# Vancouver Community College

## EDUCATION COUNCIL

### MEETING MINUTES

**April 10, 2018, 3:30 – 5:30 pm, Room 240 DTN**

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<th>Item</th>
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<th>Discussion</th>
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<td>1.</td>
<td>Call to Order</td>
<td>The meeting was called to order at 3:29pm.</td>
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<td>2.</td>
<td>Acknowledgement</td>
<td>T. Rowlatt acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.</td>
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<td>3.</td>
<td>Adopt Agenda</td>
<td><strong>Motion:</strong> Moved by M. Tunnah and seconded THAT Education Council adopt the April 10, 2018 agenda as amended. Minor edits were noted, and Item 7ai was moved up to be discussed after Item 6b. All in favour. <strong>Motion carried.</strong></td>
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<td>4.</td>
<td>Approve Past Minutes</td>
<td><strong>Motion:</strong> Moved by D. Branter and seconded THAT Education Council approve the March 13, 2018 minutes as amended. D. Branter presented minor corrections to page 6 and 7 of the minutes. All in favour. Motion carried. <strong>Motion carried.</strong></td>
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<td>5.</td>
<td>Enquiries &amp; Correspondence</td>
<td>T. Rowlatt received correspondence from K. McNaughton on new guidelines around AUG funding, which will inform discussion on the Registration policy. T. Rowlatt provided a summary of the new Ministry guidelines.</td>
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| 6.   | Business Arising | **a) Annual Update – Deans and Directors**  
F. Ghesen reported on the achievements and priorities for the School of Trades, Technology & Design. There was some discussion around the start date for the new CST program, which has been pushed back to September 2019 for term scheduling reasons. T. Rowlatt also asked M. Kowalski where the Jewellery Art & Design space redevelopment was on the priority list. M. Kowalski noted that a new space has been identified and it is now just a matter of redesigning the space and ensuring the correct equipment is acquired. Preliminary discussions on the space are just beginning. |
|      | **b) 2018/19 Budget Presentation** | M. Kowalski presented the 2018/19 Budget, and provided Council with a high-level summary. The 2018/19 budget was approved by the Board on April 4, 2018. |
|      | **c) 2019/20 Academic Schedule** | Motion: Moved by D. Branter and seconded THAT Education Council recommend the Board of Governors approve the 2019/2020 Academic Schedule.  
B. Beacham presented the 2019/20 Academic Schedule. He noted that VCC day is tentative as the venue cannot be booked until the start of 2019. He explained that the Arts & Science program breakdown does not include areas such as UT, Visually Impaired or Music as those are scheduled on a course-by-course basis. This spreadsheet only includes self-paced or cohort programs. Any changes to the format would need to go through the Board for approval. There were minor corrections to the Family Day and B.C. Day dates. All in favour. **Motion carried.** |
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<td>d)</td>
<td>Annual Update on Affiliation Agreements</td>
<td>K. McNaughton presented the Affiliation Agreement update, explaining that some affiliations are school-specific, while others are college-wide. The list also includes new affiliation agreements as well as longstanding ones. She let Council know that the affiliation with the NEC will be undergoing some changes in the future. Changes can occur when either party wishes to alter the agreement. D. Sargent noted that the National Dental Assisting Examining Board agreement should be the Certified Dental Assisting program agreement, with no references to copyright. A. Candela noted that the Basic Ed and CCA agreement includes all levels, not just fundamental, and recommended the document be updated to include intermediate and provincial levels. There was also some discussion on the difference between articulation agreement and transfer agreement. K. McNaughton explained that some agencies use the term interchangeably.</td>
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<td><strong>Motion:</strong> Moved by M. Tunnah and seconded THAT Education Council recommend the Board of Governors suspend the Applied Technology for the Visually Impaired Certificate and the Office Administration for the Visually Impaired Certificate effective September 2018. D. Wells presented, explaining that R. Dilek’s request to suspend these courses is due to declining enrolment over the last several years, and the challenge of keeping up-to-date technology and software required for the program. He noted that it is easier to prepare students to take Office Administration courses within the Office Administration program. All in favour. <strong>Motion carried.</strong></td>
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<td>7.</td>
<td>Committee Reports</td>
<td><strong>Motion:</strong> Moved by A. Candela and seconded THAT Education Council approve changes to the Music Diploma PCG and seven courses: MUSC 1030, MUSC 1031, MUSC 1033, MUSC 1155, MUSC 1255, MUSC 1399 and MUSC 1499. T. Rowlatt explained that these courses were brought forward due to an error with the previous month’s package. During this time, the Registrar’s Office also requested updates to some of the course numbers. K. Crossett noted that there were some instances of the old course numbers being used in course outlines. Those errors will be fixed. All in favour. <strong>Motion carried.</strong></td>
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<td>a) Curriculum Committee Reports</td>
<td><strong>Motion:</strong> Moved by A. Candela and seconded THAT Education Council approve changes to the Music Diploma PCG and seven courses: MUSC 1030, MUSC 1031, MUSC 1033, MUSC 1155, MUSC 1255, MUSC 1399 and MUSC 1499. T. Rowlatt explained that these courses were brought forward due to an error with the previous month’s package. During this time, the Registrar’s Office also requested updates to some of the course numbers. K. Crossett noted that there were some instances of the old course numbers being used in course outlines. Those errors will be fixed. All in favour. <strong>Motion carried.</strong></td>
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<td>i) New Courses: MUSC 1155, 1255, 1399, 1499</td>
<td>D. Innes and M. Tittel presented the proposed updates, which centred around creating two distinct PCGs – one for the Daytime cohort, and one for the Executive cohort. D. Innes explained that the current cohort is just finishing the new program, and has been providing feedback alongside the PAC. T. Rowlatt explained to Council that the most significant discussion occurred around the required PLAR semester, and raised concerns from L. Apouchtine in the Registrar’s Office.</td>
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Item | Topic | Discussion
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| | Cohort | M. Tittel explained that the PLAR courses were easier to deal with as a group rather than spread out throughout the program. D. Sargent expressed concern around the process of accepting students who would be PLARing an entire term, and inquired as to why this is an admission requirement, as students would already be entering the program with this experience. M. Tunnah also requested clarity, as it seems that students need to be admitted to the program before attempting to PLAR these courses. He also asked why these courses were chosen, and suggested that perhaps the department should consider allowing the 75% maximum PLAR regardless of course.

M. Tittel responded that the knowledge was taken from the current cohort, and that students indicated that these five courses have common PLARable components with their experiences, but would prefer to work together with other students during the other courses in place of PLAR.

T. Rowlatt asked what would happen if a student did not have the skills to PLAR. M. Tittel explained that the student could study for an exam and write a challenge exam, or work on a portfolio and then write the challenge exam. T. Rowlatt noted that, effectively, these PLAR courses would be self-directed studies.

D. Branter let Council know that Curriculum Committee stressed to the department that thorough advising around the PLAR courses is a necessity.

T. Rowlatt suggested including a more explicit section in the PCG explaining the structure of the program, particularly the PLAR semester. This section would indicate that if students did not have the experience, it would be treated as a self-directed study. M. Tunnah agreed, indicating that this model does not quite fit the definition of PLAR, but is more suited to self-directed study unless students are able to PLAR it.

M. Tittel noted that three of these courses are already PLAR courses in the current cohort. A. Candela inquired as to what point in the current cohort were students able to PLAR these courses. M. Tittel explained that students could challenge the PLAR courses at any time during the program, which created a large operational challenge.

Minor edits were suggested by Council, including changing certain course codes to GNED, removing the “3” from the third admission requirement, and explicitly referring to the PLAR policy in the PLAR section.

Due to the nature of the discussion and extensiveness of the recommended changes around the PLAR courses, Council agreed that this proposal should return to the May meeting.

ii) New Course: DNTL 1107 | **Motion:** Moved by D. Branter and seconded THAT Education Council approve/recognise the course DNTL
### Item 1: Dental Radiography Module

**Discussion:**
1107 Dental Radiography Module. All in favour. **Motion carried.**

### Item 2: Program Update: Dental Reception Coordinator

**Motion:** Moved by D. Branter and seconded THAT Education Council approve changes to the Admission Requirements for the Dental Reception Coordinator program, Certified Dental Assisting (Distance) program, and the Admission Requirements, course modifications and three new courses for the Certified Dental Assisting (Onsite) program.

### Item 3: Program Update: Certified Dental Assisting Distance

- D. Sargent and M. Rosko explained that the radiography content has been pulled from the Certified Dental Assisting courses and three new radiography courses have been created for the program.
- Subsequent changes to the other programs admission requirements now allow students to get credit for radiography courses by other means, with a focus on transferability.
- N. Coles asked if there was a time limit for radiography transferability. M. Rosko explained that if a student has the standalone radiography credential the student only needs to apply for the credential once. However, the Dental Assisting department will inform students who have the credential that the technology has likely changed, and invite and encourage students to sit in on clinical experiences to familiarize themselves with the technology.
- P. Yeung asked for clarification on the asterisks in the Certified Dental Assisting Onsite and Distance Admission Requirements section. After some discussion, T. Rowlatt explained that if the student has completed the Dental Reception Coordinator program do not require the asterisked requirements, as they would have already met them for entry into the Dental Reception Coordinator program. M. Rosko added that this only applies for the VCC Dental Reception Coordinator program. Students with the credential from other institutions still require the asterisked requirements.
- All in favour. **Motion carried.**

### Item 4: Program Update/New Courses: Certified Dental Assisting Onsite

- D. Sargent reported that the Committee met on April 4, 2018. Tribunal training for students was held earlier today. The Committee also discussed populating the appeals repository, which will be brought forward to the next ASR meeting. Creation of the online tribunal training course is underway with CID. The next Committee meeting is June 6, 2018.

### Item 5: Policy Standing Committee

- **b) Policy Standing Committee**
  - **i) D.2.2 Awards**
    - **Motion:** Moved by M. Tunnah and seconded THAT Education Council approves D.2.2 Awards policy and procedures and also recommends the Board of Governors approve the revised D.2.2 Awards policy and procedures. All in favour. **Motion carried.**
  - **ii) D.2.1 Student Academic Medal Awards**
    - **Motion:** Moved by M. Tunnah and seconded THAT Education Council rescind D.2.1 Student Academic Medal Awards policy and procedures. All in favour. **Motion carried.**

### Item 6: Appeals Oversight Committee

- D. Sargent reported that the Committee met on April 4, 2018. Tribunal training for students was held earlier today. The Committee also discussed populating the appeals repository, which will be brought forward to the next ASR meeting. Creation of the online tribunal training course is underway with CID. The next Committee meeting is June 6, 2018.

### Item 7: Program Review and Renewal

- J-E. Zakoor let Council know that the Committee did not meet in March, and the next meeting will be
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| 8.   | Research Report     | E. Ting reported that the REB had a busy March, with three approvals and one more pending. So far, the Council stands at 22 reviews, not including the two conclusions and six exemptions. She explained that the REB is still in the process of figuring out what to do with exemptions, as institutions are beginning to ask for official documentation of the exemption.  
E. Ting noted that the REB workshops will potentially occur in May, however, there is the possibility of two full Board reviews in the near future that may delay the workshops.  
Applications for the President’s Research Fund have been reviewed, and five projects received funding. |
| 9.   | Chair Report        | T. Rowlatt reported that the Board of Governors approved the Enrolment Plan and Academic Plan, as well as C.3.2 Program Review and Renewal policy and procedures and Associate of Science credential. He also updated the Board on the upcoming Computer Systems Technology program.  
T. Rowlatt announced that this would be D. Branter’s last EDCO meeting, as he will be retiring at the end of April. Council applauded D. Branter’s long tenure and exceptional contributions to Education Council, Curriculum Committee, and the College as a whole. |
| 10.  | Student Report      | K. Sanchez reported that the SUVCC will be holding various events across campus, including Stress Buster days on April 18 and 19. A. Candela inquired when the vote to leave the Canadian Federation of Students would take place. K. Sanchez explained that the online vote to declare intent to leave has occurred in case of legal proceedings, and they are still gathering support for intent. The vote to separate has not yet occurred. |
| 11.  | Next meeting        | May 8, 2018, 3:30-5:30pm, Room 5025 BWY                                                                                                                                                                                                                                                                                                                                                                      |
| 12.  | Adjournment         | **Motion:** Moved by T. Thomson and seconded THAT Education Council adjourn the April 10, 2018 meeting. All in favour. **Motion carried.** The meeting was adjourned at 5:15pm.                                                                                                                   |