discussed the list of academic policies up for review at its last meeting. The discussion focused on prioritizing policies for review and next steps in managing policy updates. D. Wells is reaching out to the policy sponsors and responsible authorities as a first step.

**c) Education Quality Committee**

**i) Education Services & Program Renewal Schedules 2024–2029**

- The Education Services and Program Renewal Schedules were included in the meeting package for information.
- L. Dannhauer reported that EQC met with the deans on March 6 to discuss themes arising from annual program reviews. There was a rich discussion about evolving approaches to curriculum development, teaching and learning, including adjusting to shifting student demographics.
- CD Fund adjudication will take place on March 13, 2025.

**ii) Feasibility Working Group: Executive Assistant & Medical Transcriptionist**

- T. Rowlatt reported that the working group submitted its final feasibility report to the VP Academic, dean and Education Council. The working group was established under policy 414 Suspension and/or Discontinuance of Programs, since the department did not agree with the dean's proposal to suspend the Executive Assistant and Medical Transcriptionist Certificate programs. The dean will review the report to determine next steps for these two programs. Working group members were thanked for their contributions.

**8. CHAIR REPORT**

- N. Mandryk reported that the effective date of the renamed High Performance and Custom Engine Technician Diploma was changed from January to May 2025.
- There are ongoing discussions with the Registrar's Office and Marketing about processes to capture interest from prospective students in new, planned programs that have not yet been approved through governance.

**9. STUDENT REPORT**

- No report.

**10. NEXT MEETING AND ADJOURNMENT**

- The next Education Council meeting will be held on April 8, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:24 p.m.

**APPROVED AT THE APRIL 8, 2025 EDUCATION COUNCIL MEETING**

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



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
April 8, 2025  
3:30–5:30 p.m., Videoconference

## ATTENDANCE

### Education Council Members

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

### Regrets

Anik Joy Varghese	Kseniia Osipova	Poorna Karthikeya
David Kirk		Balachandar

### Guests

Adrian Lipsett	Dawn Cunningham Hall	Melissa Chirino
Cateno Vassallo	Emmanouil Daskalakis	Michael Coard
Claire Sauvé	Gary Mui	Nigel Scott
Clay Little	Hal Saxby	Rosie Gosling
Clayton Munro	Jennifer Kelly	Sheri Wiwchar
Dave Stevenson	Lucy Griffith	Taryn Thomson

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

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

## 2. ACKNOWLEDGEMENT

- S. Callaghan acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx wú7mesh (Squamish), and səl̓ílw ətaʔɬ (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 8, 2025 agenda as amended. D. Kirk's annual dean's presentation was postponed.

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

## 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approves the March 11, 2025 minutes as presented.

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

## 5. ENQUIRIES & CORRESPONDENCE

- T. Thomson inquired about faculty lay-offs in the context of the recently approved enrolment plan. Some reductions were the result of the closure of the Language Instruction for Newcomers (LINC) department due to the loss of funding, and lower international enrolment following IRCC policy

changes. Other reductions occurred in areas with increased or stable projections in the enrolment plan, such as ABE Youth, Humanities and Culinary Arts.

- D. Wells explained that projected registrations are utilized for budgeting purposes, but as actual registrations may not meet projections, these numbers are not directly tied to faculty contingents.
- Adult Basic Education (ABE) has been undergoing reorganization to create an ABE Hub. For this reason, the number of faculty in Humanities and ABE Youth has not been adjusted in line with updated enrolment numbers over the last few years, until now. Culinary Arts programs are taught in blended domestic and international cohorts, and IRCC policy changes have introduced uncertainty around international enrolment. Once there is more certainty around fall enrolment numbers, the College will be in a better position to plan for the required number of cohorts and faculty support.
- It was suggested to continue discussing the enrolment plan at a future meeting.

## 6. BUSINESS ARISING

### a) Education Service Renewal Report & Institutional Response: Student Conduct & Judicial Affairs Office

- D. Stevenson presented the Education Service Renewal Report for the Student Conduct & Judicial Affairs Office (SCJAO). C. Munro provided the institutional response, as outlined in policy 405 Education Services Renewal.
- Renewal findings included a growing caseload, increased focus on academic integrity issues, and growing complexity of student needs. The office will work on increasing awareness of its work and College policies, as well as differentiation between the SCJAO and Arbiter of Student Issues Office. Operational improvements will include a new database to support records management.
- There was a discussion about resourcing of this office, as well as work around academic integrity at the College overall.
- R. Ranwa left the meeting at 4:00 p.m.

### b) Education Service Renewal Report & Institutional Response: Disability Services

- S. Wiwchar and B. Higgins D. Stevenson presented the Education Service Renewal Report for Disability Services. C. Munro provided the institutional response, as outlined in policy 405 Education Services Renewal.
- Based on renewal findings, the department's action plan focuses on decolonization, Indigenization and reconciliation, including through strengthening relationships with Indigenous Education and Community Engagement; increasing utilization of clockwork software to streamline processes; and raising awareness of disability issues.
- There was a discussion about considerations to change the department name, which will require broad consultation. Members raised questions around processes for accommodations in work-integrated learning settings. This topic will be brought back for discussion.

### c) Annual Deans' & Directors' Presentations – Part 4

- L. Griffith provided the annual dean's update on the School of Trades, Technology & Design. There are plans to modernize trades training to improve student access to apprenticeships and Red Seal certification. Redesigned apprenticeships are envisioned to consist of 10 months of foundational training at VCC, followed by training in industry, complemented by continued regular sessions at VCC to provide support and mentorship.

### d) Strategic Innovation Plan (SIP) – Academic Update

- D. Wells provided an update on academic innovation initiatives in the 2022–2025 Strategic Innovation Plan (SIP), which is structured around five priorities: academic innovation; campuses of the future;

empowered people and inclusive culture; engaged communities; and operational excellence. The [2024 Accomplishments Report](#) was recently released and outlines SIP objectives completed in 2024, as well as accomplishments that support its priorities but were not part of the initial plan.

- Emerging topics in academic innovation include rapid development of new programs, prior learning assessment and recognition (PLAR) and assessment-based credentials, modernized apprenticeships, and simulation.
- As the timeline of the initial SIP is coming to a close, a SIP refresh is being planned. There was a discussion about the process and the level of consultation and involvement of the College community.

#### e) **Duolingo Test Recalibration**

**MOTION:** THAT Education Council approves the revised Duolingo scores for placement into EAL/ESL Pathways courses.

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

- D. McMullen presented the proposal. Since 2020, the Duolingo English Test has been one option for students at VCC to have their English language proficiency assessed. In 2021, the Duolingo minimum scores were recalibrated based on the recommendations of faculty, a review of other institutions' policies, and an evaluation of student outcomes. Minimum scores required for entrance into EAL/ESL Pathways courses were adjusted at that time. Pathways courses typically combine the skills of listening and speaking (LS) or reading and writing (RW).
- In July 2024, Duolingo expanded the score report to include single scores in each of the four skills: listening, speaking, reading, and writing. This provides a more accurate reflection of an individual's skills, which can lead to more accurate placement in skills-based courses. Based on an examination of 32 students' test scores and outcomes in Pathways courses, the proposal is to adjust the minimum required placement scores. This proposal is supported by faculty in the Assessment Centre and EAL Pathways. There are currently no considerations to utilize single-skill scoring for other programs.

#### f) **Concept Paper: Construction Electrician Foundation Certificate**

- L. Griffith presented the concept paper for the new Construction Electrician Foundation Certificate program, planned for January 2026. This program will focus on electrical theory, electrical code requirements, wiring methods, and safety practices essential for careers in the field. The program can be delivered at either the Downtown or Broadway campus, and the plan is to include hands-on training on the construction site of VCC's new Centre for Clean Energy and Automotive Innovation.
- There was a discussion about resource and space requirements. The program does not require a large footprint or capital expenses and can be delivered in classrooms, as the units students will be working on are quite contained. VCC is well positioned to deliver this training due to its strong industry partnerships, and there is high student demand, with waitlists at other institutions.
- There are some connections to existing and future programs in the School of Trades, Technology and Design, including in Electronics Repair and Wind Turbine Maintenance. There were some questions about labour market demand for construction electricians; L. Griffith will follow up. Members discussed gender equity considerations and the importance of suitable tools and equipment.

### 7. COMMITTEE REPORTS

#### a) **Curriculum Committee**

##### i) **New Course: MATH 1001 & Course Update: MATH 1100**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course MATH 1001 Calculus Connections Lab and revisions to MATH 1100 Calculus 1, and recommend the Board of Governors approve the creation of MATH 1001.

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

- L. Dannhauer took over the chair during discussion of item 7ai. N. Mandryk presented the proposal for new course MATH 1001 and related updates to pre-requisites for MATH 1100. First-year calculus courses have low success rates despite the high MATH 1100 pre-requisite of a B in Pre-Calculus 12. The high pre-requisite creates a barrier to entry, while not adequately improving the likelihood of student success in MATH 1100.
- Following a co-requisite remediation model, the department is proposing the new support course MATH 1001 to accompany MATH 1100. Students with a 'C' or higher in Pre-Calculus 12 can take MATH 1100 and 1001 concurrently. MATH 1001 reviews pre-calculus concepts and problem-solving in a calculus context, allowing "just-in-time" review and a focus on reorganizing pre-calculus knowledge.
- The Registrar's Office had concerns that the inclusion of MATH 1001 as part of the pre-requisite for MATH 1100 could affect VCC's transfer and articulation agreements for MATH 1100. Following further discussion with the department, these concerns were addressed. It was agreed to update the pre-requisite wording slightly to "Pre-Calculus 12 with a 'B' grade, or equivalent (completion within the last five years or concurrent registration in MATH 1001 is recommended); or Pre-Calculus 12 with a 'C' grade and concurrent registration in MATH 1001."

### ii) Program Update: Building Manager Short Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Building Manager Short Certificate program content guide.

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

- H. Saxby presented the proposal to adjust the course list in the Building Manager Short Certificate program. Instead of having to complete BLDG 1201 Contract Law in the Built Environment, students will have the choice between this course and BLDG 1206 Introduction to Building Operations and Risk Management. Continuing Studies has a partnership with the Aboriginal Community Career Employment Services Society (ACCESS) and the Vancouver Aboriginal Friendship Centre Society, and the partner organizations recommended this change.
- It was noted that this 8-credit program does not comply with the updated Granting of Credentials policy, which generally requires a minimum of 9 credits for a short certificate. There were no changes to credits at this time, but this question will be revisited during the upcoming program renewal. Curriculum Committee and Education Council had no concerns about this approach.

### iii) Program Update: Graphic Design Diploma

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

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

- T. Rowlatt presented the proposal on behalf of S. Albert. The department would like to remove the interview and portfolio requirement for first-year admission (but not advanced entry) to the program. This requirement presents a significant barrier to ensuring a diverse student population, especially for high school students or other applicants who may not have a portfolio to submit. An environmental scan showed that similar programs at other institutions do not require portfolios. Following the Curriculum Committee meeting, the proposal was updated to also remove the letter of intent and resumé requirement.
- Curriculum Committee discussed potential impacts on student success, with removal of the portfolio as a means to gauge student interest and existing skills in this creative field. The department felt that the first term provides the fundamental skills students need to succeed. Outcomes will be monitored over the next year to evaluate if adjustments are needed.

**iv) 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 High Performance and Custom Engine Technician Diploma and 17 new courses.

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

- G. Mui and M. Coard presented revisions to the High Performance and Custom Engine Technician Diploma, which was recently renamed from Automotive Service Technology Diploma to align with a CIP code that is eligible for post-graduation work permits.
- The proposed updates align the program with the requirements of SkilledTradesBC (STBC) as well as the U.S.-based Automotive Service Excellence (ASE) standards. 17 new course outlines were created to update course numbers and credits. There were some enhancements to content to better reflect the high-performance focus and ASE requirements.
- Curriculum Committee requested small adjustments, which were completed. The effective date was moved to January 2026. Board of Governors approval is not required, since there is no impact on total program contact hours, total credits, or total cost of the program and related courses.

**v) Program Update & Name Change: Automotive Logistics and Service Operations - Zero Emission Diploma**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the renamed new Automotive Logistics and Service Operations – Zero Emission Diploma, revisions to six course outlines and three new courses; and recommend the Board of Governors approve the program name change.

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

- C. Vasallo and L. Griffith presented the proposal. The Automotive Parts and Service Management Diploma was revised to align with a CIP code that is eligible for post-graduation work permits (CIP 52.0203 - logistics, materials, and supply chain management). This focus on logistics is reflected in the proposed new name for the program, as well as in updated program learning outcomes, revised course outlines and three new courses. The program is part of the suite of offerings connected to VCC's future Centre for Clean Energy and Automotive Innovation. The curriculum covers both traditional technology and use of zero-emission technology in logistics.
- Curriculum Committee had a longer discussion about the inclusion of "zero emission" in the program name and requested some edits to more explicitly embed zero emission logistics in the curriculum documentation. This conversation continued at Education Council.
- Members requested some additional adjustments to the program purpose and program learning outcomes to clarify that "zero emission" refers to both handling of electric vehicle (EV) parts, as well as the focus on zero emission/environmentally sustainable logistics and supply chain processes and decision-making.
- It was also suggested to review the alignment of evaluation plans in the management-focused courses (APSM 2107, 2204, 2206) to reflect the higher level of learning outcomes in these courses.

**b) Policy Committee**

- L. Dannhauer reported that a number of educational policies are up for review. Efforts are underway to prioritize policies for review and determine next steps.

**c) Education Quality Committee**

**i) Curriculum Development (CD) Fund 2025–26**

- L. Dannhauer reported that a total of \$400,000 in curriculum development funding was allocated to 28 projects. There was a diverse range of proposals, including for course redevelopment, new programs, micro-credentials, decolonization efforts, and cross-departmental collaborations.

**ii) Program Renewal Report & Action Plan: Music Degree & Diploma**

- E. Logan presented the renewal report and resulting action plan for the Music Degree and Diploma programs. A key recommendation from the renewal was to create a combined four-year program.

**8. CHAIR REPORT**

- N. Mandryk reported that the planned launch date for the significantly revised Dental Hygiene Diploma program was moved from September 2025 to September 2026, pending Board of Governors of approval.

**9. STUDENT REPORT**

- M. Ng reported on SUVCC's recent carnival events to celebrate the end of term.

**10. NEXT MEETING AND ADJOURNMENT**

- The next Education Council meeting will be held on May 13, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:40 p.m.

**APPROVED AT THE MAY 13, 2025 EDUCATION COUNCIL MEETING**

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



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
May 13, 2025  
3:30–5:30 p.m., Videoconference

## ATTENDANCE

### Education Council Members

Louise Dannhauer (Vice-Chair)	Emily Simpson	Poorna Karthikeya
Andy Sellwood	Kseniia Osipova	Balachandar
Brianna Higgins	Lisa Beveridge	Shirley Lew
David Kirk	Marcus Ng	Stephanie Callaghan
David Wells	Nafiseh Tohidi	Todd Rowlatt
Dennis Innes		

### Regrets

Anik Joy Varghese	Emily Logan	Vivian Munroe
Dave McMullen	Natasha Mandryk (Chair)	

### Guests

Adrian Lipsett	Kirsten Hagemoen	Rosie Gosling
Dawn Cunningham Hall	Les Apouchnine	Tanya O'Neill
Feras Ghesen	Marina Santoro	Taryn Thomson
Jessie Williams	Melissa Chirino	Xing Liu
John Demeulemeester	Reza Nezami	

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

- The meeting was called to order at 3:33 p.m. L. Dannhauer chaired the meeting on behalf of N. Mandryk.

## 2. ACKNOWLEDGEMENT

- L. Dannhauer acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ílw̓ətaʔɬ (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 13, 2025 agenda as amended. Item 6d) Academic Year was moved to 6b).

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

## 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approves the April 8, 2025 minutes as presented.

**Moved by Dannhauer, Seconded & CARRIED (Unanimously)**

## 5. ENQUIRIES & CORRESPONDENCE

- There were none.

## 6. BUSINESS ARISING

### a) Annual Deans' & Directors' Presentations – Part 5

- Annual updates were presented by J. Williams, Dean of Indigenous Initiatives, and D. Kirk, Dean of Curriculum & Pedagogy. Indigenous Education and Community Engagement (IECE) is increasing staffing, which will create more capacity for initiatives, including the development of an Indigenization framework for the College starting next year.

### b) Academic Year 2025/26, 2026/27, 2027/28

**MOTION:** THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Academic Year 2025/2026, 2026/2027, and 2027/28.

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

- L. Apouchtine presented the Academic Year dates for the next three years. The short Fall 2026 and Fall 2027 terms, due to the number of statutory holidays and VCC Day, will make it challenging for some areas to schedule their required contact hours and create a tight grade submission deadline.
- Members reiterated concerns raised last year around the reduced instructional days in fall terms. The Registrar's Office consulted with People Services about moving VCC Day to the winter term. However, due to various scheduling constraints and challenges booking the venue, moving VCC Day does not appear feasible.

### c) Affiliation Agreements – Annual Update

- D. Wells presented the annual update on affiliation agreements. A contracts and agreements working group has been established. An audit of all agreements is ongoing to ensure they are accurately classified by agreement type and status, and expired agreements are removed from the list.

### d) Generative AI – Discussion

- L. Dannhauer opened the conversation on generative GenAI in the context of EdCo's role in academic policy and educational quality.
- Members discussed the importance of providing clear expectations and guidance for students around GenAI use, including in syllabi and assignment instructions. There were concerns around use of AI detectors and related privacy risks. While there are some resources available, such as VCC's [Guidelines for Generative AI in Teaching and Learning](#), a need for more support for faculty and students was identified. The Library & Learning Centre are developing resources, and an AI Community of Practice is launching on June 10.

### e) Continuing Studies Non-Credit Course Outlines

- A. Lipsett presented the annual update on non-credit Continuing Studies (CS) course outlines. The number of new non-credit courses was lower than last year, since CS has focused efforts in other areas, including program development and new summer camps. CS is exploring programming in construction-adjacent fields, as well as field school opportunities for fashion students. Micro-credentials are a continuing area of growth, with a focus on meeting industry needs and stackability of offerings.

### f) EdCo Planning Day

- EdCo Planning Day will be held on June 17 from 9:00 a.m. to 12 p.m. J. Shin and T. Morgan will attend to provide an update on the Strategic Innovation Plan and academic innovation initiatives.

## 7. COMMITTEE REPORTS

### a) Curriculum Committee

#### i) Program Update: Sign Language Interpretation Diploma

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

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

- T. Rowlatt presented the proposal. Program learning outcomes were reworded to align with VCC's standard format, following the move of the program from Douglas College to VCC. Admission requirements were streamlined by removing the reference letter and letter of intent, reducing barriers for applicants.

#### ii) Program Update: Computer Systems Technology Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Computer Systems Technology Diploma program, 6 revised and 14 new course outlines, and recommend the Board of Governors approve the new courses and reduction in credits for the diploma.

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

- T. Rowlatt presented revisions to the Computer Systems Technology Diploma, refocusing the program on web and mobile application development and addressing trends in software development. The number of courses and credits was reduced to align the program length with offerings at other institutions. The program structure is changing from 24 courses/76 credits over 5 terms to 20 courses/60 credits over 4 terms. Courses have been re-structured and re-organized while maintaining the core content of the program. Prior learning assessment and recognition (PLAR) options were embedded to make the program more appealing to professionals with industry experience. Curriculum Committee requested minor edits, which were completed.
- VCC has an active articulation agreement with the Canadian College of Technology and Business (CCTB), enabling transfer of students from CCTB's Information Systems Technology Diploma into VCC's CST Diploma program. Due to VCC's curriculum changes, this agreement will need to be updated.
- To avoid delaying the implementation of program updates, Education Council agreed to make an exception to the Program Development and Approval (409) procedures and approve the proposal before the revised agreement has been finalized. The School is aware that the agreement will need to be brought into alignment with the program changes.

#### iii) New Program: Virtual Environment and Simulation Design Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Virtual Environment and Simulation Design Diploma and 18 new course outlines, and recommend the Board of Governors approve the new credential, creation of 18 courses, and program implementation.

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

- T. Rowlatt presented the proposal for the new Virtual Environment and Simulation Design Diploma. The program consists of 18 courses designed to be taught over 16 months, targeted to both domestic and international students.
- The initial program proposal included three work experience courses. At this stage, however, there are operational challenges to ensuring work placements for students. Based on Curriculum Committee feedback, these courses were re-structured as career development courses. In addition, Grade 12 graduation was removed from the admission requirements, increasing access to the program. Other edits included highlighting the types of roles graduates will be prepared for and including a learning outcome around ethics and cultural impact/representation.

#### iv) Final Program Approval: Electronics Repair Technology Diploma

**MOTION:** THAT Education Council provide final approval for the Electronics Repair Technology Diploma program, removing the provisionally approved status.

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

- T. Rowlatt presented the proposal to remove the provisionally approved status from the Electronics Repair Technology Diploma, which launched in January 2021.
- The Provisional Approval of New Programs Committee met several times during the first two years of the program to provide guidance and support to the new department and approve minor curriculum adjustments.
- The first cohort graduated in December 2022. Further curriculum development in the areas of electric vehicles (EV) and clean energy was planned at the time. For this reason, the provisional approval committee remained in place beyond the usual two-year timeframe. The new Clean Energy Technology Diploma was approved in 2024 but will be housed in a separate department.
- The department continues to explore opportunities for new programming but is not bringing forward any proposals at this time.

#### v) Course Deactivations

**MOTION:** THAT Education Council recommends the Board of Governors approve deactivating 17 courses that will no longer be taught.

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

#### b) Policy Committee

- L. Dannhauer reported that the committee is discussing policies up for review. While some policies require only minor updates, three more complex policies were identified as potential priorities for review: Appeal of Final Grade (322); Academic Integrity (325); and Grading, Progression and Withdrawal (411). The plan is to form subcommittees to work on policy revisions.

#### c) Education Quality Committee

- L. Dannhauer reported that EQC met with the deans in March to discuss themes arising from annual program reviews. The committee will debrief this session at its next meeting and provide a summary report to EdCo.

### 8. CHAIR REPORT

- L. Dannhauer reported that the effective date of the significantly revised Asian Culinary Arts Certificate was postponed from September 2025 to September 2026.

### 9. STUDENT REPORT

- M. Ng reported on Welcome Day events hosted by SUVCC.

### 10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on June 10, 2025, 3:30–5:30 p.m.
- EdCo Planning Day will take place on June 17, 2025, 9:00 a.m.–12 p.m.
- The meeting was adjourned at 5:03 p.m.

### APPROVED AT THE JUNE 10, 2025 EDUCATION COUNCIL MEETING

**Louise Dannhauer**  
**Vice-Chair, VCC Education Council**



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
June 10, 2025  
3:30–5:30 p.m., Videoconference

## ATTENDANCE

### Education Council Members

Natasha Mandryk (Chair)	Dennis Innes	Poorna Karthikeya
Louise Dannhauer (Vice-Chair)	Emily Logan	Balachandar
Andy Sellwood	Emily Simpson	Shirley Lew
Brianna Higgins	Kseniia Osipova	Todd Rowlett
Dave McMullen	Lisa Beveridge	
David Kirk	Marcus Ng	
David Wells	Nafiseh Tohidi	

### Regrets

Anik Joy Varghese	Stephanie Callaghan	Vivian Munroe
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### Guests

Brynn Joyce	Jennifer Gossen	McKenzie Young
Carmen Kimoto	Jennifer Kelly	Michael Yue
Charles Chen	John Demeulemeester	Willy Aroca Aguirre
Clay Little	Katherine Griffiths	
Dawn Cunningham Hall	Lucy Griffith	

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

- The meeting was called to order at 3:32 p.m.

## 2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Sḵwx wú7mesh (Squamish), and səlilw̓ ətaʔɬ (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 10, 2025 agenda as presented.

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

## 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approves the May 13, 2025 minutes as presented.

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

## 5. ENQUIRIES & CORRESPONDENCE

- There were none.

## 6. BUSINESS ARISING

### a. Annual Contract Training Update

- M. Yue presented the Partnership Development Office's (PDO) annual update on contract training. A summary of 2024/25 contracts was included in the meeting package. 34 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). One non-FTE project VCC has received significant funding for is the health sciences simulation strategy. The key source of funding last year was the government, although some funding was received from educational, non-profit and charitable organizations. There is a trend towards diversification of funding sources.
- Highlights included culinary arts training in partnership with the Haíɫzaqv/Heiltsuk Nation (BC), the Inuvialuit Regional Corporation (NW Territories), and Métis Nation (BC).

### b. Affiliation Agreements

- W. Aroca Aguirre, Associate Director of the School of Hospitality, Food Studies & Applied Business, presented proposed affiliation agreements between VCC and four other post-secondary institutions: Canadian College, Cornerstone International Community College of Canada (CICCC), ILAC Education Group (ILAC International College and Tamwood College), and VanWest College.
- These agreements provide pathways for graduates from select diploma programs in business, hospitality management, marketing, and accounting to enter VCC's Bachelor of Hospitality Management program.
- Development of these agreements involved a strong focus on risk management and evaluation of partner schools' program quality. VCC and the partner institutions will continue to monitor student performance and outcomes to ensure the pathway remains effective and aligned with academic standards. The documents were reviewed by the sending institutions, VCC's IE department, VP Academic & Applied Research, Associate Director of Risk Management and Privacy, and the Risk Management Branch of the BC government.
- EdCo members noted that some diploma programs at sending institutions are not in hospitality management but in business, marketing or accounting. These programs include co-op components, which have been found to support student success. The department has reviewed the curriculum to ensure it aligns with the Hospitality Management degree in a way to support student success.
- VCC has seen strong outcomes from students coming from these partner organizations. VCC's Hospitality Management degree program has accepted relatively few graduates of VanWest College, compared with the other colleges. As a result, to support student success, VCC plans to incorporate additional admission requirements to the agreement with VanWest College, including a higher GPA (2.33 or "C+"), an English language proficiency requirement, completion of co-op, and relevant industry experience. These planned changes were outlined in the briefing note to EdCo but not yet reflected in the agreement.
- The agreements outline reciprocal notification of the institutions if curriculum changes. There will be monthly meetings, including on-site visits by an International Education department representative, to ensure guidelines are met and to discuss any planned curriculum changes.
- The agreement with ILAC Education Group (ILAC International College and Tamwood College) has an additional clause in case of agreement termination ("Students enrolled in the ILAC and Tamwood programs outlined above, intending to pursue academic transfer opportunities at VCC, will be assured the ability to complete their program at VCC (if the program is still offered)."). This clause was requested by the partner institution and has been reviewed and vetted by VCC. While not explicitly stated, it is understood that this clause applies to "eligible students."

### i) Affiliation Agreement with Canadian College

**MOTION:** THAT Education Council approve, and forward to the Board of Governors for joint approval, the affiliation agreement between VCC and Canadian College Vancouver (CCV).

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

- A minor comment was to ensure consistent naming of the partner institution in the agreement.

### ii) Affiliation Agreement with Cornerstone International Community College of Canada (CICCC)

**MOTION:** THAT Education Council approve, and forward to the Board of Governors for joint approval, the affiliation agreement between VCC and Cornerstone International Community College of Canada (CICCC).

**Moved by S. Lew, Seconded & CARRIED (Unanimously)**

### iii) Affiliation Agreement with ILAC Education Group (ILAC International College and Tamwood College)

**MOTION:** THAT Education Council approve, and forward to the Board of Governors for joint approval, the affiliation agreement between VCC and ILAC Education Group (ILAC International College and Tamwood College).

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

### iv) Affiliation Agreement with VanWest College

**MOTION:** THAT Education Council approve, and forward to the Board of Governors for joint approval, the affiliation agreement between VCC and VanWest College.

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

## c. Open Educational Resources (OER) Discussion

- In January, EdCo received a report from member A. Joy Varghese expressing student concerns about the high cost of textbooks and lack of transparency around these costs. The report included suggestions to address these issues, including displaying textbook costs on the website and advocating for the use of Open Educational Resources (OER).
- Following a suggestion from the January discussion, M. Young, Coordinator of Open Educational Resources, presented on initiatives around OER at VCC. Overall, OER are part of efforts to improve affordability and accessibility of education.
- Funding is crucial to develop or adapt OER. Some funds are available internally, through the Service Innovation and Enhancement (SIEF) Fund, and externally, e.g., through BCcampus. Other barriers to OER adoption are a lack of awareness and concerns about reliability of the content.
- Some emerging developments in the OER space include the use of generative AI to adapt and create content more quickly, as well as publishers combining free OER with paid supplementary materials.

## d. Concept Paper: Refrigeration and Air Conditioning Mechanic Foundation Certificate Program

- L. Griffith presented the concept paper for the new Refrigeration and Air Conditioning Mechanic Foundation Certificate, set to launch in September 2026. This program will be part of the new Clean Energy department and prepare students for entry-level jobs and apprenticeships in the HVAC and refrigeration fields. The program covers system installation, maintenance, safety, and emerging clean energy technologies, and includes 425 hours of work-based training credit. The target student audiences include high school graduates, career changers, and newcomers.
- The Clean Energy department will require about 2,000 sq. ft. of HVAC lab space in the Centre for Clean Energy and Automotive Innovation (CCEAI) currently under construction. Some training can take place in smaller labs using digital diagnostic tools and smaller training aids. VCC also aims to offer apprenticeships as part of the construction of the CCEAI.

- The proposed tuition level is significantly higher than that of comparable programs at other institutions. L. Griffith noted that there is very high demand for this programming, with long waitlists at other institutions. Based on high labour market demand and VCC's strong industry connections, the School is confident that industry partners will be prepared to sponsor students to support their recruitment of apprentices and trained professionals.

#### **e. EdCo Planning Day**

- N. Mandryk announced that EdCo Planning Day will be held on June 17 from 9:00 a.m. to 12 p.m. J. Shin and T. Morgan will provide an update on the Strategic Innovation Plan and academic innovation initiatives.

### **7. COMMITTEE REPORTS**

#### **a. Curriculum Committee**

##### **i) New Courses: ELSK 0580 & ELSK 0780 EAL for Health Care Advanced**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, course outlines for ELSK 0580 EAL for Health Care Intermediate and ELSK 0780 EAL for Health Care Advanced.

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

- T. Rowlatt presented the proposal for two new English as an Additional Language (EAL) courses on behalf of K. McMorris. These courses focus on healthcare-specific language at the intermediate and advanced levels to prepare students for healthcare programs. As part of this province-funded project, students will also be paired with a peer mentor in a healthcare program.
- While students can take both courses, most are likely to take only one course at the appropriate level in parallel to the EAL Pathways program, in order to enroll in a healthcare program later on. There was a discussion about the structure of the mentorship component and potential for recognition of peer mentors.

##### **ii) Program Update: Provincial Instructor Diploma**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, additions to the list of elective courses in the Provincial Instructor Diploma program content guide.

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

- T. Rowlatt presented the proposal to add new elective courses to the Provincial Instructor Diploma program. These five courses were recently approved as part of the new Digital Learning for Innovative Teaching Short Certificate.

##### **iii) Program Update: First-year University Transfer Engineering Certificate**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the First-year University Transfer Engineering Certificate.

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

- N. Tohidi presented the proposal. The First-year University Transfer Engineering Certificate was revised to align with the recently renewed agreement with SFU for students transferring into SFU's Engineering degree program. The renewed agreement required some updates to the course list. Additional edits were made in consultation with the Registrar's Office to standardize admission requirements language.
- There was a discussion about the different pathways into SFU. The agreement creates an assured pathway for students with a minimum overall GPA of 2.75 on the required courses (3.0 for international students) who complete their credits within 16 months. Students who take longer to complete their credits can apply under the competitive admission pathway. It was suggested to consider options for students requiring accommodations who may need a longer time to complete. The department will take this back for discussion with SFU.

#### iv) Program Update: Health Unit Coordinator Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revised admission requirements for the Health Unit Coordinator Certificate program.

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

- C. Kimoto and K. Griffiths presented proposed updates to the Health Unit Coordinator Certificate admission requirements. The proposal was brought straight to Education Council for approval, without going through Curriculum Committee. The Curriculum Committee and EdCo Chairs agreed to this approach due to the short timeline until the next admission cycle, with applications opening in June 2025.
- The department proposed reintroducing the keyboarding requirement (proctored assessment of 25 words per minute with 98% accuracy). This requirement was previously removed to reduce barriers for students, since the Assessment Centre can conduct only in-person assessments. However, over the last three cohorts, grades in the typing course have declined, and some students failed the course and were therefore unable to continue in the program. Keyboarding skills are also part of the hiring criteria for employment in hospitals.
- The department will accept both the in-person proctored test from VCC's Assessment Centre and the online proctored assessment from TRU. The possibility of offering proctored online assessments at VCC is being explored.

#### v) Program Update: IT Project Management Post-Degree Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for IT Project Management Post-Degree Diploma and 14 new courses.

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

- T. Rowlatt and A. Sellwood presented the proposal to reclassify courses in the recently approved IT Project Management Post-Degree Diploma from first- and second-year to third- and fourth-year level courses. This aligns VCC's program with project management offerings at other institutions, which have comparable learning outcomes, and better reflects the level of students' learning. New course outlines were created for these renumbered and renamed courses. Curriculum Committee accepted the rationale and had no concerns.
- There was a discussion about leveling up courses in other post-degree diplomas. This will depend on the specifics of each individual PDD program.

#### vi) Program Update: Graphic Design Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Graphic Design Diploma and 11 revised course outlines, and recommend the Board of Governors approve the reduction in credits for the diploma.

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

- T. Rowlatt presented the proposal on behalf of S. Albert. The Graphic Design Diploma was revised to reduce the program credits from 111.5 to 61.5 credits, conforming with the standard length of most diploma programs. To accomplish this, all courses related to user interface and user experience (UI/UX) and web coding/design were removed. This program focuses on graphic design in print and digital media. A separate UI/UX Design Diploma has been developed (see item 7avii).
- Curriculum Committee requested embedding AI more explicitly into the course outcomes and topics. AI is critical in this field, as design tools are constantly evolving. Language around AI was added to the program purpose section and to topics in several courses. The advanced entry (year 2) admission requirements were also simplified by removing the resumé, letter of intent and interview requirements. Students will still need to submit a portfolio.

- There was a discussion about AI tools used in the program, and ensuring the privacy and security implications of these tools are considered. L. Griffith will follow up with the department to clarify which AI tools will be utilized both in the Graphic Design and the UI/UX Design Diploma programs.
- This program may require ministry review regarding tuition due to the credit change.

#### **vii) New Program: UI/UX Design Diploma**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new UI/UX Design Diploma, ten new and eight revised course outlines, and recommend the Board of Governors approve the new credential, creation of ten courses, and program implementation.

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

- T. Rowlatt presented the proposal on behalf of S. Albert. The new UI/UX Design Diploma program offers students a specialization in the growing field of user interface and user experience (UI/UX) design. UI/UX has become an established design discipline over the last 20 years, and there is growing labour market demand. With the revised Graphic Design Diploma, focused on print and digital media, and the new UI/UX Design Diploma, students will have the choice between two distinct pathways, depending on their preferred area of focus.
- Curriculum Committee requested embedding AI more explicitly into the course outcomes and topics. AI is critical in this field, as design tools are constantly evolving. Language around AI was added to the program purpose section and to topics in several courses. The advanced entry (year 2) admission requirements were also simplified by removing the resumé, letter of intent and interview requirements. Students will still need to submit a portfolio.
- There was a discussion about the cohort size of this program and exploration of different delivery methods to increase flexibility and reach more students.

#### **viii) New Program: Construction Electrician Foundation Certificate**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Construction Electrician Foundation Certificate and ten new course outlines, and recommend the Board of Governors approves the new credential, creation of ten courses, and program implementation.

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

- L. Griffith and T. Rowlatt presented the proposal for the new Construction Electrician Foundation Certificate program, based on SkilledTradesBC (STBC) curriculum and modelled on the program taught at BCIT. The program is primarily aimed at domestic students. There is strong labour market demand for electricians to support construction projects. Graduates will mostly continue to apprenticeships, and VCC plans to offer apprenticeship training on site during the construction of the Centre for Clean Energy and Automotive Innovation.
- Curriculum Committee requested minor wording changes to some course and program learning outcomes and more details in the course descriptions. As the curriculum is well-established and articulated, and the program has not been taught yet, the committee agreed to limited minor adjustments.
- EdCo members discussed the program learning outcome related to professional communication and computer skills, and how these skills are embedded throughout the program.
- Members inquired about the level of math required for the program, and whether Foundations of Math and Pre-Calculus 10 (or department assessment of mechanical reasoning) is sufficient to prepare students for the math and physics content in the program. It was noted that open educational resources for math in trades, for example from BCcampus, are available for students to refresh their math skills if needed.

- There were questions about demand for and sustainability of this program, noting that the tuition level proposed in the concept paper/business case is significantly higher than that of comparable programs at other institutions. L. Griffith noted that there is very high demand for this programming, with four-year waitlists at other institutions. Based on high labour market demand and VCC's strong industry connections, the School is confident that industry partners will be prepared to sponsor students to support their recruitment of apprentices and trained electricians.

**ix) Changing Recommended Characteristics to Program Considerations in Program Content Guides (PCGs)**

**MOTION:** THAT Education Council approves replacing the “Recommended Characteristics of Students” section of the Program Content Guide with a “Program Considerations” section and supports the Style Guide for Program Considerations.

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

- T. Rowlatt presented the proposal, developed by a working group, to replace the “Recommended Characteristics of Students” section of the Program Content Guide (PCG) with a section called “Program Considerations.” This section focuses on the learning environment and tasks in the program, rather than personal characteristics. The goal is to empower prospective students to make informed decisions about programs and, where applicable, to contact Disability Services to explore accommodations.
- The working group developed a Style Guide for Program Considerations to support curriculum developers, organized in five broad categories: physical demands, sensory and environmental exposures, scheduling and travel requirements, emotional and cognitive considerations, and other considerations. There was strong support for the proposal, and it was suggested to post this document publicly to make it available to other institutions.

**x) Course Deactivations**

**MOTION:** THAT Education Council recommends the Board of Governors approve the deactivation of SIGN 1000 American Sign Language Level 1 and SIGN 2000 American Sign Language Level 2.

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

- T. Rowlatt presented the proposal to deactivate these two courses, which have been replaced by new courses.

**xi) Minor Curriculum Changes**

- An information note outlining minor curriculum changes approved by Curriculum Committee from January–May 2025 was included in the meeting package.

**b. Policy Committee**

**i) Academic Year (402) – Posted for College Feedback**

- L. Dannhauer reported that the policy was last reviewed in 2020. Slight revisions are proposed to clarify that the policy applies to academic programming/delivery, not to overall College operations. Changes also provide more flexibility around exam periods. The policy is posted for College feedback until July 11, 2025.

**ii) Lending and Borrowing College Equipment (416)**

- L. Dannhauer reported that this policy is undergoing a full review. The policy and procedures outline the process for departments lending out equipment. A new equipment borrower agreement template was also developed. Education Policy Committee reviewed the policy at its June meeting and discussed fines, accessibility, and how this policy relates to the Use of Library Resources policy (512). Feedback will be incorporated before the policy moves forward to the Administrative Policy Committee. EdCo received the policy for information only.

**c. Education Quality Committee**

**i) Program Renewal Reports & Action Plans: Auto Collision & Refinishing and Culinary Arts**

- L. Dannhauer reported on the recent program renewals in Auto Collision & Refinishing and in Culinary Arts.

**8. CHAIR REPORT**

- N. Mandryk reported that the effective date of the new Digital Communication, Social Media and Multimedia Post-Degree Diploma was changed from September 2025 to May 2026.
- All proposals presented by Education Council at the last Board of Governors meeting were approved.

**a) EdCo Annual Report 2024**

- The annual report was included in the meeting package and will be provided to the Board of Governors for information.

**9. STUDENT REPORT**

- M. Ng conveyed concerns from students about smoking and vaping in College facilities. N. Mandryk noted that these issues have been flagged by operational areas of the College.

**10. NEXT MEETING AND ADJOURNMENT**

- EdCo Planning Day will take place on June 17, 2025, 9:00 a.m.–12 p.m.
- The next Education Council meeting will be held on September 9, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:39 p.m.

**APPROVED AT THE SEPTEMBER 9, 2025 EDUCATION COUNCIL MEETING**

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



**VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
September 9, 2025  
3:30–5:30 p.m., Videoconference**

## ATTENDANCE

### **Education Council Members**

Louise Dannhauer (Vice-Chair)	Emily Simpson	Nafiseh Tohidi
Andy Sellwood	Jessie Williams	Shirley Lew
Brianna Higgins	Kseniia Osipova	Todd Rowlatt
Dave McMullen	Lisa Beveridge	Vivian Munroe
David Wells	Mandy Hayre	
Emily Logan	Marcus Ng	

### **Regrets**

Poorna Karthikeya Balachandar

### **Guests**

Adrian Lipsett	Clayton Munro	Kirsten Hagemoen
Alan Kelly	Daniela Randall	Natasha Mandryk
Barbara Mykle-Hotzon	Jade Macdonald	Reba Noel
Brenda Carmichael	Jennifer Gossen	Sarah Cain
Brett Griffiths	Jennifer Kelly	Tanya O'Neill
Brynn Joyce	Jennifer Vo	Taryn Thomson
Chelsea Savage	John Demeulemeester	Willy Aroca Aguirre

### **Recording Secretary**

Darija Rabadzija

## 1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m. L. Dannhauer chaired the meeting.
- N. Mandryk has accepted a new position at VCC as Associate Director, Academic Planning, Policy, and Analysis, and resigned from the EdCo Chair position and her elected faculty seat on EdCo. She was acknowledged for her contributions to Education Council over the last eight years, including as EdCo Chair, EdCo Vice-Chair, and Chair of Education Policy Committee and Appeals Oversight Committees.

## 2. ACKNOWLEDGEMENT

- M. Ng acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səl̓ílw̓ətaʔɬ (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 9, 2025 agenda as presented.

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

## 4. APPROVE PAST MINUTES

**MOTION: THAT** Education Council approves the June 10, 2025 minutes as presented.

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

## 5. ENQUIRIES & CORRESPONDENCE

- There were none.

## 6. BUSINESS ARISING

### a. EdCo Membership & Fall Elections

- L. Dannhauer welcomed J. Williams, Dean of Indigenous Initiatives, and M. Hayre, Interim Dean, School of Health Sciences, who were appointed to administrator seats on EdCo in the interim, following the departures of D. Kirk, Dean of Curriculum & Pedagogy, and D. Innes, Dean of Hospitality, Food Studies and Business. Departing members were thanked for their contributions: S. Callaghan, Faculty, Health Sciences, has stepped down from EdCo, and student member A. Joy Varghese has graduated.
- Elections and by-elections for faculty, staff and student seats on EdCo are taking place in September/October, with results announced by October 17.

### b. Education Service Renewal Report & Institutional Response: Academic Advising

- C. Munro, R. Noel and K. Osipova presented the Academic Advising Education Service Renewal Report and Institutional Response. The report was reviewed by Education Quality Committee in June. Key themes included building capacity, emphasis on quality of services, and collaboration with other departments across the College.
- It was confirmed that an external review was conducted as part of the renewal. This review included site visits by VCC employees to academic advising services at Douglas College, KPU and Langara College, and a site visit at VCC by academic advising managers from KPU.

### c. Sign Language Interpreting Degree – DQAB Phase 1 Application

- K. Hagemoen presented the Stage 1 application to the Degree Quality Assessment Board (DQAB) for a new Sign Language Interpreting Degree program. Stage 1 proposals are reviewed to determine whether the proposed program benefits students, addresses a need within the BC post-secondary system, and provides social and economic benefits to the province. Following DQAB approval of the Stage 1 proposal, the department will submit a more in-depth Stage 2 proposal for ministerial review.
- VCC has historically offered a one-year Certificate in American Sign Language (ASL) and Deaf Studies; graduates of the certificate program who were interested in continuing their studies to become sign language interpreters would then apply to the two-year Sign Language Interpretation (SLI) diploma at Douglas College. The SLI program moved to VCC in 2023–24, allowing students to more seamlessly complete their studies. The current proposal is to expand the existing three years of study into a four-year Applied Degree in ASL–English Interpretation so that graduates are better prepared to enter the workforce.
- VCC offers one of only four sign language interpreting programs in Canada, and there is growing demand for interpreters with higher levels of proficiency than generally attained through completion of the diploma. The degree program will enable graduates to work in a broader range of careers, for example in the growing field of video relay services.
- Besides the full-time degree program, the plan is to offer open enrolment for intermediate and advanced ASL courses to the community. There were questions about ministry support and funding for this program, and the timeline for the DQAB application process.

### d. Affiliation Agreement: Greystone College

**MOTION:** THAT Education Council approves, and forwards to the Board of Governors for joint approval, the affiliation agreement between VCC and Greystone College.

**Moved by A. Sellwood, Seconded & CARRIED (Unanimously)**

- W. Aroca Aguirre presented the proposed affiliation agreement between VCC and Greystone College to establish an educational pathway for international students who would like to pursue a degree in Hospitality Management at VCC. The agreement provides a pathway for graduates from Greystone College's Diploma in International Business Management to enter the third year of VCC's Bachelor of Hospitality Management program.
- Development of this agreement involved a strong focus on risk management and evaluation of the partner school's program quality. VCC and the partner institution plan to continue to monitor student performance and outcomes to ensure the pathway remains effective and aligned with academic standards. VCC has seen strong outcomes from students transferring from Greystone College into the Bachelor of Hospitality Management program from 2021–2023, before the expiry of the previous affiliation agreement.
- Members inquired about alignment of Greystone College's and VCC's programs. There is less focus on the food and beverage components at Greystone College, and students will be required to take courses on food production and restaurant operations at VCC. VCC's campuses are equipped with the required facilities to support practical learning in these areas.
- Similar agreements between VCC and four other post-secondary institutions were approved by Education Council and the Board of Governors in June 2025.

#### **e. 2026 EdCo Meeting Schedule**

**MOTION:** THAT Education Council approves the 2026 Education Council and Standing Committees meeting schedule.

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

#### **f. Election: Interim Education Council Chair**

- D. McMullen conducted the elections for interim positions (until December 2025).

##### **Education Council Chair**

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

By acclamation, former Vice-Chair L. Dannhauer was announced interim Chair of Education Council. L. Dannhauer stepped down as Chair of Education Policy Committee and Education Quality Committee, and elections were held for these positions and the EdCo Vice-Chair.

##### **Education Council Vice-Chair**

- L. Dannhauer nominated E. Logan. Nomination accepted.  
Second and third call for nominations: There were none.  
By acclamation, E. Logan was announced interim Vice-Chair of Education Council.

##### **Education Quality Committee Chair**

- L. Dannhauer nominated A. Sellwood. Nomination accepted.  
Second and third call for nominations: There were none.  
By acclamation, A. Sellwood was announced interim Chair of Education Quality Committee.

##### **Education Policy Committee Chair**

- L. Dannhauer nominated E. Logan. Nomination accepted.  
Second and third call for nominations: There were none.  
By acclamation, E. Logan was announced interim Chair of Education Policy Committee.

## 7. COMMITTEE REPORTS

### a. Curriculum Committee

#### i) Course Update: DLIT 3050 Advancing Information Literacy

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the DLIT 3050 Advancing Information Literacy in Digital Learning course outline.

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

- T. Rowlatt presented proposed changes to the recently approved course DLIT 3050, part of the new Digital Learning for Innovative Teaching Short Certificate. Revisions were made to refocus the curriculum on the role of information literacy in digital teaching and learning. The previous version focused on facilitation of digital learning and was similar to other existing courses in the School of Instructor Education. The course has not yet been taught, so the course number was re-used.

#### ii) New Courses: CULP 1101, 2101, 3101

**MOTION:** THAT Education Council approve, in the form presented at this meeting, new course outlines for CULP 1101 Cook Apprentice Level 1, CULP 2101 Cook Apprentice Level 2, and CULP 3101 Cook Apprentice Level 3.

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

- T. Rowlatt presented the proposal for three new course outlines replacing the current Cook Apprentice courses. The main change is the addition of 20 hours of online self-paced learning in occupational skills to Level 3 to prepare apprentices for the hands-on work they will encounter during this course. One additional credit was added to the course. The rationale for this change is to support students in meeting outcomes that may not have been covered by their training in industry. The other two courses remain functionally unchanged, though with new course numbers suggested by the Registrar's Office.

#### iii) Program Update: Dental Hygiene Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Dental Hygiene Diploma and four revised course outlines; and recommend the Board of Governors approve the implementation of the revised program and creation of 24 new courses.

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

- J. Macdonald presented the proposal. The Dental Hygiene Diploma was significantly revised in 2023, including creation of 24 new courses. These changes incorporate the revised Entry-to-Practice Canadian Competencies for Dental Hygienists and align VCC's program with similar programs in terms of length, hours and credits. Prior to this revision, the program had over 120 credits (typical diplomas have between 60-75 credits). The curriculum was approved by Education Council, but due to delays reviewing tuition at the Ministry level, the revised program did not receive final Board of Governors approval.
- The program is ready to move forward, with a proposed reduction in hours for all four clinical courses, which initially included more hours than required. Overall course content and credits remain the same, and the department is confident the outcomes can be taught in the reduced clinical time. VCC's program consists of 810 hours, well within the range of comparable accredited Dental Hygiene programs at other BC institutions (between 642 and 843 program hours).

#### iv) Program Update: Health Care Assistant Diploma (International Cohort)

**MOTION:** THAT Education Council approve, with changes approved at this meeting, revisions to the program content guide for the Health Care Assistant Diploma (International Cohort), 7 new and 12 revised course outlines.

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

- L. Beveridge presented the proposal. The international diploma program launched in January 2023 and was revised based on feedback from students, faculty and external partners. The major change is re-organizing content between the series of four Common Health Challenges courses. The specialized areas of palliative/end of life care and neurodevelopmental disorders are moving from Term 2 to Terms 3–4, when students encounter this type of practice. Originally, students were learning the core principles 10 months prior, negatively impacting their learning. In addition, the program is moving hours out of Term 2, which students have reported as being overloaded, and reducing the overall length by 30 hours. The positive impact of this change on student mental health and well-being was highlighted. The overall number of program credits has not changed.
- Members requested minor adjustments to course evaluation plan language ("graded activities"). L. Beveridge and T. Rowlatt will finalize these small edits after the meeting.

#### v) New Program: Pharmacy Technician Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Pharmacy Technician Diploma, including 7 revised and 11 new course outlines, and recommend the Board of Governors approve the credential, creation of 11 courses, and program implementation.

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

- J. Vo presented the proposal for the new Pharmacy Technician Diploma, which will replace the certificate program in January 2027. The accrediting body, the Canadian Council for Accreditation of Pharmacy (CCAPP), now requires increased hours and additional learning outcomes. With the already heavy credit load of the certificate, the added credits move the program into the diploma range. This change to a diploma also more accurately reflects the intensity and level of students' learning and is in line with other programs in BC and Canada.
- T. Rowlatt noted that there are currently no options for reinsertion if students fail a course. The rationale is to ensure students maintain current skills to ensure patient safety during their practicum. Curriculum Committee suggested the department discuss options for reinsertion with the accreditation body.

#### vi) Program Update: Pharmacy Technician Certificate

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

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

- J. Vo presented the proposals for a small change to the math admission requirement for the Pharmacy Technician Certificate. The accrediting body, CCAPP, recently clarified the requirement. Previously, "senior-level math" was required; this has now been defined as the equivalent of Pre-Calculus 11 or Foundations of Math 12 in BC.

**vii) Program Updates: Computer Aided Draft (CAD) and Building Information Modelling (BIM)  
Technician Diploma & Architectural Technician Certificate**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guides for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and the Architectural Technician Certificate, one revised and two new course outlines.

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

- T. Rowlatt presented the proposal for adjustments to the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and the Architectural Technician Certificate. Following the program renewal and restructuring, the department is proposing to shift some learning outcomes among courses. For this purpose, two new courses were created (DRFT 1111 and DRFT 1105) and one course revised (DRFT 1200).

**viii) Program Update: Heavy Mechanical Trades Certificate**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Heavy Mechanical Trades Certificate program, including 11 new course outlines.

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

- A. Kelly presented proposed changes to the Heavy Mechanical Trades Certificate based on SkilledTradesBC requirements, to include learning outcomes around electric vehicles. The other outcomes largely remain the same. The program is also being restructured from one-credit courses taught over one week to 11 new courses taught over 4–5 weeks. This will provide more flexibility for students who need to miss a class. Students will have the opportunity for hands-on training with electric vehicles.
- There were questions about the format of course descriptions, referencing specific sections of the SkilledTradesBC program outline. This information has historically been included for heavy mechanical trades, based on requirements from STBC's review committee for this area.

**ix) New Courses: ELCO 1001, 2001, 3001, 4001 & Course Content Guide: Construction Electrician Apprentice**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, four new Construction Electrician Apprentice course outlines and the accompanying Course Content Guide.

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

- B. Griffiths presented the proposal for four new construction electrician apprentice courses. The new Construction Electrician Foundation Certificate (equivalent to apprentice Level 1) recently went through governance, and this proposal expands VCC's programming to all four levels of apprenticeship. The curriculum is closely aligned with SkilledTradesBC provincial curriculum.
- Additionally, the Clean Energy Technology Diploma program was recently recognized by STBC as equivalent to Level 1, providing another pathway for students pursuing a Red Seal in the construction electrician trade.
- The purpose of the Course Content Guide is to easily publish content to the VCC website.

**x) New Program: Wind Turbine Technician Certificate**

**MOTION:** THAT Education Council provisionally approve, in the form presented at this meeting, the program content guide for the new Wind Turbine Technician Certificate program and 10 new course outlines, and recommend the Board of Governors approve the new credential, creation of 10 new courses and program implementation.

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

- B. Griffiths presented the proposal for the new Wind Turbine Technician Certificate, part of the suite of programs developed for VCC's new Centre for Clean Energy and Automotive Innovation. The curriculum was adapted from Northern Lights College. This program will prepare students for entry-level careers in the renewable energy sector, specifically focusing on wind turbine maintenance and operations. VCC has seen interest in the program, in the context of the expansion of wind farms on Vancouver Island.
- As this program will be taught out of the newly established Clean Energy Technology Department, the program will go through provisional approval. A provisional approval committee will be formed to provide support during the first run of the program, with the ability to approve smaller curriculum adjustments.

**xii) New Program: Refrigeration and Air Conditioning Mechanic Foundation Certificate**

**MOTION:** THAT Education Council provisionally approve, in the form presented at this meeting, the program content guide for the new Refrigeration and Air Conditioning Mechanic Foundation Certificate program and 12 new course outlines, and recommend the Board of Governors approve the new credential, creation of 12 courses and program implementation.

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

- B. Griffiths presented the proposal for the new Refrigeration and Air Conditioning Mechanic Foundation Certificate. There is high labour market demand for trained mechanics, as well as waitlists at other institutions offering this programming. The certificate aligns with SkilledTradesBC's provincial curriculum, and graduates can continue to pursue an apprenticeship and the Red Seal in the Refrigeration and Air Conditioning Mechanic trade.
- As this program will also be housed in the new Clean Energy Technology Department, the program was provisionally approved.

**xii) Program Update: Bachelor of Applied Music**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the significantly revised Bachelor of Applied Music program, 34 revised and 42 new course outlines, and recommend the Board of Governors approve the implementation of the revised program and creation of 42 new courses.

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

THAT Education Council recommends the Board of Governors approve deactivating five Music courses that are no longer taught.

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

- E. Logan presented the proposal for the revised Bachelor of Applied Music. VCC has been teaching a two-year Music Diploma program and a two-year Bachelor of Applied Music, consisting of third- and fourth-year courses. This programming is being restructured into one 4-year bachelor's degree with a diploma exit option after two years. This change aligns with programming at other institutions and provides a more modular structure, rather than requiring students to take courses in a specific sequence. This structure supports student progression and enables them to study part-time or with a lighter full-time course load.
- The revisions simplify the program structure from distinct classical voice, composition, and jazz performance majors to only two pathways: Performance Concentration and Academic, with new courses created for academic-focused students.
- The next step after approval of the curriculum is a review of the revised degree program by the Degree Quality Assessment Board (DQAB).

## **b. Policy Committee**

### **i) Academic Year (402)**

**MOTION:** THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Academic Year (402) policy and procedures.

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

- L. Dannhauer presented proposed revisions to the Academic Year policy and procedures. Updates were made to clarify that the policy applies to academic programming/delivery, not to overall College operations. Changes were made to provide flexibility around final exam periods, since they may not apply to all courses, and the summer term start was changed from “first business day in May” to “first Monday in May.” While the policy provides a framework, exceptions can be made in consultation with the Registrar’s Office based on unique department and delivery needs.

### **ii) Open for College Feedback: Contract Administration (132) – New; Educational Affiliations (407) & Education Service Contract (406) – Rescind**

- L. Dannhauer reported that a new Contract Administration policy (132) was developed, which subsumes the existing Educational Affiliations (407) and Education Service Contract (406) policies. The proposal is to rescind these two policies once the new policy is approved. All three policies are posted for College feedback until October 2.

## **c. Education Quality Committee**

- L. Dannhauer reported that the 2024 Annual Program Review Summary Report will be presented at the next EdCo meeting. The committee will work on forms for the next round of Annual Program Reviews.

## **8. CHAIR REPORT**

- L. Dannhauer noted that the Construction Electrician Foundation Certificate, which was approved at the last EdCo meeting, will go through provisional approval. This was agreed after the meeting.

## **9. STUDENT REPORT**

- M. Ng conveyed concerns from students about instructors requiring them to turn on their cameras during recorded online classes.
- There was a discussion about applicable guidelines; VCC has an [online learning classroom agreement](#). It was suggested to continue the discussion at a future meeting.

## **10. NEXT MEETING AND ADJOURNMENT**

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

## **APPROVED AT THE OCTOBER 14, 2025 EDUCATION COUNCIL MEETING**

**Louise Dannhauer**  
**Chair, VCC Education Council**



**VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL**  
**Special MEETING MINUTES**  
**September 17, 2025**  
**3:30–4:00 p.m., Videoconference**

## ATTENDANCE

### **Education Council Members**

Louise Dannhauer (Chair)	Dave McMullen	Marcus Ng
Emily Logan (Vice-Chair)	David Wells	Nafiseh Tohidi
Andy Sellwood	Emily Simpson	Shirley Lew
Brianna Higgins	Lisa Beveridge	Todd Rowlatt

### **Regrets**

Jessie Williams	Mandy Hayre	Vivian Munroe
Kseniia Osipova	Poorna Karthikeya Balachandar	

### **Guests**

Lucy Griffith	Rosie Gosling	Willy Aroca Aguirre
Natasha Mandryk	Tanya O'Neill	Ysabel Sukic

### **Recording Secretary**

Darija Rabadzija

## **1. CALL TO ORDER**

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

## **2. ACKNOWLEDGEMENT**

- L. Dannhauer acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səl̓ílw̓ətaʔɬ (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 17, 2025 agenda as presented.

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

## **4. BUSINESS ARISING**

### **a. Program Name Change: Culinary Arts and Food Service Management Diploma to Culinary Arts Diploma**

**MOTION:** THAT Education Council recommends the Board of Governors approve changing the program name of the Culinary Arts and Food Service Management Diploma back to Culinary Arts Diploma.

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

- Y. Sukic and W. Aroca Aguirre presented the proposal to change the name of the Culinary Arts and Food Service Management Diploma back to Culinary Arts Diploma.
- Immigration, Refugee and Citizenship Canada (IRCC) changed its policy on which programs would be post-graduate work permit (PGWP) eligible in 2024. The Culinary Arts department changed the Culinary Arts Diploma (CUDP) to Culinary Arts and Food Service Management Diploma (FSMG) in

November 2024 due to CIP alignment concerns for PGWP eligibility. The CIP code assigned to the FSMG program was 19.0505 Foodservice Systems Administration/Management, which falls under the 'Health and Social Services' Field of Study category. The name change was approved by the Board of Governors on November 27, 2024.

- On July 4, 2025, IRCC announced updated eligible CIP codes, which include CIP code 12.0500 Cooking and Related Culinary Arts, General under the "Trades" Field of Study CIP category. The diploma aligns closely with this CIP, which emphasizes training in culinary trades and prepares graduates for a variety of food service careers. With the July 2025 changes, this CIP code is once again PGWP-eligible.
- There was broad consultation across the College (department, School, Registrar's Office, International Education, and Institutional Research), and there is unanimous support for the proposal to revert to the previous program name – Culinary Arts Diploma – and update the CIP code.
- Although curriculum adjustments were made in 2024 to reflect health and social services applications, the program remains fundamentally rooted in the culinary trades, and the original name and trades-aligned CIP better reflect the trades/culinary focus of the program.
- It was clarified that the adjustments made in 2024 to broaden the scope of the program will remain, and there is more focus on students exploring career opportunities beyond the traditional hotel and restaurant sectors in health care and other settings.
- Members inquired about plans in case of potential future IRCC policy changes. The department is confident that the program is well set up for the future as it encompasses a broad range of outcomes, including around nutrition, food service management, and meat cutting/butchery.

### **b. Program Updates: Culinary Arts Diploma & Professional Cook 2 Advanced Certificate**

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guides for the renamed Culinary Arts Diploma and the Professional Cook 2 Advanced Certificate, including two new and three revised course outlines.

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

- Besides the name change, the department is proposing curriculum updates to the Culinary Arts Diploma and Professional Cook 2 Advanced Certificate based on program renewal recommendations. Outcomes related to gardening were removed, and outcomes around alternative diets and nutrition and fermentation were added to align with SkilledTradesBC (STBC) and current industry demands of graduates.
- CULI 1516 Cook Chill Production Kitchen is being replaced by CULI 1515 Global Cuisine Production Kitchen to reflect the focus on multinational cuisines, as well as introduce fermentation processes. Students will move to assessing quality and safety of fermented products in CULI 1528.
- CULI 2522 Nutrition and Dietary Alternatives is replacing CULI 2521 Global Cuisine, Nutrition, and Dietary Alternatives with an enhanced focus on nutrition, dietary alternatives and an introduction to therapeutic modifications to reflect current industry needs, better align with STBC Professional Cook 2 outcomes, and prepare students with more skills for working in health care institutional kitchens.
- The department has also updated the program considerations section (formerly recommended characteristics of students). Additional edits to this section were made based on Curriculum Committee feedback. The committee also requested minor adjustments to learning outcomes for clarity.
- It was noted that CULI 1515 and CULI 1528 have the same number of hours but different credits. The department will take this back for future review.

## **5. NEXT MEETING AND ADJOURNMENT**

- The next Education Council meeting will be held on October 14, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 3:47 p.m.

## **APPROVED AT THE OCTOBER 14, 2025 EDUCATION COUNCIL MEETING**

**Louise Dannhauer**  
Chair, VCC Education Council



**VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
October 14, 2025  
3:30–5:30 p.m., Videoconference**

**ATTENDANCE**

**Education Council Members**

Louise Dannhauer (Chair)	Emily Simpson	Marcus Ng
Andy Sellwood	Jessie Williams	Nafiseh Tohidi
Brianna Higgins	Kseniia Osipova	Shirley Lew
David Wells (to 3:45 p.m.)	Lisa Beveridge	Todd Rowlatt
Emily Logan	Mandy Hayre	

**Regrets**

Dave McMullen	Poorna Karthikeya Balachandar	Vivian Munroe
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**Guests**

Adrian Lipsett	Feras Ghesen	Rosie Gosling
Brynn Joyce	Ian Humphreys	Taryn Thomson
Cateno Vasallo	Natasha Mandryk	

**Recording Secretary**

Darija Rabadzija

**1. CALL TO ORDER**

- The meeting was called to order at 3:32 p.m.

**2. ACKNOWLEDGEMENT**

- L. Beveridge acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx wú7mesh (Squamish), and səlilw̓ətaʔɬ (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 14, 2025 agenda as presented.

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

**4. APPROVE PAST MINUTES**

**MOTION: THAT** Education Council approves the September 9 and September 17, 2025 minutes as presented.

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

**5. ENQUIRIES & CORRESPONDENCE**

- There were none.

## 6. BUSINESS ARISING

### a. Education Service Renewal Reports & Institutional Response: CS Office & Registrar

- A. Lipsett and I. Humphreys presented the Continuing Studies (CS) Office & Registrar Education Service Renewal Report and Institutional Response. The report was reviewed by Education Quality Committee in June. Based on findings, efforts are underway to improve efficiency, consistency, and student engagement. This includes standardizing and automating processes and enhancing communication with students. CS is focusing on recruitment, leads management and admissions strategies, with plans to share insights across the College.

### b. Cambridge Linguaskill Test for English Language Proficiency

- L. Dannhauer presented on behalf of D. McMullen. VCC is now accepting the Cambridge Linguaskill test as another option for students to demonstrate English language proficiency. This computer-based test assesses listening, reading, writing, and speaking. Scores are mapped to both the Common European Framework of Reference for Languages (CEFR) and International English Language Testing System (IELTS) IELTS scores. The test is accepted by other institutions including BCIT and Stenberg College. Data is stored in the UK under Cambridge English, which complies with the EU's GDPR privacy legislation.
- L. Dannhauer will follow up with D. McMullen regarding questions raised by members around cost, applicability to domestic and/or international students, plans for evaluation of this test by the Registrar's Office over the next few years, as well as consultation with faculty around implementation of this assessment option.

### c. Concept Paper: Automotive Electronics Repair Certificate

- F. Ghesen and C. Vasallo presented the concept paper for the new domestic Automotive Electronics Repair Certificate program, which focuses on EV component diagnostics and repair (rather than replacement). The program will be delivered jointly by the Electronics and Automotive Service Technician (AST) departments. This is an emerging field, and there is no related SkilledTradesBC curriculum at this time.
- There is strong local industry demand for trained technicians, and this program builds on existing government-funded EV training already being delivered by VCC as one of three institutions nationally. There was a discussion about potential future collaborations with industry and student pathways.

### d. Concept Paper: Automotive Parts, Service Advising and Collision Estimating Certificate

- F. Ghesen and C. Vasallo presented the concept paper for the new domestic Automotive Parts, Service Advising and Collision Estimating Certificate. The program is designed to train students for customer-facing roles in the automotive industry, such as service advisors and parts managers. Graduates will be able to work in dealerships, repair shops, and collision centers, with potential for advancement. Options for online/flexible delivery micro-credentials for working professionals will be explored.

### e. EdCo Elections & New Member Orientation

- The EdCo elections closed on October 14. New members will be announced by October 17. L. Dannhauer thanked all candidates running in the election and acknowledged outgoing members whose terms are ending on October 31, 2025: Ksenia Osipova, Supervisor Advising & Assessments (staff); and Karthik (Poorna Karthikeya Balachandar), who will graduate in November.

### f. EdCo Planning Day

- The annual EdCo Planning Day will take place in late November/early December. Members were invited to suggest topics for discussion.

### g. EdCo Planning Calendar

- The annual EdCo Planning Calendar was presented for information.

## 7. COMMITTEE REPORTS

### a. Curriculum Committee

#### i) Program Updates: Bachelor of Science in Nursing (First Year Entry) & Bachelor of Science in Nursing (Advanced Entry)

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guides for the Bachelor of Science in Nursing (First Year Entry) and Bachelor of Science in Nursing (Advanced Entry), including nine revised and two new course outlines.

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

- R. Gosling presented the proposal. Some courses were switched between Year 3 and Year 4 to better support student learning. The new course NURS 3261 Leadership in Nursing replaces NURS 4261 Nursing Leadership, with credits reduced from three to two credits, since leadership concepts are integrated throughout the BSN program. The overall number of credits remained unchanged. Admission requirements were also updated to align with other institutions and make the programs more competitive.

#### ii) Course Deactivations

**MOTION:** THAT Education Council approves the deactivation of HLTH 1101 and COMP 0982,0983, 0984, 0985, 0986, 0987, 0993.

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

**MOTION:** THAT Education Council approves the deactivation of 52 Continuing Studies courses, effective once the related programs have been discontinued.

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

- T. Rowlatt presented the course deactivation proposals. The Continuing Studies courses are part of programs that have been taught out and superseded by new programs. The proposal to formally discontinue the replaced programs will be presented at a future meeting.

### b. Policy Committee

#### i) Tuition and Fee Refund (311), Admissions (301), Flexible Admissions (302)

- E. Logan presented proposed edits to the Tuition and Fee Refund (311), Admissions (301), and Flexible Admissions (302) policies for information, which were discussed at the October 8 EPC meeting.
- IRCC (Immigration, Refugees and Citizenship Canada) has begun using more specific language in some study permit refusals, including references to applicant misconduct or submission of fraudulent information. The Registrar's Office is proposing policy edits to clarify that students denied a study permit by IRCC due to providing inaccurate, incomplete, untruthful or misrepresented information may not be eligible for a full refund. In addition, the admissions policies were updated to explicitly state that students are required to provide accurate, complete, and truthful information as part of the application process.
- EPC requested minor wording changes, taking into consideration terminology used by IRCC. The committee voted to post the Admissions (301) and Flexible Admissions (302) for College feedback (open until November 3, 2025). Tuition and Fee Refund (311) is an administrative policy and will move forward to the Administrative Policy Committee.

### c. Education Quality Committee

#### i) Annual Program Reviews 2024 Summary Report

- A. Sellwood presented the summary report from EQC's panel discussion with the deans in March 2025, highlighting themes identified during the last round of annual program reviews (APR).

- The committee is finalizing questions for the 2025 APR process. The rotating question last year focused on AI, while this year a question around “blue sky visioning” will be included. An activity related to APRs is planned for the November Leaders’ Forum.

**ii) Early Thoughts on Direction for Program Development**

- As D. Wells had to leave the meeting, this item was deferred to the upcoming Education Quality Committee meeting.

**8. CHAIR REPORT**

- L. Dannhauer thanked everyone who participated in the election, and acknowledged the strong collaboration across EdCo’s standing committees. EdCo Planning Day provides an opportunity to discuss ways to further improve communication among committees and with the broader College community.

**9. STUDENT REPORT**

- No report.

**10. NEXT MEETING AND ADJOURNMENT**

- The next Education Council meeting will be held on Wednesday, November 12, 2025. The start time is to be confirmed (3:00 p.m. or 3:30 p.m.)
- The meeting was adjourned 4:32 p.m.

**APPROVED AT THE NOVEMBER 12, 2025 EDUCATION COUNCIL MEETING**

**Louise Dannhauer  
Chair, VCC Education Council**



**VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
November 12, 2025  
3:00–5:00 p.m., Videoconference**

## ATTENDANCE

### **Education Council Members**

Louise Dannhauer (Chair)	Jingwei (Matt) Xu	Rosie Gosling
Andy Sellwood	Lisa Beveridge	Shirley Lew
Brianna Higgins	Mandy Hayre	Todd Rowlatt (to 4:16 p.m.)
Emily Logan	Nafiseh Tohidi	
Emily Simpson	Nelba Garcia	

### **Regrets**

Dave McMullen	Jessie Williams	Michael Weber
David Wells	Marcus Ng	Vivian Munroe

### **Guests**

Adrian Lipsett	Jennifer Gossen	Natasha Mandryk
Brynn Joyce	Jennifer Kelly	Sid Khullar
Christina Carnacete	Keith Mew	Tannis Morgan
Dawn Cunningham Hall	Kseniia Osipova	
Ian Humphreys	Maya Redlick	

### **Recording Secretary**

Darija Rabadzija

## **1. CALL TO ORDER**

- The meeting was called to order at 3:02 p.m.

## **2. ACKNOWLEDGEMENT**

- R. Gosling acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ílw̓ətaʔɬ (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, 2025 agenda as presented.

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

## **4. APPROVE PAST MINUTES**

**MOTION:** THAT Education Council approves the October 14, 2025 minutes as presented.

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

## **5. ENQUIRIES & CORRESPONDENCE**

- L. Dannhauer provided an update from D. McMullen in response to question about the Linguaskill English language test raised at the last meeting. The test is provided by the Cambridge group, which also offers the IELTS (International English Language Testing System) and OET (Occupational English Test). The test maps to CEFR (Common European Framework of Reference) and CLB (Centre for Canadian Language Benchmarks) benchmarks, so no new scoring work was required. The test is

approved for both domestic and international admissions, with costs between \$150 and \$250. The Registrar's Office will monitor usage and student outcomes over time.

## 6. BUSINESS ARISING

### a. Welcoming New EdCo Members

- L. Dannhauer welcomed newly elected EdCo members: student representatives N. Garcia and J. Xu, and faculty representatives R. Gosling and M. Weber. The following members were re-elected to another term: E. Simpson, L. Beveridge, Louise Dannhauer, and T. Rowlatt (faculty); V. Munroe (staff); and M. Ng (student). A by-election will be held early next year to fill the two remaining vacancies on EdCo (student and staff seats).

### b. Education Service Renewal Reports & Institutional Response: International Education

- J. Gossen and I. Humphreys presented the International Education Service Renewal Report and Institutional Response. The report was reviewed by Education Quality Committee in June. Recommendations in the action plan center around strengthening communication, leveraging technology, and enhancing student supports, particularly in housing, career development, and well-being.

### c. International Education Update

- J. Gossen reported on declining international enrolment both at VCC and across Canada, in response to multiple policy changes by Immigration, Refugees, and Citizenship Canada (IRCC) in the last year. Overall, there are fewer applications, more study permit refusals, and increased scrutiny by IRCC. This uncertainty is leading more students to turn to other study destinations.
- VCC is working to mitigate these challenges through increased support for applicants, strategic enrolment management, heightening awareness of VCC's brand, and participation in campaigns to promote BC and Canada as a study destination (Study in BC, Learn Canadian).

### d. Program Discontinuances: Continuing Studies

**MOTION:** THAT Education Council recommends to the Board of Governors discontinuance of the following programs, effective January 1, 2026:

Addictions Counselling Skills Advanced Certificate  
Business Leadership and Management Certificate  
Community Counselling Skills Certificate  
Leadership Certificate  
Leadership Coaching Associate Certificate  
Leadership Coaching Certificate  
Management Skills for Supervisors Certificate  
Networking Technology Certificate  
Wedding and Event Management Certificate

**Moved by E. Simpson, Seconded & CARRIED (with one opposed)**

- A. Lipsett presented the proposal to discontinue several Continuing Studies programs, which have been functionally replaced through the program renewal and redesign process. All students who were enrolled in the original programs have either completed their program through teach-out or transition to the new program, or have exceeded the maximum program completion duration as of December 2024.
- L. Dannhauer noted that, as outlined in the procedures for VCC Policy 414 Suspension and/or Discontinuance of Programs, the first step in retiring a program is to formally initiate a suspension of the program. After two years of suspension, a decision on program discontinuance can be made. In this case, the EdCo Chair supported the approach of moving straight to discontinuance of these programs without a prior period of suspension, since they were functionally replaced by other

programs, which VCC continues to run. In addition, there is agreement among the dean and program coordinators, and no impacts on students who were enrolled in the original programs. EdCo had no concerns about this approach.

- As the Registrar's Office is working on the next edition of the VCC calendar, more programs may come forward for discontinuance as part of a system clean-up.

**e. Program Discontinuances—School of Arts & Sciences: i. ABE Graduation Program Certificate & ABE Intermediate Program Certificate; ii. VR/AR Design and Development Diploma; iii. Applied Technology for the Visually Impaired Certificate & Office Administration for the Visually Impaired Certificate**

**MOTION:** THAT Education Council recommends to the Board of Governors the discontinuance of the following programs, effective January 1, 2026:

ABE Graduation Program Certificate  
ABE Intermediate Program Certificate  
Applied Technology for the Visually Impaired Certificate  
Office Administration for the Visually Impaired Certificate  
VR/AR Design and Development Diploma

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

- S. Lew and J. Kelly presented several programs for discontinuance following suspension for at least two years, in line with VCC's Policy 414 Suspension and/or Discontinuance of Programs.
- The ABE Graduation Program Certificate and ABE Intermediate Program Certificate were initially developed to offer grade 12 and grade 10 level completion credentials, respectively. However, there was very little demand for these credentials, as most ABE students take individual courses to upgrade or complete specific pre-requisites. For this reason, these programs were suspended in June 2023. The courses continue to be offered, and completed credits count towards the B.C. Adult Graduation Diploma (Adult Dogwood).
- The VR/AR Design and Development Diploma, offered in partnership with Vancouver Film School (VFS), has seen low enrolment and was suspended in November 2023. The related affiliation agreement with VFS expired in January 2023 and was not renewed.
- The Office Administration Certificate for the Visually Impaired and the Applied Technology Certificate for the Visually Impaired were intended to provide an alternative pathway for visually impaired students to access the mainstream Office Administration or related programs. The programs were suspended in May 2018 due to low enrolment. The Visually Impaired department equips visually impaired students with the skills they need to use screen reading, magnification and keyboard shortcuts in their Basic level courses. With mastery of these skills, students can be accommodated in other VCC programs rather than requiring a program specific to visually impaired students.

**f. Concept Paper: Information Systems Security and Administration Post-Degree Diploma**

- A. Lipsett and S. Khullar presented the concept paper for the Information Systems Security and Administration Post-Degree Diploma. This is a revised and renamed version of the Network Technology Administration and Security (NTAS) Post-Degree Diploma. The NTAS PDD initially launched in September 2021 and saw very high student demand from 2021–2024. As a result of IRCC policy changes, the number of applicants declined through 2024.
- Following broad consultation, the program is being streamlined to better align with industry needs and improve the marketability of the ISSA PDD among international students. The number of program credits was reduced from 62 to 42, lowering the cost and shortening the time to completion. Revisions emphasize practical, hands-on learning and exposure to current and emerging technologies. The proposed change of the program name reflects the broader scope of this offering, including system

administration and security, and provides more clarity for students and employers. The curriculum is going through the accelerated program change process (see agenda item 7aii).

**g. Notice of Chair Elections**

- L. Dannhauer announced elections for the January–December 2026 term, taking place at the December 9 EdCo meeting for the following positions: EdCo Chair, EdCo Vice Chair, two EdCo Executive Committee members, and Chairs of Curriculum Committee, Education Policy Committee and Education Quality Committee. Nominations will be taken from the floor at the meeting.

**h. EdCo Planning Day**

- The annual EdCo Planning Day will take place on December 8, 9 a.m. to 12 p.m., followed by lunch for EdCo and committee members, and committee planning sessions in the afternoon.

**7. COMMITTEE REPORTS**

**a. Curriculum Committee**

**i) Program Update: Automotive Repair and Refinishing Diploma**

**MOTION:** THAT Education Council approves, in the form presented at this meeting, revisions to the program content guide for the Automotive Repair and Refinishing Diploma, including 21 revised and 6 new course outlines.

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

- K. Mew presented proposed updates to the Automotive Repair and Refinishing Diploma to maintain alignment with provincial and federal policies and standards, ensuring students can pursue credit with SkilledTradesBC beyond the diploma program.

**ii) Program Update & Name Change: Information Systems Security and Administration Post-Degree Diploma**

**MOTION:** THAT Education Council approves the wireframe program content guide for the revised Information Systems Security and Administration Post-Degree Diploma; and recommends the Board of Governors approve the program name change from Network Technology Administration and Security Post-Degree Diploma, and implementation of the revised program.

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

- Following the discussion of the concept paper earlier in the meeting, the wireframe program content guided for the Information Systems Security and Administration Post-Degree Diploma was presented for approval under the accelerated program change process as outlined in the [Program Development and Approval \(409\)](#) procedures.
- A wireframe needs to contain (at a minimum): the intended credential name, effective date, program description (purpose), admission requirements, program learning outcomes, and the expected credit range. The purpose of the wireframe PCG is to allow for a credential and tuition to be approved by the Board of Governors before the full curriculum is developed. The plan is for course outlines to be finalized early next year. The full curriculum needs to be approved before the program is implemented. It was confirmed that this proposal constitutes a revision (and renaming) of the existing program, rather than a new program.

**iii) Course Deactivations**

**MOTION:** THAT Education Council recommends the Board of Governors approve the deactivation of the following courses: APAP 2003; FASH 2111, 2112, 2113, 2210, 2303, 2310, 2313; and MTSK 0750, 0760, 0877.

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

**b. Policy Committee**

**i) Admissions (301) & Flexible Admissions (302)**

**MOTION:** THAT Education Council recommends the Board of Governors approve, with changes approved at this meeting, the Admissions (301) policy and procedures.

**Moved by E. Logan, Seconded & CARRIED (Unanimously)**

**MOTION:** THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Flexible Admissions (302) policy and procedures.

**Moved by E. Logan, Seconded & CARRIED (Unanimously)**

- E. Logan presented proposed changes to the Admissions (301) and Flexible Admissions (302) policies. A statement was added to explicitly specify that students are required to provide complete, accurate and truthful information as part of the application process. This edit aims to provide clarity for students as well as ensuring VCC has appropriate mechanisms to safeguard the integrity of its admissions processes. In tandem with these updates, the Tuition and Fee Refund (311) policy is being revised to clarify that students denied a study permit by IRCC based on providing inaccurate, incomplete, untruthful or misrepresented information, may not be eligible for a full refund. This policy is currently going through the administrative policy approval process.
- EdCo members requested updates to wording in the Admissions policy, principle #1, to align with protected characteristics listed in the BC Human Rights Code. This edit will be completed and presented to the Governance Committee before the policy moves forward to the Board of Governors.

**ii) Contract Administration (132); Rescind: Education Service Contract (406) & Educational Affiliations (407)**

**MOTION:** THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Contract Administration (132) policy and procedures; and

THAT Education Council approves, and forwards to the Board of Governors for joint approval, rescinding the Educational Affiliations (407) policy and procedures, effective once the Contract Administration (132) policy is approved; and

THAT Education Council recommends the Board of Governors approve rescinding the Education Service Contract (406) policy and procedures, effective once the Contract Administration (132) policy is approved.

**Moved by E. Logan, Seconded & CARRIED (Unanimously)**

- E. Logan presented the proposed new Contract Administration policy (132), which centralizes most contract administration at VCC under one framework. The Educational Affiliations (407) and Education Service Contract (406) policies were incorporated into the new policy and are proposed to be rescinded once Policy 132 is approved.
- Comments received as part of the College feedback process focused on work-integrated learning agreements. In response, contract authority for these agreements was assigned to department heads instead of deans or directors, with the goal of streamlining approvals. Supporting policy resources such as templates will be made available once finalized.
- The policy, which covers both educational and non-educational agreements, was also reviewed by the Administrative Policy Committee and Operations Council. Currently, the review body is listed as Operations Council, and the approval body as Board of Governors with Education Council advice. Governance Committee will be asked to review and recommend the appropriate review and approval

pathway for future policy iterations, considering Education Council's role under the College and Institute Act related to educational affiliation agreements.

**c. Education Quality Committee**

**i) Annual Program Review 2025 & Chair Report**

- A. Sellwood reported that the Annual Program Review documents were sent out to department leaders, with supporting data available in Power BI. A workshop is planned to assist with APR report preparation.
- EQC also reviewed draft guidelines for classroom recordings, which will return at the next meeting. The committee discussed processes around new domestic program development with D. Wells, including upcoming revisions to the concept paper template. Planning has begun for the 2026–27 Curriculum Development Fund process, with a call for proposals expected in January.

**8. RESEARCH REPORT**

- A. Copp reported that the Teaching, Learning, and Research Symposium has been canceled for 2026. The Library is exploring a digital alternative for the student showcase, which used to be part of the symposium.
- NVivo licenses for qualitative data analysis are available through the Library. The call-out for the internal research grant will go out in the spring, and A. Copp is available to support planning.
- The Research Data Management (RDM) Committee held its first meeting. An RDM strategy is a requirement under the [Tri-Agency Research Data Management Policy](#), and the committee is working on reviewing and renewing VCC's strategy. The Library is also working on activating VCC's Borealis account by publishing its first open dataset and is seeking contributions, as well as developing tools to address questions related to Indigenous data.

**9. CHAIR REPORT**

- L. Dannhauer reiterated upcoming dates for EdCo Planning Day and Chair elections.

**10. STUDENT REPORT**

- No report.

**11. NEXT MEETING AND ADJOURNMENT**

- EdCo Planning Day will take place on December 8, 9 a.m. – a-12; followed by lunch.
- The next regular Education Council meeting will be held on December 9, 2025, 3:30-5:30 p.m.
- The meeting was adjourned 4:32 p.m.

**APPROVED AT THE DECEMBER 9, 2025 EDUCATION COUNCIL MEETING**

**Louise Dannhauer**  
Chair, VCC Education Council



**VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL  
MEETING MINUTES  
December 9, 2025  
3:00–5:00 p.m., Videoconference**

## ATTENDANCE

### **Education Council Members**

Louise Dannhauer (Chair)	Jessie Williams	Nafiseh Tohidi
Andy Sellwood	Jingwei (Matt) Xu (to 4:56 p.m.)	Nelba Garcia
Brianna Higgins	Lisa Beveridge	Rosie Gosling
Dave McMullen	Mandy Hayre	Shirley Lew (to 5:13 p.m.)
David Wells	Marcus Ng	Todd Rowlatt
Emily Logan	Michael Weber	
Emily Simpson		

### **Regrets**

Vivian Munroe

### **Guests**

Adrian Lipsett	John Demeulemeester	Sarah Murray
Brynn Joyce	Keith Mew	Tannis Morgan
Christine Carnacete	Kseniia Osipova	Tanya O'Neill
Feras Ghesen	Mary Corbett	Taryn Thomson
Gio Ariana	Reba Noel	

### **Recording Secretary**

Darija Rabadzija

## **1. CALL TO ORDER**

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

## **2. ACKNOWLEDGEMENT**

- L. Dannhauer acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̕ əm (Musqueam), Skwx wú7mesh (Squamish), and səlilw̓ ətaʔɬ (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 9, 2025 agenda as presented.

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

## **4. APPROVE PAST MINUTES**

**MOTION:** THAT Education Council approves the November 12, 2025 minutes as presented.

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

## **5. ENQUIRIES & CORRESPONDENCE**

- Departing EdCo member S. Lew was thanked for her contributions over the last three years. A. Lipsett was appointed to EdCo starting in January 2026.

## 6. BUSINESS ARISING

### a. VCC Guidelines for Recording Classroom Activities

- VCC developed an Online Learning Classroom Agreement during the pandemic. This document will be replaced by new Guidelines for Recording Classroom Activities, which apply to both online and in-person classes. The guidelines were presented by E. Simpson and M. Corbett. The development of the document included an environmental scan and was mainly informed by UBC's guidelines (updated in 2024). Key considerations include accessibility, privacy, notification and consent, and copyright.
- There was a discussion about students creating video recordings capturing other students, including using wearable AI technology, and requirements for consent. M. Corbett and E. Simpson will work on incorporating these considerations.
- The guidelines will be posted on the CTLR website and shared widely with departments; it was suggested to make them available for students, for example on the Library & Learning Centre page, and to include them as a resource for the syllabus project.
- Separately, Disability Services is developing guidelines around recordings as part of accommodations, which will be shared once finalized.

### b. VCC Guidelines for Generative AI in Teaching & Learning (Update)

- E. Simpson presented an updated version of VCC's Guidelines for Generative AI in Teaching & Learning, initially developed in 2024. Updates include listing Microsoft Copilot Chat as the only approved AI tool at VCC; increased specificity around privacy and data input; and a focus on AI literacy. The guidelines reinforce the prohibition of using AI detectors. A "Learning with AI" section for student use was added.
- The assessment redesign section was strengthened to support academic integrity, and syllabus language was updated to three categories (GenAI use not permitted/permitted/required). It was suggested to adjust the "permitted" heading to "permitted for specific uses."
- There was a discussion about hidden prompts and concerns about this practice as unethical and deceptive. Members suggested prohibiting rather than merely discouraging use of hidden prompts, or, alternatively, providing specific examples of acceptable use scenarios.
- Members recommended clarifying VCC's overall institutional vision and stance on AI with senior leadership, and embedding them into the guidelines.
- Instructors will be surveyed in December/January around the use of AI, building on last year's initial survey. Learning opportunities for instructors include [online modules from McGill](#) University, and VCC's AI Community of Practice.

### c. Accuplacer Test for Academic Upgrading

- D. McMullen and R. Noel presented an update on Accuplacer, which was approved in 2023 for use as an in-house English language proficiency assessment for admissions purposes to VCC programs. The College has seen positive results, and in addition to applied programs, Accuplacer is now accepted for academic upgrading courses.
- It was clarified that there are some programs for which Accuplacer is not accepted, e.g. health science programs for which regulatory bodies require specific English language tests.

### d. Post-Secondary Sector Update

- D. Wells provided an update on the current post-secondary sector environment and factors impacting enrolment planning. These include Immigration, Refugees and Citizenship Canada (IRCC) policy changes, an increase in rejections of study permit applications, and related reduction in international enrolment across Canada and in BC.

- Another important development is the provincial public post-secondary system review, led by D. Avison. The review's final report is expected to be published on March 15, 2026.

#### e. EdCo Planning Day Debrief

- L. Dannhauer reported on this year's EdCo Planning Day sessions on program co-creation with industry and community (A. Lipsett); domestic enrolment and admissions (D. McMullen and H. Atwal); and K-12 transitions and accommodations (N. Scott and S. Wiwchar).

### 7. COMMITTEE REPORTS

#### a. Curriculum Committee

##### i) Course Update: MSKL 1104 Interpersonal Communications – Health

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the course outline for MSKL 1104 Interpersonal Communications – Health.

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

- T. Rowlatt presented the proposal on behalf of R. Bennett. MSKL 1104 is a preparatory course for the Medical Device Reprocessing Technician (MDRT) Certificate and the Renal Dialysis Technician Short Certificate programs. The outline was updated to add missing information and emphasize the health care focus of this course. The course will be reviewed in more depth next year as part of the MDRT program renewal.

##### ii) Program Update: Automotive Collision and Refinishing Foundation Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Automotive Collision and Refinishing Foundation Certificate program content guide and one revised course outline: ACRF 1110 Industry Readiness.

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

- K. Mew and T. Rowlatt presented proposed updates to the Automotive Collision and Refinishing Foundation Certificate to align the purpose section with SkilledTradesBC (STBC) language, remove the math admission requirement, and align the program considerations section with the style guide. The program is aimed at both adult and Youth-Train-in-Trades dual credit students, and these two entry tracks were clarified in the PCG. ACRF 1110 was updated to better reflect how the course is taught.

##### iii) Program Update & Name Change: Automotive Collision and Refinishing Foundation Certificate (Online Youth)

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Automotive Collision and Refinishing Foundation Certificate (Online Youth) program content guide, including a program name change from Automotive Collision and Refinishing Foundation Certificate (E-pprentice), and 11 revised course outlines.

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

- K. Mew presented proposed changes to the Automotive Collision and Refinishing Foundation Certificate (Online Youth) program. This is a satellite program for Youth Train-in-Trades students outside the Lower Mainland. The proposal is to change the name from "E-pprentice" to "Online Youth" to clarify that the program is not an apprenticeship. Other changes included removing ACRF 1110 Industry Readiness from the program, as this content is covered in high schools and is not part of the STBC program outline. The grading system was changed to percentages (from STBC percentages), and course topics were updated to match module changes within each course.
- T. Rowlatt clarified that this is a revised program, but a new PCG was created to manage the name change. The number of credits was reduced with the removal of course ACRF 1110. Program tuition will be adjusted accordingly.

#### iv) Program: Automotive Electronics Repair Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Automotive Electronics Repair Certificate program and five new course outlines, and recommend the Board of Governors approve the new credential, creation of five courses, and program implementation.

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

- G. Ariana presented the proposal for the new domestic Automotive Electronics Repair Certificate, part of the suite of programs developed for the new Center for Clean Energy and Automotive Innovation. The program is designed to train qualified technicians in the diagnosis and repair of electronic systems used in electric vehicles, including battery packs. The program builds on curriculum from the existing Electronics Repair Technology Diploma, sharing foundational courses in Term 1, allowing students to potentially transfer between programs. Five new courses were developed, focusing on specific auto components.

#### v) Program Update: Fashion Design & Production Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Fashion Design & Production Diploma, including 20 revised and 8 new course outlines.

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

- S. Murray presented the revised Fashion Design & Production Diploma, following the program renewal. Overall, the renewal found that the program was working well for students, industry partners, and instructors. Changes were made to align with the standard term structure, and minor adjustments made to existing courses along with some new courses to reflect industry changes. The number of credits did not change.

#### vi) Course Deactivations

**MOTION:** THAT Education Council recommends the Board of Governors approve the deactivation of CCAC 1084, HAIR 1109 and HAIR 1216.

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

### b. Education Policy Committee

- E. Logan reported that there was no regular committee meeting in December. Education Policy Committee, Curriculum Committee, and Education Quality Committee participated in a joint session on EdCo Planning Day. T. O'Neill facilitated a session on Indigenizing curriculum and policy, followed by discussion of an article around neurodiversity and academic integrity. The academic integrity working group will continue its policy work in the new year.

### c. Education Quality Committee

- A. Sellwood reported that EQC reviewed the Guidelines for Recording Classroom Activities (item 6a) at its last meeting. The committee is also working on finalizing Curriculum Development (CD) Fund guidelines for next year. The call-out will go out on January 5.

## 8. ELECTIONS

- D. McMullen conducted the elections.

### Education Council Chair

- E. Simpson nominated L. Dannhauer. Nomination accepted.  
Second and third call for nominations: There were none.  
By acclamation, L. Dannhauer was announced Chair of Education Council.

### **Education Council Vice-Chair**

- L. Dannhauer nominated E. Logan. Nomination accepted.  
Second and third call for nominations: There were none.  
By acclamation, E. Logan was announced Vice-Chair of Education Council.

### **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.

### **Curriculum Committee Chair**

- B. Higgins nominated T. Rowlatt. Nomination accepted.  
Second and third call for nominations: There were none.  
By acclamation, T. Rowlatt was announced Chair of Curriculum Committee.

### **Education Policy Committee**

- L. Dannhauer nominated E. Logan. Nomination accepted.  
Second and third call for nominations: There were none.  
By acclamation, E. Logan was announced Chair of Education Policy Committee.

### **Education Quality Committee**

- T. Rowlatt nominated A. Sellwood. Nomination accepted.  
Second and third call for nominations: There were none.  
By acclamation, A. Sellwood was announced Chair of Education Quality Committee.

## **9. CHAIR REPORT**

- L. Dannhauer thanked EdCo members for their work this year and highlighted the importance of collaboration with different areas across the College.

## **10. STUDENT REPORT**

- L. Dannhauer presented the student report on behalf of J. Xu, who had to leave the meeting. The report raised concerns around course scheduling, availability of tutors, study spaces, and access to print services, and the impacts on the student experience. As these issues fall outside the scope of EdCo, it was suggested to bring these concerns directly to the relevant areas, such as the Learning Centre, Library and SUVCC. D. McMullen offered to have a conversation around scheduling.

## **11. NEXT MEETING AND ADJOURNMENT**

- The next Education Council meeting will be held on January 13, 2026, 3:30-5:30 p.m.
- The meeting was adjourned at 5:24 p.m.

## **APPROVED AT THE JANUARY 13, 2026 EDUCATION COUNCIL MEETING**

**Louise Dannhauer**  
**Chair, VCC Education Council**