



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES

October 8, 2019

3:30–5:30 p.m. VCC Downtown Campus, Room 240

ATTENDANCE

Education Council Members

Elle Ting (Chair)
Denise Beerwald (Vice Chair)
Andrew Candela
David Wells
Jo-Ellen Zakoor
John Demeulemeester
Natasha Mandryk
Paul Yeung
Shawna Broekhuizen
Todd Rowlatt

Guests

Dennis Innes
Feras Ghesen
Helen Roberts
Louise Dannhauer
Lucy Griffith
Phoebe Patigdas
Shirley Lew
Tanis Sawkins

Regrets

Dave McMullen
Gurpreet Kaur
Heidi Parisotto
Karen Crossett
Nona Coles
Robert Kunka

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:34 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 8, 2019 agenda as presented.

Moved by P. Yeung, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council adopt the September 10, 2019 minutes as presented.

Moved by S. Broekhuizen, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Academic Master Plan

- D. Wells presented on “Programs of the Future.” The Academic Master Plan and a timeline of consultations will be presented at VCC Day 2019, with the goal of launching the plan at VCC Day 2020.

- There was a discussion about the importance of the new program assessment metric of alignment with VCC's values, vision and mission, in addition to programs' market and financial value. D. Wells acknowledged the importance of value alignment, while recognizing the need for a sustainable, balanced mix of programs. Another point of discussion was decolonization of all areas, including teaching, student services and student support. D. Wells reported that the College is looking to hire a new Dean, Indigenous Initiatives.

b) Program & Education Service Renewal Schedule

- D. Wells presented the updated Program and Education Service Renewal schedules. S. Broekhuizen requested adding the Hospitality Diploma to the Degree program for renewal in 2020/2021. T. Rowlatt recommended populating the final two years of the five-year schedule so departments are aware of upcoming renewals.

c) EdCo Planning Calendar 2020

- E. Ting presented the Planning Calendar for information. T. Rowlatt suggested a small formatting change.

COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: HAIR 0900 & HAIR 0901

MOTION: THAT Education Council approve, in the form presented at this meeting, two new courses: HAIR 0900 Access to Spa and HAIR 0901 Access to Salon.

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

- L. Dannhauer and L. Griffith presented the proposal for two new non-credit, tuition-free access courses for DHH students. T. Rowlatt added that minor changes requested by Curriculum Committee were completed. Responding to P. Yeung, L. Dannhauer explained that students are currently being recruited internally from the DHH area, with N. Scott as the contact person.

ii) Program Update: Esthetics & Spa Therapy Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Esthetics & Spa Therapy Certificate and three new courses: ESTH 1101, 1201 and 1301.

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

- L. Dannhauer presented the proposal to restructure the program into three new courses, with one course per term. This change better reflects teaching and learning in this program and allows for continuous evaluation of students. The same structure is already in place for the Hairstyling Certificate program. T. Rowlatt noted the RO's concerns regarding situations in which students leave a course half-way through a term without receiving any credit, as well as the very brief transcripts. Issues regarding transferability and student mobility do not arise in this program, since there is little or no transfer between VCC and competing private institutions, or across provinces.

iii) New Certificate Programs: Administrative Professional 1 & Administrative Professional 2

MOTION: THAT Education Council approve, in the form presented at this meeting, curriculum for the new Administrative Professional 1 and Administrative Professional 2 Certificates, including 17 new courses, and recommend that the Board of Governors approve the two new credentials.

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

- H. Roberts presented the proposal to restructure the eight-month Administrative Assistant Certificate program into two certificates (four months each). The changes arose from the recent

program renewal and the need to update the curriculum. The new programs will have intakes in January, May and September. Since several programs in the Applied Business Department require office skills, the long-term plan is to create a “building blocks” system, with AP 1/2 providing a foundation for further studies in the legal or medical office fields.

- T. Rowlatt reported that Curriculum Committee had requested more departmental consultation in order for the proposal to move forward, which has taken place in the meantime. Other recommendations included considering PLAR for courses in Word or Excel, which H. Roberts noted is being considered for a later date.

iv) Omnibus Motion: PLAR Language

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised wording to the PLAR section in programs that have no PLAR.

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

- T. Rowlatt presented the proposal arising from work on a Curriculum Style Guide, aimed at standardizing curriculum documents. Once approved by Education Council, PLAR wording will be updated in CourseLeaf and admin saved.

v) Curriculum Development Time Frame 2020

- T. Rowlatt presented the document for information. The time frame is also posted on myVCC.

b) Policy Committee

i) D.4.2 Student Complaints

- J. Demeulemeester asked for the item to be deferred, due to correspondence regarding clarification of some sections of the policy. D.4.2 will be presented at the next Education Council meeting for information, before being posted for community feedback.

c) Appeals Oversight Committee

- A. Candela reported on the committee’s work on Tribunal Training Day planning. The final date has yet to be determined (either February 21 or 28, 2020).

d) Quality Assurance Committee

i) Program and Education Service Renewal Reports

- T. Rowlatt presented the reports and highlighted the amount of work done by the CTLR. E. Ting thanked Institutional Research (IR) for their contributions to program renewals.

ii) Recognition Report: Practical Nursing & Access to Practical Nursing

- J.-E. Zakoor clarified that the document in the meeting package is a recognition report, not an accreditation report.
- T. Rowlatt reported that IR and the CTLR conducted a survey of participants in recent program renewals (external reviewers, Steering Committee members and faculty). The overall feedback was positive, with some suggestions from faculty for a clearer process and sufficient resources. Surveys will be conducted after each renewal going forward, and the data will be aggregated once a year.

iii) Curriculum Development Funds Update

- T. Rowlatt presented the Curriculum Development Funds Update. C. Deans will follow up regarding outstanding updates.
- T. Rowlatt was invited to share VCC’s experience with the QAPA process with Langara College, in preparation for its audit.

7. RESEARCH REPORT

- E. Ting reported that the REB is looking to recruit more institutional members. Research Day will most likely take place on November 21.

8. CHAIR REPORT

- E. Ting reported from the Academic Governance Council meeting in Kelowna. Representatives from various Education Councils discussed strategies to increase and maintain student representation, such as offering a student stipend and the possibility of providing directed studies credit for meeting attendance. Participants also discussed expediting governance processes through a provisional approval approach.

9. STUDENT REPORT

- P. Patigdas reported on the successful Our Time is Now campaign encouraging students to vote in the federal elections, as well as in various elections at the College. Upcoming events include Advocacy Week, organized by the British Columbia Federation of Students, and “Stress Buster” events on all three campuses.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on November 12, 2019, 3:30-5:30 p.m., in room 5025 at the Broadway Campus.
- Education Council Planning Day, November 29, 2019:
 - Education Council Planning Session: 8:30 a.m.–12:00 p.m., Broadway-B, room 1228
 - Planning Day Lunch: 12:00–1:00 p.m., Broadway-B, room 1227
 - Curriculum & Education Policy Committee Planning Sessions: 1:00–4:00 p.m., Broadway-B, rooms 1227 & 1228
- The meeting was adjourned at 4:49 p.m. (Quorum was lost at 4:42 p.m. with the departures of P. Yeung and J.-E. Zakoor).

APPROVED AT THE NOVEMBER 12, 2019 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council