



April 13, 2021

3:30–5:30 p.m., Videoconference

## ATTENDANCE

### Education Council Members

Elle Ting (Chair)  
Natasha Mandryk (Vice-Chair)  
Ali Oliver  
Brett Griffiths  
Dave McMullen  
David Wells  
Jo-Ellen Zakoor  
Julie Gilbert  
Lucy Griffith  
Marcus Ng  
Natasha (Student Representative)  
Sarah Kay  
Shantel Ivits  
Todd Rowlatt

### Guests

Adrian Lipsett  
Andy Sellwood  
Dave Stevenson  
Dennis Innes  
Fred MacDonald  
Jennifer Gossen  
Ken Izumi  
KJ Hills  
Nicole Degagne  
Pervin Fahim  
Phoebe Patigdas  
Sara Yuen  
Shirley Lew  
Taryn Thomson  
Yulia Gracheva

### Regrets

Blair McLean  
Heidi Parisotto  
John Demeulemeester  
Julia Skye Summers  
Shane McGowan

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

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

## 2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̣ẉməθḳẉəỵəm (Musqueam) and Tsleil-Waututh peoples.

## 3. ADOPT AGENDA

**MOTION:** THAT Education Council adopt the April 13, 2021 agenda as presented.

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

## 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approve the March 9 and March 17, 2021 minutes as presented.

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

## 5. ENQUIRIES & CORRESPONDENCE

- There were none.

## 6. BUSINESS ARISING

### a) Duolingo Update

- D. McMullen presented data on the Duolingo English Test, which was adopted as an alternative English Language Proficiency (ELP) assessment at the beginning of the pandemic in March 2020. It was emphasized that this data is preliminary; the amount of information is limited at this point, since international students take the test a year in advance, and progression data for these students is not yet available.
- Some additional data collected to compare test scores and student success rates between Duolingo and previous assessments appears to indicate some differences; however, this data still needs to be fully analyzed, and the small sample size was noted. The plan is to reevaluate and recalibrate Duolingo test score levels; there have been some discussions with C. Munro and EAL Department Head K. McMorris, and faculty will be involved in this process.
- There were questions about the presented data, including the relationship between number of tests taken and students admitted/denied or withdrawing, as well as the selection of programs listed in the document. It was noted that some withdrawals occurred early in the pandemic and were attributable to programs being rescheduled, entire intakes cancelled (e.g. in HMT), or students deciding to remain overseas and postpone their education. Data was provided on programs with the highest numbers of students.
- Education Council originally approved the use of Duolingo as a pilot for one year; in view of uncertainty around the pandemic and rising case numbers, D. McMullen recommended continuing to accept Duolingo test results to enable continued student admissions. The next step is recalibration, which will include consultation with the assessment centre. A questions was raised about the impact on faculty positions in the assessment centre.
- D. McMullen will provide an update at the next EdCo meeting.

### b) Annacis Island Update/Feasibility Report Committee

- D. Well reported that the College has retained F. MacDonald to assist with project coordination; he was the locum dean for the school before the move of Heavy Mechanical Trades programs to Annacis Island. The VPAs of VCC and BCIT will meet with the ministry in May.
- T. Rowlatt reported that a working group was established to create a feasibility report as per policy C.3.3 Suspension and/or Discontinuance of Programs. Members include T. Rowlatt as Chair, Instructional Associate L. Griffith, Department Head B. Frith, HMT faculty A. Kelly, as well as representatives outside the department: K. Mew, Department Head for Auto Collision Programs; K. McGibney, Toolroom Equipment Specialist and member of the CUPE Executive; D. Innes, Dean of Hospitality, Food Studies, and Applied Business; and J. Yeung, SUVCC's Director of Internal Affairs. The group held its first meeting and discussed its goals: outline the current situation in a transparent manner; identify financial and non-financial aspects of suspending the program; and explore alternatives to program transfer or suspension. The report will be presented to EdCo; the final decision on program suspensions rests with the Board of Governors.

### c) Planning for the New Normal in Teaching – Return to Campus

- E. Ting opened the conversation, acknowledging the continuously changing context of the pandemic since the ministry's announcement in March of a return to campus in September. D. Wells noted that the College expects to receive return-to-campus guidelines by the end of April.
- Implications for EdCo and governance processes will need to be discussed; currently, departments are authorized to make certain adjustments to programs in response to the pandemic without governance approval. The question was raised what the governance process should look like for departments looking to incorporate changes post pandemic, based on their experiences during COVID-19, particularly moving towards more blended delivery.

#### d) Online Learning Agreement Update

- S. Lew and A. Sellwood presented an amendment to the online learning agreement to address situations in the online environment in which a student appears to be in distress. Language was developed in consultation with Director of Safety, Security and Risk Management, S. Aulakh, and Student Conduct & Judicial Affairs Officer D. Stevenson to reflect the College's duty of care. Students will be asked to provide their address and emergency contact information to the instructor at the beginning of the course, allowing instructors to notify an appropriate first responder, should a student appear in distress. The cover letter for instructors with guidance on this agreement will be updated accordingly.
- There was a longer discussion about the logistics of data collection and potential privacy concerns by students. It was clarified that instructors would ask students for their information at the beginning of a course, not in every class; it is ultimately the student's decision whether to provide this data.
- A major concern was raised about the impact of "wellness checks" on BIPOC students; clear guidance would need to be provided to instructors on when to alert first responders. There was a longer discussion about training for faculty, staff, and students; it was noted that legal expectations would be significantly higher for individuals trained as first responders. It was recommended to consult with students at the beginning of a course to determine what responses would be acceptable and appropriate for them in situations of distress. S. Lew and A. Sellwood will take back this feedback and review the issues raised.

#### e) Affiliation Agreements Update

- D. Wells presented the list of affiliation agreements; some agreements have expired and will be removed from the list. Agreements that will be reviewed in depth are those related to research and dual credit agreements with the K-12 sector. The NEC affiliation agreement was recently renewed; this is unique agreement crucial for NEC's funding. There were questions regarding the process for establishing agreements in general, and specific to the NEC agreement, which was not reviewed by EdCo, as outlined in recently revised policy C.3.10 Educational Affiliations. D. Wells responded that the renewed agreement with NEC has essentially remained the same, and may be better classified as an ongoing agreement. The NEC agreement will be presented at the next EdCo meeting.
- Agreements with local school districts related to VCC's Heavy Mechanical Trades program will be part of the overall discussions about the future of this program.

### 7. COMMITTEE REPORTS

#### a) Curriculum Committee

##### i) Program Update: Pharmacy Technician Certificate & New Course: PHAR 1397

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the Pharmacy Technician Certificate program content guide and the new course PHAR 1397.

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

- T. Rowlatt presented the proposal. Major revisions to the Pharmacy Technician program to align with new accreditation standards were presented at the last Curriculum Committee meeting; this proposal is currently under review by the ministry in relation to tuition. As it is unclear when the ministry will provide a response, Dean J.-E. Zakoor is proposing a smaller interim change. The current proposal is to increase practicum hours (and credits) for the September intake, aligning with accreditation requirements and providing students with additional experiential learning opportunities. The proposal for this interim change has not gone through Curriculum Committee, but an increase in practicum hours was part of the original larger proposal. For this reason, and due to the short timeline until the September intake, T. Rowlatt concurred with the dean's request to bring this proposal directly to EdCo.

## ii) Program Update: Dental Technology Sciences Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide, 16 revised and 5 new course outlines for the Dental Technology Sciences Diploma program.

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

- K. Izumi presented proposed major revisions to align the program with the new National Essential Competencies for Dental Technology Practice (adopted in December 2019), as well as technological changes in the field, and the expanded scope of practice. Changes included aligning evaluations and adding required digital components. New courses were created, mostly on digital technology and laboratory patient care; the total number of credits remained unchanged. The proposal was reviewed at two Curriculum Committee meetings, and recommended changes were completed. Committee commended K. Izumi and J. Gilbert for their work.

## b) Policy Committee

### i) D.4.3 Student Non-Academic Conduct

**MOTION:** THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, D.4.3 Student Non-Academic Conduct policy and procedures.

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

- N. Mandryk presented the policy and procedures, which were posted for a second round of community feedback, in tandem with policy D.4.5 (item 7bii). One comment was received, suggesting defining “Indigenous” to clarify whether the policy refers to the Indigenous peoples of Canada (Aboriginal, First Nations, Métis, and Inuit) or to all Indigenous peoples. Committee felt this was not within its purview, but a definition developed as part of the College’s work towards Indigenization could be added at a later time. IECE suggested language around acknowledging Indigenous and diverse ways of being, which was incorporated in the context and purpose section.

### ii) D.4.5 Academic Integrity

**MOTION:** THAT Education Council approve, with changes approved at this meeting, D.4.5 Academic Integrity policy and procedures.

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

- N. Mandryk presented the revised policy. Community feedback was received, revolving around tracking of academic misconduct. After a longer discussion, committee recommended edits to clearly differentiate between informal resolution (agreed between instructor and student) and formal resolution, with involvement by the instructor and department head for minor first or second offences, and involvement by the dean for repeat or significant offences. Committee originally moved to send the policy for a second round of community feedback, but agreed (via email vote) to recommend the policy for approval instead, since the actual edits were relatively minor.
- There was a longer discussion at Education Council, including about the lower (recorded) number of academic misconduct issues at VCC compared to other institutions. Members agreed to the following changes to the policy and procedures:
  - References to department head: add “or designate” to give departments flexibility to manage their workload.
  - Include explicit statement about informing the student that an allegation of academic misconduct is being pursued (referring to procedures #4-6).
  - Expand possible courses of action under procedures #11 and #19 b – add: “another action that may be appropriate to the situation”; members acknowledged the tension between creating consistency and recognizing diverse ways of being.

- Minor offence: add back the option to assign a grade of “0”; otherwise, assigning a “0” to even a minor assignment would require involvement of the dean. Committee had originally removed this option in the context of informal resolutions, as these are not appealable; however, there is now a clear distinction between informal resolution and formal resolution of a minor offence (which is appealable).

### c) Appeals Oversight Committee

- L. Griffith reported that the work of the subcommittees on appeals tracking and protocol was discussed at the last meeting. N. Mandryk and N. Degagne joined the meeting to review policy A.2.1 Appeal to Education Council on Academic Matters, and members were invited to provide feedback. Committee also debriefed its two sessions with R. Daum and L. Heller, consultants on the Indigenization Planning Framework Process. The next meeting was moved forward to May 6.

### d) Education Quality Committee

#### i) Update to Education Quality Committee Terms of Reference

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised Terms of Reference for the Education Quality Committee.

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

- T. Rowlatt presented the revised Terms of Reference; some position titles were updated, and two new representatives added: the Dean of Indigenous Initiatives (or designate), to support conversations around Indigenization (R. Noel agreed to join the committee if appointed); and an Operations Manager (P. Fahim, Operations Manager in Health Sciences, has been an annually appointed member, and this membership is now formalized).

#### ii) CD Fund Allocation 2021/22

- \$400,000 were allocated for curriculum development projects; the list of approved projects was included in the meeting package.

#### iii) Program and Education Services Renewal Schedules

- T. Rowlatt presented the schedules, which were updated in consultation with D. Wells, deans, and J. Shin and C. Munro. There were questions about the scheduled joint renewal of CACE and CCA computer courses; this would be the first instance of a joint renewal. S. Lew explained that conversations about refreshing these two offerings coincided; as they do not constitute formal programs, these areas would usually not undergo renewal, so the joint approach opened up the opportunity for a full renewal supported by \$5,000 in automatic Curriculum Development (CD) funding. There are no plans to discontinue basic computer courses; rather, opportunities will be explored to offer options to upgrade computer skills more broadly across the College. The lack of timely communication with affected department heads was acknowledged; this was due to the short timeframe to meet the CD Fund deadline.
- There was a discussion about the role of departments in renewals. As per policy, the renewal schedule is created by the VP Academic; while there is no formal requirement in policy to consult on the schedule, departments can request a renewal opportunity. Education Quality Committee was supportive of combining smaller offerings into one renewal, with the opportunity for CD funding.

#### iv) Program Renewal Report: Dental Reception Coordinator Certificate

- The program renewal report was included in the meeting package for information.

## 8. RESEARCH REPORT

- E. Ting reported that the Research Ethics Board has had a quiet month; work is underway to explore supporting action research.
- A. Copp from the Library is developing a page on myVCC for research-related information for faculty and students, in tandem with Marketing’s revamp of the public-facing research page.

## 9. CHAIR REPORT

- E. Ting reported that the Board of Governors approved the Enrolment Plan 2021/22, Academic Plan 2021-24, and the new Nail Technician and Mechanical Engineering Technician Certificates at its March 31 meeting. EdCo Planning Day is scheduled for June 3.

## 10. STUDENT REPORT

- P. Patigdas reported on SUVCC's recent activities, including online events for students; participation in a national survey on students' housing situations; and advocacy for international students. By-elections for the SUVCC Board of Directors are coming up, with voting taking place from April 26-30.
- E. Ting added that an EdCo by-election is taking place for one vacant student seat (Downtown campus). Nominations close on April 16.

## 11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on May 11, 2021, 3:30–5:30 p.m.

**MOTION:** THAT Education Council adjourn the April 13, 2021 meeting.

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

- The meeting was adjourned at 5:37 p.m.

**APPROVED AT THE MAY 11, 2021 EDUCATION COUNCIL MEETING**

**Elle Ting**  
**Chair, VCC Education Council**