



Vancouver Community College Education Council
 Meeting Agenda
 February 10, 2026
 3:30–5:30 p.m., Videoconference
 Teams: [Join the meeting now](#)
 Meeting ID: 293 304 764 941 82
 Passcode: We9WL3bK

Topic	Action	Speaker	Time	Attachment	Page
1. CALL TO ORDER		L. Dannhauer			
2. ACKNOWLEDGEMENT		B. Higgins			
3. ADOPT AGENDA	Approval	L. Dannhauer	1 min	✓	1-2
4. APPROVE PAST MINUTES	Approval	L. Dannhauer	1 min	✓	3-6
5. ENQUIRIES & CORRESPONDENCE	Info	L. Dannhauer	1 min		
6. BUSINESS ARISING					
a. Annual Deans' and Directors' Presentations – Part 2	Info	S. Lew, L. Griffith, A. Lipsett	30 min		
b. Enrolment Plan 2026-27 – Update	Info	D. Wells, N. Mandryk	15 min		
c. Annual Affiliation Agreements Update	Info	D. Wells	5 min		
d. EdCo By-Election	Info	L. Dannhauer	2 min		
7. COMMITTEE REPORTS					
a. Curriculum Committee	Info	T. Rowlatt	5 min		
b. Policy Committee					
i. Selection of Library Materials (511)	Approval	E. Logan	5 min	✓	7-12
ii. 2024–25 Policy Report	Info	E. Logan	5 min	✓	13-16
c. Education Quality Committee					
i. EQC Terms of Reference Update	Approval	A. Sellwood	5 min	✓	17-19
8. CHAIR REPORT	Info	L. Dannhauer	5 min		

Topic	Action	Speaker	Time	Attachment	Page
9. STUDENT REPORT	Info	TBD	5 min		
10. NEXT MEETING & ADJOURNMENT	Info	L. Dannhauer	1 min		

Next meeting: March 10, 2026, 3:30–
5:30 p.m.



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
DRAFT – MEETING MINUTES
January 13, 2026
3:00–5:00 p.m., Videoconference

ATTENDANCE

Education Council Members

Emily Logan (Vice-Chair)	Jessie Williams	Rosie Gosling
Adrian Lipsett	Lisa Beveridge	Todd Rowlatt
Andy Sellwood	Mandy Hayre	Vivian Munroe
Brianna Higgins	Marcus Ng	
Dave McMullen	Michael Weber	
David Wells	Nafiseh Tohidi	
Emily Simpson	Nelba Garcia (to 4:00 p.m.)	

Regrets

Louise Dannhauer (Chair)	Jingwei (Matt) Xu
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Guests

Brett Griffiths	John Demeulemeester	Pervin Fahim
Cateno Vassallo	Kseniia Osipova	Sarah Cain
Feras Ghesen	Lucy Griffith	Shirley Lew
Jennifer Gossen	Michele Rosko	Taryn Thomson
Jennifer Kelly	Natasha Mandryk	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m. E. Logan chaired the meeting on behalf of L. Dannhauer.

2. ACKNOWLEDGEMENT

- N. Garcia acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̥əm (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 January 13, 2026 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the December 9, 2025 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- A. Lipsett, Dean of Continuing Studies, was appointed to Education Council as of January 2026, replacing S. Lew, Dean of Arts & Sciences.

- E. Logan reported on recent correspondence with Continuing Studies around the revised Fashion Design & Production Diploma. The launch date of the revised program was moved from September 2026 to September 2027. 4

6. BUSINESS ARISING

a. Deans' & Directors' Presentations – Part 1

- Annual updates were presented by J. Gossen, Director of International Education, and M. Hayre, interim Dean of Health Sciences.
- International enrolment continues to decline in view of policy changes by Immigration, Refugees & Citizenship Canada (IRCC) and increased study permit refusal rates. VCC's efforts to mitigate these challenges include a stronger focus on conversion strategies, enhanced student services for prospective students all through to graduation, and highlighting labour market outcomes and alignment of VCC programs with CIP codes eligible for post-graduation work permits.
- There was a discussion about opportunities and limitations for international enrolment in health sciences programs, as well as advocacy efforts by various organizations on the national level and the "Learn Canadian" campaign promoting Canada as a study destination.
- New initiatives and approaches in the School of Health Sciences (SHS) include an SHS appeals committee, taking a team-based approach to reviewing appeals, and an accommodations committee working with Disability Services on accommodations in the clinical setting. EdCo members requested more information about the appeals committee at a future meeting.

b. Concept Paper: Plumber Foundation Certificate

- B. Griffiths presented the concept paper for the new Plumber Foundation Certificate, part of VCC's growing portfolio of construction-related trades. The program is based on SkilledTradesBC curriculum. There is high demand for this training, with long waitlists at other institutions.
- Members inquired about the approach to embedding Indigenization and equity, diversity, and inclusion considerations into the program. Program development will include consultation with Indigenous Education and Community Engagement and will be guided by inclusive approaches and industry best practices. The program will be designed to allow for flexible/blended delivery.

c. Program Discontinuance: Pre-Health Sciences Certificate

MOTION: THAT Education Council recommends to the Board of Governors the discontinuance of the Pre-Health Sciences Certificate, effective May 1, 2026.

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

- The Pre-Health Sciences Certificate program was established in 2017 as a joint initiative between the School of Arts and Sciences and the School of Health Sciences. The program did not achieve viable enrolment and has never been offered. Deans and department leaders in both Schools support discontinuing the program due to the sustained lack of enrolment.
- E. Logan noted that as per policy 414 Suspension and/or Discontinuance of Programs, programs are first suspended for two years before final discontinuance. However, since this program has never been offered, the EdCo Executive supported the proposal to go straight to discontinuance. EdCo members had no concerns about this approach.

d. Notice of EdCo By-Election

- E. Logan announced the upcoming by-election to fill vacant seats on EdCo (one student and one staff seat). Nominations are open from January 19–30, with voting taking place from February 11–17. Results will be announced by February 20, 2026.

7. COMMITTEE REPORTS

a. Curriculum Committee

i) New Course: DNTL 1108 Dental Radiography Module

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course outline for DNTL 1108 Dental Radiography Module.

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

- M. Rosko presented the proposal. The Dental Radiography Module can be taken as a standalone course or as part of the Certified Dental Assisting (CDA) Online program. The existing 0-credit course DNTL 1107 was revised to align with the radiography module in the certificate program, so that students who choose to enroll in the program after completing the standalone course receive credit. In addition, the course was changed from a non-credit to a 4-credit course, which necessitated a new course number (DNTL 1108).

ii) Program: Automotive Parts, Service Advising and Collision Estimating Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Automotive Parts, Service Advising and Collision Estimating Certificate and 10 new course outlines, and recommend the Board of Governors approve the new credential, creation of 10 courses, and program implementation.

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

- C. Vasallo presented the proposal for the new domestic Automotive Parts, Service Advising and Collision Estimating Certificate. Graduates will be prepared to work in customer-facing roles in the automotive industry in dealership, repair and collision environments. There is high industry demand for professionals with customer service and communications skills. The curriculum also aligns with SkilledTradesBC's Parts Technician Level 1.
- T. Rowlatt noted that Curriculum Committee commended the design of the program and requested only minor adjustments.

iii) Course Deactivations

MOTION: THAT Education Council recommends the Board of Governors approve the deactivation of ACED 0702, 0710, 0750; CMPT 1030, 1040, 2030; and MATH 1054.

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

- T. Rowlatt presented the proposal to deactivate courses that are no longer taught. The ACED courses were removed from the articulation guide; some of the content is still offered in other courses. MATH 1054 is no longer accepted as a pre-requisite for Licensed Practical Nursing. The CMPT courses were part of the discontinued VR/AR Design and Development Diploma.

iv) Minor Curriculum Changes

- The information note with minor curriculum changes approved by Curriculum Committee from June to December 2025 was included in the meeting package.

v) Curriculum Approval Timeframe 2026

- Included in the meeting package for information.

b. Education Policy Committee

i) Selection of Library Materials (511)

- E. Logan reported that the Selection of Library Materials (511) policy is undergoing a scheduled review. The policy and procedures are open for College feedback until January 28, 2026. The January Education Policy Committee meeting was cancelled.

c. Education Quality Committee**i) Curriculum Development (CD) Fund 2026–27**

- A. Sellwood reported that EQC finalized the documents for the 2026–27 Curriculum Development (CD) Fund at a special meeting in December. The call for proposals has gone out, and the CTLR hosted a CD Fund workshop earlier in the day.

8. CHAIR REPORT

- No report.

9. STUDENT REPORT

- M. Ng reported on SUVCC's Welcome Days activities at both campuses for new and returning students.
- A student report from J. Xu related to course deactivations (agenda item 7aiii) was circulated to EdCo members before the meeting.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 10, 2026, 3:30–5:30 p.m.
- The meeting was adjourned at 4:40 p.m.

Emily Logan
Vice-Chair, VCC Education Council



DECISION NOTE

PREPARED FOR: Education Council

DATE: February 10, 2026

ISSUE: Selection of Library Materials Policy (511)

BACKGROUND:

The Selection of Library Materials (511) policy is undergoing a scheduled review. The policy was updated to reflect current library operations and broader practices within the library sector.

Policy principles were reorganized by topic areas to better align with VCC's Strategic Innovation Plan. Key areas of emphasis include Indigenization; equity, diversity and inclusion (EDI); accessibility; and the integration of open access resources.

The procedures remained largely the same, with one notable addition: a section on textbooks for academic upgrading programs. This change addresses requests from academic upgrading areas for class sets to support students who cannot afford to purchase textbooks. Previously, the Library lacked funding for replacements, but this year it was able to purchase textbooks, improving access and updating outdated sets.

DISCUSSION:

Policy writer Virginia Adams, Coordinator, Collections, E-Resources, & Copyright, and Library Dean Shirley Lew presented the policy and procedures to Education Policy Committee (EPC) at its November 5, 2025 meeting.

The committee suggested embedding equity, diversity and inclusion (EDI) and consideration of lived experiences and knowledge systems in the policy's context & purpose section (in addition to policy principles) and procedure #1d. These changes and a few clarifying edits were completed.

The policy was posted for College feedback from January 6 until January 28, 2026. One submission was received but did not result in further changes.

EPC reviewed the policy again on February 4, 2026, and unanimously recommended it for approval.

RECOMMENDATION:

THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Selection of Library Materials Policy (511) policy and procedures.

PREPARED BY: Emily Logan, Chair, Education Policy Committee

DATE: February 4, 2026

Selection of Library Materials

Policy Type

Academic

Policy Name

Selection of Library Materials

Policy Number

511

Effective Date - Policy

TBD

Effective Date - Procedures

TBD

Last Full Review Date

January 2018

Next Scheduled Review Date

TBD

Approval Body

Board of Governors with Education Council Advice

Policy Sponsor

Vice President Academic & Applied Research

Review Body

Education Policy Committee

Responsible Authority

Library

Policy

Context and Purpose

This policy outlines standards and principles used to develop library collections by the Vancouver Community College (VCC; the College) Library. The process facilitates the development of a library collection that supports VCC's educational programs, teaching and learning, and applied research activities of its students and instructors. It also ensures that the collection reflects a diversity of viewpoints and lived experiences.

Scope and Limits

This policy applies to the VCC Library which is responsible for selecting, maintaining, making accessible, and deselecting materials for the VCC Library collection.

Policy Principles

1. Responsibility for the Collection: Librarians are primarily responsible for selecting and deselecting materials for the collection. Selection/deselection is done in consultation with instructors to ensure that the collection supports programs, student needs, research, and professional development. Other College employees and students are welcome to make suggestions for materials to be included in the collection.
2. Intellectual Freedom: The collection provides a diversity of viewpoints and reflects the principles outlined in the [British Columbia Library Association Statement of Intellectual Freedom](#), and the [Canadian Federation of Library Associations \(CFLA\) Statement on Intellectual Freedom and Libraries](#).
3. Indigenization: The Library purchases materials created or published by Indigenous people. The Library takes guidance from Indigenous Education and local communities on proper cultural protocols regarding access and ownership of these materials.
4. Equity, Diversity, and Inclusion: The Library collects materials that reflect the principle of equity, diversity, and inclusion, to ensure that all members of the VCC Community are represented and reflected in the collection.
5. Accessibility: The Library collects materials in alternate formats to serve students and employees with disabilities.
6. Open Access Resources: The Library encourages the use of open educational resources by instructors wherever possible. A variety of open educational resources are discoverable through the Library website.

Procedures

All Procedures

Criteria for the Selection of Materials

1. The following selection criteria are used in making the decision to acquire materials:
 - a. Relevance: supports courses and programs, core academic resources, accreditation processes, scholarly activity, teaching and learning, and employee professional development.
 - b. Quality: authorial credentials; publisher reputation; accuracy; currency; inclusion in standard guides.
 - c. Value: intellectual, literary, artistic or social value of the content.
 - d. Diversity, Equity, and Inclusion: representative of a wide diversity of views, expressions, lived experiences, and knowledge systems.

- e. Level: suitable to the curricula and learning outcomes and inclusive of materials at precollege, vocational, technical, and lower to upper undergraduate levels. More specialized and complex materials may be acquired for instructors to be used in preparation of courses or for scholarly activity.
- f. Language: primarily English language. The Library has a selection of Indigenous language materials to support language acquisition and retention.
- g. Format: appropriate for use; content integrity; added value; convenience of use; compatibility with the college network, durability and stability. If usage and access warrant, items may be acquired in more than one format.
- h. Cost: price relative to average costs for materials in the subject area, as well as costs for acquiring, processing and housing or providing access. Open educational resources are preferred for textbook titles.
- i. Existing Holdings: augments or updates the existing collection. The availability of material through interlibrary loan may be a consideration.
- j. Demand: as indicated by use of similar material; requests by instructors and students.
- k. Duplication: one copy of each item is purchased except when demand is sufficient to justify the purchase of additional copies or when more than one campus Library will benefit from owning the material. Multiple copies of core resources may also be purchased where warranted by high demand at one location; supplementary resources are made available through intercampus delivery rather than duplicating them.

Formats

- 2. The Library collects materials in formats best suited to the user and the content.
- 3. Materials in electronic formats are preferred when they meet several of the following criteria:
 - a. Ease of accessibility (via College network and on various devices)
 - b. Ease of use
 - c. Current, broad coverage
 - d. Full text content
 - e. Content suitable to format
 - f. Reliable vendor
 - g. Reasonable cost
 - h. Availability of usage statistics
 - i. Fair licensing terms

Cooperative Agreements with Library Consortium

- 4. VCC Library is a member of resource-sharing cooperatives among post-secondary institutions in British Columbia. These cooperatives negotiate with vendors to secure discounted subscriptions to electronic resources, including e-books and journal

databases. They constitute one of the mechanisms for expanding the Library's collection. In consultation with the Dean, the librarian team acquires resources through these cooperatives in accordance with the selection criteria outlined in this document.

5. Library collections are enhanced through reciprocal borrowing agreements between BC post-secondary institutions and through provincial and national interlibrary borrowing and lending services.

Collection Evaluation

6. Librarians evaluate the VCC collection in the following ways:
 - a. Consultation with instructors;
 - b. Assessing the relevance of the collection to VCC curriculum;
 - c. Assessing if areas of the collection are sufficient to support programs;
 - d. Analyzing usage statistics;
 - e. Cost/benefit analyses; and/or
 - f. Consideration of the College's and Library's strategic plans.
7. Ongoing subscriptions to print or e-resources (such as a print journal or an online database) are reviewed on a regular basis.

Deselection

8. Deselection (withdrawal) criteria include outdated content; no longer relevant to the collection; superseded edition; duplicated content; electronic version availability; low usage; and poor physical condition

Other Types of Materials

9. Textbooks:
 - a. Students are expected to purchase assigned course textbooks.
 - b. The Library usually acquires one copy of the textbook. When there is demand and budget permits, the Library will acquire a maximum of two copies of a textbook.
 - c. Where funding permits, and where Open Access textbooks are not available, the Library will purchase replacement and additional copies of textbooks to support students enrolled in academic upgrading programs. Decisions regarding allocations will be made by the Dean and Collections Coordinator in consultation with department leaders.
 - d. If there is insufficient funding to purchase textbooks, a librarian will approach the department to determine if additional copies are available which can be added to the Library collection.
10. Gifts and Donations:
 - a. VCC Library welcomes donations to enhance the existing Library collections.

- b. In addition to the selection criteria listed above, the following selection and retention criteria will be applied to gifts:
 - i. Donations fall within the scope of the Library's collections and enhance the learning and teaching at the college
 - ii. Space constraints dictate that the acceptance of items is based on the uniqueness of the material in the context of the existing collection
 - iii. The physical condition of the materials is acceptable
 - iv. The donor places no conditions on the disposition and use of the material offered
 - v. The Library has the equipment to provide access to the format offered
 - vi. The licensing (if any) allows circulations and borrowing of the material
- c. VCC Library will not issue tax receipts for gifts and donations.

References and Resources

Definitions

Term	Description
Collection	All materials in all formats acquired by the VCC Library for the College.
Deselection	The removal of Library materials from the Library collection (also referred to as "weeding").
Library Materials	The print or electronic resources which include both individual titles and subscription packages.
Selection	The process by which materials are evaluated to determine suitability for the Library collection.

Related VCC Policies

VCC Policies	Policy Number
Copyright	510

Related Resources

- [Copyright Act](#), RSC 1985, c C-42
- [British Columbia Library Association Statement of Intellectual Freedom](#)
- [Canadian Federation of Library Associations \(CFLA\) Statement on Intellectual Freedom and Libraries](#)



INFORMATION NOTE

Date: February 2, 2026

Prepared for: Ajay Patel, President & CEO; Board of Governors; Education Council

Prepared by: Emily Logan, Chair, Education Policy Committee
Todd Rowlatt, Chair, Administrative Policy Committee

Re: 2024–2025 Policy Report

Policy Update Summary 2024–2025

Policies Renewed Board: 5 Education Council: 1 President: 2	8 Academic Year 402 Accommodation for Students with Disabilities 327 Archives 521 Curriculum Development and Approval 410 Education Services Renewal 405 Freedom of Information and Protection of Privacy 501 Safe Disclosure 203 (formerly Whistleblower) Records Management 520
Policies Revised Board: 2 President: 1	3 Admissions 301 Flexible Admissions 302 Tuition and Fee Refund 311
Policies Rescinded Board: 14 Board & EdCo: 1	15 Education Service Contract 406 (replaced by 132) Educational Affiliations 407 (replaced by 132)
Historical HR Policies: New Policies Board: 4 President: 3	Personal Services Department-Policies & Procedures Manual B.2.4 Employment of Foreign National B.2.5 Purchase of Prior Services Under the College or Municipal Pension Acts B.2.6 Updating Personnel Records B.2.7 Administrators Salary Schedule Placement Committee B.2.8 Initial Step Placement - Admin. B.2.9 Retirement & Re-employment B.2.10 Administrators Vacation Carry Over Policy B.2.11 Employment of Relatives B.2.12 Exchange Arrangements B.2.13 Equal Employment Opportunity and Advancement Policy B.2.14 Use of Drugs or Other Medication and Alcohol B.2.15 Bereavement Policy B.2.17

Status of the Policy Portfolio (as of December 31, 2025)

Total number of policies	86
Up to date	35
Due for review in 2026	9
Due for review (in 2025 and earlier)	36
Currently under review	6

UP-TO-DATE POLICIES

Number	Policy Name	Effective Date
101	Policy Development and Management	30-Mar-22
110	Expenses and Travel	22-Nov-23
115	Financial Responsibility and Accountability	28-Jun-23
120	Commercial Card	22-Nov-23
130	Procurement	22-Nov-23
131	Enterprise Risk Management	18-Sep-24
132	Contract Administration	26-Nov-25
143	Unscheduled Campus Closures	28-Apr-22
144	Serving Liquor on VCC Property	06-Mar-23
146	Parking	05-Jul-22
147	Gratuities	11-Jul-23
203	Safe Disclosure	26-Jun-24
207	International Travel Risk and Security	11-Oct-23
220	Emergency Management	31-May-23
223	Minors on Campus	27-Mar-25
304	Indigenous Education Enrolment	23-Nov-22
316	Prior Learning Assessment and Recognition	09-May-23
317	Transfer Credit	22-Nov-23
327	Accommodation for Students with Disabilities	26-Jun-24
402	Academic Year	24-Sep-25
405	Education Services Renewal	29-May-24
409	Program Development and Approval	17-Dec-24
410	Curriculum Development and Approval	17-Dec-24
412	Granting of Credentials	09-Feb-23
420	Ethical Conduct for Research Involving Humans	31-May-23
421	Ethics and Integrity in Research and Scholarly Activity	31-May-23
501	Freedom of Information and Protection of Privacy	18-Sep-24
506	Cyber Security	18-Sep-24
507	Safety and Security Camera Systems	03-Oct-25
510	Copyright	23-Nov-22
520	Records Management	10-Apr-24
521	Archives	29-Jan-24
522	Art Collection	27-Mar-25
530	Sponsorship	07-Feb-23
531	Named Recognition of Assets	31-May-23

POLICIES DUE FOR REVIEW IN 2026

Number	Policy Name	Responsible Authority	Approver
112	Honoraria	Financial Services	President
140	Rental of College Facilities	Facilities Management	President
210	Sexual Violence and Misconduct*	Safety, Security, Risk and Privacy	Board
221	Smoke-Free Campus	Safety, Security, Risk and Privacy	President
301	Admissions	Registrar's Office	Board/EdCo Adv.
310	Tuition and Fees	Financial Services	Board
311	Tuition and Fee Refund	Financial Services	President
324	Student Non-Academic Conduct	AVP Student & Enrolment Services	Board/EdCo Adv.
512	Use of Library Resources	Library	Board/EdCo Adv.

* Policy 210 Sexual Violence and Misconduct was on the list for review. Per the Sexual Violence and Misconduct Policy Act, this policy should be reviewed every three years and was last reviewed in 2023. However, the Ministry has informed the College that changes to that legislation are planned and has directed the College to delay the review until legislation is updated.

POLICIES DUE FOR REVIEW IN 2025 OR EARLIER

Number	Policy Name	Scheduled Review Date	Responsible Authority	Approver
111	Cash Handling	2025	Financial Services	President
113	Establishing Discount Rates for VCC Employees and/or Students	2020	Financial Services	President
114	Signing and Spending Authority	2023	Financial Services	Board
116	Selection and Appointment of Auditors	2025	Financial Services	Board
117	Capital Assets	2025	Financial Services	President
118	Unclaimed Funds	2025	Financial Services	President
119	Investment	2018	Financial Services	Board
141	Space Allocation and Room Booking	2025	Facilities Mgmt	President
142	Use of College Supplies, Products, Services, and Facilities	2020	Facilities Mgmt	President
145	Ancillary Services	2002	Financial Services	President
201	Prevention of Harassment, Discrimination, and Bullying	2018	People Services	Board
202	Standards of Employee Conduct & Conflict of Interest	2018	People Services	Board
204	Selection of Administrators	2020	People Services	Board
211	Violence Prevention	2008	Safety, Security, Risk and Privacy	President
222	Environmental	2020	Facilities Mgmt	President
302	Flexible Admissions	2022	Registrar's Office	Board/EdCo Adv.
303	Registration	2023	Registrar's Office	Board/EdCo Adv.
312	Tuition Fee Waiver for Employees	2013	Financial Services	President
314	Student Financial Aid	2021	Financial Services	President
315	Awards	2023	Registrar's Office	Board/EdCo Adv.
320	Student Appeal of Suspension to Board of Governors	2024	Board EA	Board

Number	Policy Name	Scheduled Review Date	Responsible Authority	Approver
321	Appeal to Education Council on Educational Matters	2019	AVP Student & Enrolment Services	EdCo
322	Appeal of Final Grade	2021	AVP Student & Enrolment Services	EdCo
326	Requirements for Student Attendance and Participation	2022	AVP Academic Innovation	EdCo
401	Academic Schedule	2025	Registrar's Office	Board/EdCo Adv.
403	Program Review and Renewal	2024	AVP Academic Innovation	Board/EdCo Adv.
404	Program Advisory Committee	2021	AVP Academic Innovation	Board/EdCo Adv.
411	Grading, Progression and Withdrawal	2021	Registrar's Office	EDCO
413	Assignment of Credit to Courses	2024	Registrar's Office	EDCO
414	Suspension and/or Discontinuance of Programs	2022	AVP Academic Innovation	Board/EdCo Adv.
415	Off-Campus Activity Involving Students	2025	Safety, Security, Risk and Privacy	President
502	Sharing & Stewardship of Information	2023	AVP IT	President
503	Electronic Mail (Employees)	2020	AVP IT	President
504	Internet of Things	2025	AVP IT	President
505	Appropriate and Responsible Use of Educational and Information Technology	2020	AVP IT	President
513	Curriculum/Educational/Institutional Materials Created within the College	2024	Library	Board/EdCo Adv.

POLICIES CURRENTLY UNDER REVIEW

Number	Policy Name	Scheduled Review Date	Responsible Authority	Approver
205	Qualifications for Faculty Members	2019	AVP Academic Innovation	Board/EdCo Adv.
206	Qualifications for Continuing Studies Instructors	2020	Continuing Studies	Board/EdCo Adv.
325	Academic Integrity	2026	AVP Student & Enrolment Services	EdCo
416	Lending and Borrowing College Equipment	2021	Library	President
511	Selection of Library Materials	2023	Library	Board/EdCo Adv.
532	Media Relations	2021	Marketing & Comm.	Board

Education Quality Committee of Education Council Terms of Reference

Last Approved by Education Council: April 2021- DRAFT February 2026

Committee name:	Education Quality Committee
Type:	Standing Committee of Education Council
Chairperson:	An Education Council member is elected by Education Council at the December meeting for a one (1) year (January-December) term as Chair of the Education Quality Committee.
Responsible To:	Education Council
Purpose:	The Education Quality Committee is a standing committee of Education Council charged with supporting the educational quality of the College by ensuring that the reviews and renewals of College programs and educational service areas are consistent with approved policies and processes.
Duties:	<p>The Committee will:</p> <ol style="list-style-type: none">1. Support the overall educational quality of the College's programs and courses through the establishment and maintenance of a quality assurance framework.2. Ensure that all program reviews, renewals, accreditations, and educational service renewals are done regularly and systematically as required by approved policies and regulatory bodies.3. Provide advice and recommendations around trends and priorities identified in reviews and renewals to Education Council and other appropriate committees.4. Track action plans developed during the program reviews, renewals, accreditations, and educational service renewals to ensure progress is being made, identifying barriers to success.5. Respond to Ministry-directed cyclical quality assurance audits in consultation with the Vice President Academic and Research and follow up on recommendations.6. Recommend changes to policies related to educational quality assurance as needed.7. Provide advice on the allocation of curriculum development funds as requested by the Vice President Academic and Research.
Authority:	The Committee acts in an advisory capacity to Education Council as directed by Articles 14.1 to 14.9 of the Education Council bylaws or as directed by the Council.
Timeframes and Reporting:	The Committee meets as required, and reports to Education Council.

Membership: Members do not have to be Education Council members to serve on Education Council committees.

The Committee is composed of the following members:

1. One (1) Education Council member elected by the members of Education Council as Chair.
2. Three (3) faculty members selected by the faculty representatives of Education Council.
3. One (1) support staff member selected by the support staff representatives of Education Council.
4. One (1) student or SUVCC representative selected by the student representatives of Education Council.
5. Vice President Academic and Research.
6. Associate Vice President Academic Innovation.
7. Dean of Indigenous Initiatives or designate.
8. Director of Institutional Research or designate.
9. Two members One (1) Dean appointed by the Vice President Academic and Research.
10. One (1) Instructional Associate appointed by the Associate Vice President Academic Innovation.
11. Associate Director of the Centre for Continuing Studies or designate.
12. One (1) Operations Manager appointed by the Vice President Academic and Research.
13. 12. Other members of the College deemed to provide relevant input, appointed by the Committee Chair, for a defined period of time of no more than one (1) year.
14. 13. Chair of Education Council is an ex officio member.

Length of Term: All terms are two (2) years in renewable alternating terms, except for the Chair, who is elected for a one (1) year term.

Quorum: The quorum shall consist of a simple majority of the voting members, with no less than five (5) members attending. Quorum is five (5) voting members.

Other Resources: The Education Council Assistant provides support as needed. This person is responsible for preparing and distributing documents, agendas and notes, and providing organizational support for meetings.

Chair release time equals 25%.

Notes: Notes are taken at all committee meetings. A summary of these notes is forwarded to the Chair of Education Council by the Chair of the Education Quality Committee.

Communication with Council: Business arising from the Education Quality Committee meeting may be forwarded as agenda items to the Education Council through the Council Executive.