



## 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 Rowlett
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 Zakoor	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 x̱məθḵw̱əy̱ əm (Musqueam), Sḵwx̱ wú7mesh (Squamish), and səliw̱ ətaʔt (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: VOV 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**