



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

MEETING MINUTES

March 11, 2025

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Nafiseh Tohidi
Louise Dannhauer (Vice-Chair)	Dennis Innes	Shirley Lew
Andy Sellwood	Emily Logan	Stephanie Callaghan
Brianna Higgins	Kseniia Osipova	Todd Rowlett
Dave McMullen	Lisa Beveridge	
David Kirk	Marcus Ng	

Regrets

Anik Joy Varghese	Poorna Karthikeya	Rahul Ranwa
Emily Simpson	Balachandar	Vivian Munroe

Guests

Adrian Lipsett	Kirsten Hagemoen	Reza Siavashi
Dawn Cunningham Hall	Les Apouchtine	Rosie Gosling
Herbie Atwal	Lucy Griffith	Tannis Morgan
Jamie Choi	Melissa Chirino	Tanya O'Neill
Jennifer Kelly	Michael Weber	Taryn Thomson
Jo-Ellen Zakoor	Patris Aghakian	
Karen Brooke	Pervin Fahim	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Tohidi acknowledged the College's location on the traditional unceded territories of the x̱m̱əθḵw̱əy̱ əm̱ (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and sə́lilw̱ ətaʔṯ (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 March 11, 2025 agenda as amended (changed order of items 6b) and 6c).

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the February 11, 2025 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- M. Ng was welcomed back to Education Council. He was elected during the recent EdCo by-election to fill one vacant student seat.

- N. Mandryk reported on recent discussions among members of the Academic Governance Council, which is made up of EdCo chairs and vice-chairs from institutions across BC. Topics included standing committee composition and practices around recording of EdCo meetings.

6. BUSINESS ARISING

a) Budget Update

- J. Choi presented on the draft budget for 2025/26, which was recently shared at a College-wide townhall. Principles and assumptions were outlined. The Language Instruction for Newcomers (LINC) contract was not renewed. Uncertainty remains around IRCC policies related to international students. The final version of the budget will be presented to the Board of Governors for approval at the end of March.

b) Annual Deans' & Directors' Presentations – Part 3

- Annual updates were presented by A. Lipsett, Dean, Centre of Continuing Studies, and D. Innes, Dean, School of Hospitality, Food Studies & Applied Business. Topics of discussion included micro-credentials, increased dual credit offerings in high schools, and use of virtual reality (VR) in culinary arts.

c) 2025–2026 Enrolment Plan

MOTION: THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the 2025–2026 Enrolment Plan.

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

- D. Wells presented a revised draft of the Enrolment Plan, updated from the initial draft that was provided to EdCo in February. The Registrar's Office shared some additional comments from schools on enrolment trends and changes to program structure with Education Council in advance of the meeting.
- Overall, the plan projects a decline of approximately 24% in overall enrolment numbers compared with the 2024–25 actuals. Much of the domestic decline is explained by the loss of the Language Instruction for Newcomers (LINC) contract. Additionally, last year's enrolment was higher than projected in the School of Instructor Education thanks to the provincial Future Skills Grant, which is not expected to continue this year. International enrolment is projected to decline by about 37% due to federal changes to policies affecting international students.
- There were questions about projections in some specific areas, including the significant increase in projected numbers for the Health Care Assistant (HCA) program. The reason is that targeted seats for the Health Career Access Program (HCAP) used to be counted separately but are now rolled into the HCA numbers for easier reporting.
- There was a discussion about the level of confidence in the data's accuracy and validity, challenges in capturing accurate registration numbers in the correct fiscal year for VCC's complex mix of programming, and the limitations of the plan to respond to or incorporate new information. It was noted that budgeted registration numbers may not account for recent trends or new program approvals, since calculations are often made in October, when there are limited data points available for the current fiscal year.

d) Program Discontinuance: Acute Care for Health Care Assistants Short Certificate & Program Discontinuance: Health Care Assistant Certificate (EAL Cohort)

MOTION: THAT Education Council recommends the Board of Governors approve discontinuance of the Acute Care for Health Care Assistants Short Certificate and the Health Care Assistant Certificate (EAL Cohort) effective May 2025.

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

- L. Beveridge presented the proposal to discontinue two programs in the Continuing Care department: the Acute Care for Health Care Assistants (HCAs) Short Certificate and the Health Care Assistant Certificate (EAL Cohort).
- The Acute Care for HCAs program provided HCAs with additional skills to work in acute care settings. Demand for this program was driven by the Vancouver Coastal Health Authority's requirement for HCAs to have completed the program prior to working in acute care. The health authority has replaced this requirement with a one-month orientation program. In addition, the provincial HCA curriculum was revised in 2023 and focuses more on acute care, further reducing the relevance of the short certificate. Intakes for the program have been on hold since the spring of 2023.
- The Health Care Assistant EAL (English as an Additional Language) Cohort Certificate program has experienced persistent challenges with enrolment since September 2019 and did not run between 2020 and 2024 despite marketing and outreach efforts. It was determined that students found the higher cost of the HCA EAL program prohibitive and preferred to improve their English language scores through the tuition-free EAL Pathways programs. A 2022 partnership with Vancouver Coastal Health (VCHA) to run a dedicated HCA EAL cohort funded through the provincial Health Career Access Program (HCAP) did not attract sufficient enrolment of qualified applicants.
- As outlined in the procedures for VCC Policy 414 Suspension and/or Discontinuance of Programs, the first step in retiring a program is to formally initiate a suspension of the program. After two years of suspension, a decision on program discontinuance can be made. The recommendation for program discontinuance without a previous approval of program suspension is unusual.
- Despite the deviation from procedure, EdCo entertained a motion to recommend program discontinuance without a prior period of suspension due to the clear rationale for judging the programs nonviable, the support from both department and dean to discontinue, and the fact that the programs have not run.
- While supporting the proposal, EdCo members cautioned that the approach of cancelling program intakes and later proposing program discontinuance is not in keeping with the intent of 414 Suspension and/or Discontinuance of Programs policy and procedures.
- EdCo discussed the effective date of the discontinuance to ensure any students still within the maximum time for program completion can complete their credential. It was agreed to discontinue the programs as of May 2025.

e) Concept Paper: Wind Turbine Maintenance Technician Certificate

- L. Griffith presented the concept paper for the new ten-month Wind Turbine Maintenance Technician Certificate. The program aims to equip students with skills for the renewable energy sector, specifically in wind turbine maintenance and related roles. Graduates will be prepared for positions such as wind farm service technicians, renewable energy service technicians, systems technicians, and wind energy operation specialists.
- The certificate aligns with VCC's current offerings in transportation trades, electronics, and electrical trades. There are few institutions in BC offering similar programs, with Northern Lights College being one of them.
- The program will be delivered in a blended format, combining online and hands-on training with industry-standard equipment in the lab as well as in industry. Virtual reality or augmented reality (VR/AR) simulation technology will also be utilized.
- The school has received multiple grants to establish VR/AR (virtual reality/augmented reality) platforms and other necessary materials for the lab. The goal is for most hands-on training to be done within industry.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: ASLD 1215 & INTR 1000

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course outlines for INTR 1000 Introduction to Sign Language Interpreting and ASLD 1215 American Sign Language Level 7B, and recommend the Board of Governors approve the creation of the new courses.

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

- T. Rowlett and K. Hagemoen presented the proposal for two new courses. During the recent renewal of the ASL & Deaf Studies Certificate, the program was shortened from ten to eight months to align with the standard term structure. As part of this revision, the highest level of ASL was removed from the program. The two proposed bridging courses include these higher-level ASL skills as well as an introduction to sign language interpreting, for those graduates of the ASL & Deaf Studies Certificate who wish to move into the Sign Language Interpretation (SLI) Diploma. INTR 1000 is also open to others looking to explore this field.

ii) New Program: Digital Learning for Innovative Teaching Short Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Digital Learning for Innovative Teaching Short Certificate and five new course outlines, and recommend the Board of Governors approve the new credential, courses and program implementation.

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

- K. Brooke presented the proposal for this new program in the School of Instructor Education (SIE). VCC received ministry funding to develop professional development opportunities for post-secondary educators in BC that address issues in teaching and learning in the age of digital technology, with a requirement to embed microcredentials within the program. The short certificate consists of five courses, with a digital badge attached to each course. These courses have been designed to eventually be available as electives in the Provincial Instructor Diploma program (PIDP) as well.

iii) New Specializations: Associate of Arts (Psychology) Degree, Associate of Science (Data Science) Degree, Associate of Science (Environmental Science) Degree & Associate of Science (Computer Science) Degree

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guides for the Psychology specialization within the Associate of Arts degree, the Data Science and Environmental Science specializations within the Associate of Science Degree, ten new course outlines and one revised course outline;

THAT Education Council amend the resolutions from its special meeting held on November 29, 2024 to rescind the recommendations to the Board of Governors;

THAT Education Council recommend the Board of Governors approve the following specializations within the existing Associate of Science and Associate of Arts credentials, and the creation of ten new courses:

- Associate of Arts (Psychology) degree
- Associate of Science (Environmental Science) degree
- Associate of Science (Data Science) degree
- Associate of Science (Computer Science) degree

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

- J. Kelly presented the proposal for three new specializations in the existing Associate of Arts and Associate of Science Degree programs. The three wireframe PCGs were approved at the special EdCo

meeting in November 2024. The specializations include both existing university transfer courses and newly created courses in the humanities, math and science. The programs are designed for broad transferability within BC and are aimed at both domestic and international students.

- Based on requests from the Registrar's Office and Curriculum Committee, some adjustments were made to admission requirements and student progression language, as well as to learning outcomes in SOCI 2250. The effective date will be January 2026 for the three PCGs and the course outlines.
- The existing Associate of Science (Computer Science) Degree was previously embedded within the "generic" Associate of Science Degree program content guide. A separate PCG for this specialization was approved by EdCo in November 2024. Only a minor adjustment was made to the evaluation of student learning section since then.
- N. Mandryk clarified that, following consultation with D. Wells, the specializations are being presented as changes to the existing associate degree credentials, rather than new programs or new credentials; the motion was updated accordingly. In addition, EdCo voted to amend the EdCo resolutions from November 2024 and rescind the recommendations to the Board regarding new credentials and new program implementation.
- EdCo discussed the implementation of specializations for both international and domestic students. Specializations will likely be more attractive to international students, since they align with Classification of Instructional Programs (CIP) codes eligible for post-graduation work permits. Marketing for domestic students will focus on the generic Associate of Arts and Associate of Science degrees, which offer more flexibility in course choice. All courses will be available to both domestic and international students.
- There was a discussion about strategies to protect course offerings for students in the generic degree programs who want to specialize but have not declared their specialization. It was noted that course availability would depend on enrollment, and that there might be a risk of students not getting their preferred courses. Members discussed potential solutions, such as reserving seating for students in a specialization, and improving tracking of student progression within programs.
- Tuition rates for associate degrees depend on the individual courses taken. Individual courses vary in both credits and cost.

iv) New Program: Health & Wellness Professional - Cosmetology Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the Health & Wellness Professional - Cosmetology Diploma and revisions to six courses, in two stages: course names and course descriptions effective September 2025, and all other changes effective May 2025.

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

- T. Rowlatt presented the finalized curriculum for the rapidly developed Health & Wellness Professional – Cosmetology Diploma program. The wireframe PCG was previously approved by Education Council. The program is based on VCC's hairstyling and skin and body therapy programs and aligns with a CIP code that is eligible for a post-graduation work permit. Revisions highlight the focus on health and wellness practices, hair and skin health and conditions, wellness techniques, massage and nutrition. Changes were made to course learning outcomes, descriptions and course names.
- In consultation with the dean, department head and CTLR, additional adjustments to the course names were proposed at the EdCo meeting to better reflect the different aspects of the diploma and the Hairstylist and Esthetics & Spa Therapy Certificates, which share the same courses.
- The initial plan was to launch all course revisions in May 2025. The Registrar's Office cannot support changes to the course names and course description for May. Therefore, the proposal was to approve the changes to the course names and course descriptions effective September 2025, with all other changes effective May 2025.

v) Course Deactivations

MOTION: THAT Curriculum Committee recommends deactivation of 18 courses that are no longer taught to Education Council for approval by the Board of Governors.

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

b) Policy Committee

- L. Dannhauer reported that the committee discussed the list of academic policies up for review at its last meeting. The discussion focused on prioritizing policies for review and next steps in managing policy updates. D. Wells is reaching out to the policy sponsors and responsible authorities as a first step.

c) Education Quality Committee

i) Education Services & Program Renewal Schedules 2024–2029

- The Education Services and Program Renewal Schedules were included in the meeting package for information.
- L. Dannhauer reported that EQC met with the deans on March 6 to discuss themes arising from annual program reviews. There was a rich discussion about evolving approaches to curriculum development, teaching and learning, including adjusting to shifting student demographics.
- CD Fund adjudication will take place on March 13, 2025.

ii) Feasibility Working Group: Executive Assistant & Medical Transcriptionist

- T. Rowlatt reported that the working group submitted its final feasibility report to the VP Academic, dean and Education Council. The working group was established under policy 414 Suspension and/or Discontinuance of Programs, since the department did not agree with the dean's proposal to suspend the Executive Assistant and Medical Transcriptionist Certificate programs. The dean will review the report to determine next steps for these two programs. Working group members were thanked for their contributions.

8. CHAIR REPORT

- N. Mandryk reported that the effective date of the renamed High Performance and Custom Engine Technician Diploma was changed from January to May 2025.
- There are ongoing discussions with the Registrar's Office and Marketing about processes to capture interest from prospective students in new, planned programs that have not yet been approved through governance.

9. STUDENT REPORT

- No report.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on April 8, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:24 p.m.

APPROVED AT THE APRIL 8, 2025 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council