



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
September 9, 2025
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Louise Dannhauer (Vice-Chair)	Emily Simpson	Nafiseh Tohidi
Andy Sellwood	Jessie Williams	Shirley Lew
Brianna Higgins	Kseniia Osipova	Todd Rowlett
Dave McMullen	Lisa Beveridge	Vivian Munroe
David Wells	Mandy Hayre	
Emily Logan	Marcus Ng	

Regrets

Poorna Karthikeya Balachandar

Guests

Adrian Lipsett	Clayton Munro	Kirsten Hagemoen
Alan Kelly	Daniela Randall	Natasha Mandryk
Barbara Mykle-Hotzon	Jade Macdonald	Reba Noel
Brenda Carmichael	Jennifer Gossen	Sarah Cain
Brett Griffiths	Jennifer Kelly	Tanya O'Neill
Brynn Joyce	Jennifer Vo	Taryn Thomson
Chelsea Savage	John Demeulemeester	Willy Aroca Aguirre

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m. L. Dannhauer chaired the meeting.
- N. Mandryk has accepted a new position at VCC as Associate Director, Academic Planning, Policy, and Analysis, and resigned from the EdCo Chair position and her elected faculty seat on EdCo. She was acknowledged for her contributions to Education Council over the last eight years, including as EdCo Chair, EdCo Vice-Chair, and Chair of Education Policy Committee and Appeals Oversight Committees.

2. ACKNOWLEDGEMENT

- M. Ng acknowledged the College's location on the traditional unceded territories of the x^wməθk^wəy əm (Musqueam), Sk̓w̓x̓ wú7mesh (Squamish), and səliłw̓ 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 September 9, 2025 agenda as presented.

Moved by L. Dannhauer, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the June 10, 2025 minutes as presented.

Moved by L. Dannhauer, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a. EdCo Membership & Fall Elections

- L. Dannhauer welcomed J. Williams, Dean of Indigenous Initiatives, and M. Hayre, Interim Dean, School of Health Sciences, who were appointed to administrator seats on EdCo in the interim, following the departures of D. Kirk, Dean of Curriculum & Pedagogy, and D. Innes, Dean of Hospitality, Food Studies and Business. Departing members were thanked for their contributions: S. Callaghan, Faculty, Health Sciences, has stepped down from EdCo, and student member A. Joy Varghese has graduated.
- Elections and by-elections for faculty, staff and student seats on EdCo are taking place in September/October, with results announced by October 17.

b. Education Service Renewal Report & Institutional Response: Academic Advising

- C. Munro, R. Noel and K. Osipova presented the Academic Advising Education Service Renewal Report and Institutional Response. The report was reviewed by Education Quality Committee in June. Key themes included building capacity, emphasis on quality of services, and collaboration with other departments across the College.
- It was confirmed that an external review was conducted as part of the renewal. This review included site visits by VCC employees to academic advising services at Douglas College, KPU and Langara College, and a site visit at VCC by academic advising managers from KPU.

c. Sign Language Interpreting Degree – DQAB Phase 1 Application

- K. Hagemoen presented the Stage 1 application to the Degree Quality Assessment Board (DQAB) for a new Sign Language Interpreting Degree program. Stage 1 proposals are reviewed to determine whether the proposed program benefits students, addresses a need within the BC post-secondary system, and provides social and economic benefits to the province. Following DQAB approval of the Stage 1 proposal, the department will submit a more in-depth Stage 2 proposal for ministerial review.
- VCC has historically offered a one-year Certificate in American Sign Language (ASL) and Deaf Studies; graduates of the certificate program who were interested in continuing their studies to become sign language interpreters would then apply to the two-year Sign Language Interpretation (SLI) diploma at Douglas College. The SLI program moved to VCC in 2023–24, allowing students to more seamlessly complete their studies. The current proposal is to expand the existing three years of study into a four-year Applied Degree in ASL–English Interpretation so that graduates are better prepared to enter the workforce.
- VCC offers one of only four sign language interpreting programs in Canada, and there is growing demand for interpreters with higher levels of proficiency than generally attained through completion of the diploma. The degree program will enable graduates to work in a broader range of careers, for example in the growing field of video relay services.
- Besides the full-time degree program, the plan is to offer open enrolment for intermediate and advanced ASL courses to the community. There were questions about ministry support and funding for this program, and the timeline for the DQAB application process.

d. Affiliation Agreement: Greystone College

MOTION: THAT Education Council approves, and forwards to the Board of Governors for joint approval, the affiliation agreement between VCC and Greystone College.

Moved by A. Sellwood, Seconded & CARRIED (Unanimously)

- W. Aroca Aguirre presented the proposed affiliation agreement between VCC and Greystone College to establish an educational pathway for international students who would like to pursue a degree in Hospitality Management at VCC. The agreement provides a pathway for graduates from Greystone College's Diploma in International Business Management to enter the third year of VCC's Bachelor of Hospitality Management program.
- Development of this agreement involved a strong focus on risk management and evaluation of the partner school's program quality. VCC and the partner institution plan to continue to monitor student performance and outcomes to ensure the pathway remains effective and aligned with academic standards. VCC has seen strong outcomes from students transferring from Greystone College into the Bachelor of Hospitality Management program from 2021–2023, before the expiry of the previous affiliation agreement.
- Members inquired about alignment of Greystone College's and VCC's programs. There is less focus on the food and beverage components at Greystone College, and students will be required to take courses on food production and restaurant operations at VCC. VCC's campuses are equipped with the required facilities to support practical learning in these areas.
- Similar agreements between VCC and four other post-secondary institutions were approved by Education Council and the Board of Governors in June 2025.

e. 2026 EdCo Meeting Schedule

MOTION: THAT Education Council approves the 2026 Education Council and Standing Committees meeting schedule.

Moved by L. Beveridge, Seconded & CARRIED (Unanimously)

f. Election: Interim Education Council Chair

- D. McMullen conducted the elections for interim positions (until December 2025).

Education Council Chair

- T. Rowlett nominated L. Dannhauer. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, former Vice-Chair L. Dannhauer was announced interim Chair of Education Council. L. Dannhauer stepped down as Chair of Education Policy Committee and Education Quality Committee, and elections were held for these positions and the EdCo Vice-Chair.

Education Council Vice-Chair

- L. Dannhauer nominated E. Logan. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, E. Logan was announced interim Vice-Chair of Education Council.

Education Quality Committee Chair

- L. Dannhauer nominated A. Sellwood. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, A. Sellwood was announced interim Chair of Education Quality Committee.

Education Policy Committee Chair

- L. Dannhauer nominated E. Logan. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, E. Logan was announced interim Chair of Education Policy Committee.

7. COMMITTEE REPORTS

a. Curriculum Committee

i) Course Update: DLIT 3050 Advancing Information Literacy

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the DLIT 3050 Advancing Information Literacy in Digital Learning course outline.

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

- T. Rowlatt presented proposed changes to the recently approved course DLIT 3050, part of the new Digital Learning for Innovative Teaching Short Certificate. Revisions were made to refocus the curriculum on the role of information literacy in digital teaching and learning. The previous version focused on facilitation of digital learning and was similar to other existing courses in the School of Instructor Education. The course has not yet been taught, so the course number was re-used.

ii) New Courses: CULP 1101, 2101, 3101

MOTION: THAT Education Council approve, in the form presented at this meeting, new course outlines for CULP 1101 Cook Apprentice Level 1, CULP 2101 Cook Apprentice Level 2, and CULP 3101 Cook Apprentice Level 3.

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

- T. Rowlatt presented the proposal for three new course outlines replacing the current Cook Apprentice courses. The main change is the addition of 20 hours of online self-paced learning in occupational skills to Level 3 to prepare apprentices for the hands-on work they will encounter during this course. One additional credit was added to the course. The rationale for this change is to support students in meeting outcomes that may not have been covered by their training in industry. The other two courses remain functionally unchanged, though with new course numbers suggested by the Registrar's Office.

iii) Program Update: Dental Hygiene Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Dental Hygiene Diploma and four revised course outlines; and recommend the Board of Governors approve the implementation of the revised program and creation of 24 new courses.

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

- J. Macdonald presented the proposal. The Dental Hygiene Diploma was significantly revised in 2023, including creation of 24 new courses. These changes incorporate the revised Entry-to-Practice Canadian Competencies for Dental Hygienists and align VCC's program with similar programs in terms of length, hours and credits. Prior to this revision, the program had over 120 credits (typical diplomas have between 60-75 credits). The curriculum was approved by Education Council, but due to delays reviewing tuition at the Ministry level, the revised program did not receive final Board of Governors approval.
- The program is ready to move forward, with a proposed reduction in hours for all four clinical courses, which initially included more hours than required. Overall course content and credits remain the same, and the department is confident the outcomes can be taught in the reduced clinical time. VCC's program consists of 810 hours, well within the range of comparable accredited Dental Hygiene programs at other BC institutions (between 642 and 843 program hours).

iv) Program Update: Health Care Assistant Diploma (International Cohort)

MOTION: THAT Education Council approve, with changes approved at this meeting, revisions to the program content guide for the Health Care Assistant Diploma (International Cohort), 7 new and 12 revised course outlines.

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

- L. Beveridge presented the proposal. The international diploma program launched in January 2023 and was revised based on feedback from students, faculty and external partners. The major change is re-organizing content between the series of four Common Health Challenges courses. The specialized areas of palliative/end of life care and neurodevelopmental disorders are moving from Term 2 to Terms 3–4, when students encounter this type of practice. Originally, students were learning the core principles 10 months prior, negatively impacting their learning. In addition, the program is moving hours out of Term 2, which students have reported as being overloaded, and reducing the overall length by 30 hours. The positive impact of this change on student mental health and well-being was highlighted. The overall number of program credits has not changed.
- Members requested minor adjustments to course evaluation plan language (“graded activities”). L. Beveridge and T. Rowlatt will finalize these small edits after the meeting.

v) New Program: Pharmacy Technician Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Pharmacy Technician Diploma, including 7 revised and 11 new course outlines, and recommend the Board of Governors approve the credential, creation of 11 courses, and program implementation.

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

- J. Vo presented the proposal for the new Pharmacy Technician Diploma, which will replace the certificate program in January 2027. The accrediting body, the Canadian Council for Accreditation of Pharmacy (CCAPP), now requires increased hours and additional learning outcomes. With the already heavy credit load of the certificate, the added credits move the program into the diploma range. This change to a diploma also more accurately reflects the intensity and level of students’ learning and is in line with other programs in BC and Canada.
- T. Rowlatt noted that there are currently no options for reinsertion if students fail a course. The rationale is to ensure students maintain current skills to ensure patient safety during their practicum. Curriculum Committee suggested the department discuss options for reinsertion with the accreditation body.

vi) Program Update: Pharmacy Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Pharmacy Technician Certificate, including to admission requirements.

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

- J. Vo presented the proposals for a small change to the math admission requirement for the Pharmacy Technician Certificate. The accrediting body, CCAPP, recently clarified the requirement. Previously, “senior-level math” was required; this has now been defined as the equivalent of Pre-Calculus 11 or Foundations of Math 12 in BC.

vii) Program Updates: Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma & Architectural Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guides for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and the Architectural Technician Certificate, one revised and two new course outlines.

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

- T. Rowlatt presented the proposal for adjustments to the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and the Architectural Technician Certificate. Following the program renewal and restructuring, the department is proposing to shift some learning outcomes among courses. For this purpose, two new courses were created (DRFT 1111 and DRFT 1105) and one course revised (DRFT 1200).

viii) Program Update: Heavy Mechanical Trades Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Heavy Mechanical Trades Certificate program, including 11 new course outlines.

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

- A. Kelly presented proposed changes to the Heavy Mechanical Trades Certificate based on SkilledTradesBC requirements, to include learning outcomes around electric vehicles. The other outcomes largely remain the same. The program is also being restructured from one-credit courses taught over one week to 11 new courses taught over 4–5 weeks. This will provide more flexibility for students who need to miss a class. Students will have the opportunity for hands-on training with electric vehicles.
- There were questions about the format of course descriptions, referencing specific sections of the SkilledTradesBC program outline. This information has historically been included for heavy mechanical trades, based on requirements from STBC's review committee for this area.

ix) New Courses: ELCO 1001, 2001, 3001, 4001 & Course Content Guide: Construction Electrician Apprentice

MOTION: THAT Education Council approve, in the form presented at this meeting, four new Construction Electrician Apprentice course outlines and the accompanying Course Content Guide.

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

- B. Griffiths presented the proposal for four new construction electrician apprentice courses. The new Construction Electrician Foundation Certificate (equivalent to apprentice Level 1) recently went through governance, and this proposal expands VCC's programming to all four levels of apprenticeship. The curriculum is closely aligned with SkilledTradesBC provincial curriculum.
- Additionally, the Clean Energy Technology Diploma program was recently recognized by STBC as equivalent to Level 1, providing another pathway for students pursuing a Red Seal in the construction electrician trade.
- The purpose of the Course Content Guide is to easily publish content to the VCC website.

x) New Program: Wind Turbine Technician Certificate

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the program content guide for the new Wind Turbine Technician Certificate program and 10 new course outlines, and recommend the Board of Governors approve the new credential, creation of 10 new courses and program implementation.

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

- B. Griffiths presented the proposal for the new Wind Turbine Technician Certificate, part of the suite of programs developed for VCC's new Centre for Clean Energy and Automotive Innovation. The curriculum was adapted from Northern Lights College. This program will prepare students for entry-level careers in the renewable energy sector, specifically focusing on wind turbine maintenance and operations. VCC has seen interest in the program, in the context of the expansion of wind farms on Vancouver Island.
- As this program will be taught out of the newly established Clean Energy Technology Department, the program will go through provisional approval. A provisional approval committee will be formed to provide support during the first run of the program, with the ability to approve smaller curriculum adjustments.

xi) New Program: Refrigeration and Air Conditioning Mechanic Foundation Certificate

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the program content guide for the new Refrigeration and Air Conditioning Mechanic Foundation Certificate program and 12 new course outlines, and recommend the Board of Governors approve the new credential, creation of 12 courses and program implementation.

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

- B. Griffiths presented the proposal for the new Refrigeration and Air Conditioning Mechanic Foundation Certificate. There is high labour market demand for trained mechanics, as well as waitlists at other institutions offering this programming. The certificate aligns with SkilledTradesBC's provincial curriculum, and graduates can continue to pursue an apprenticeship and the Red Seal in the Refrigeration and Air Conditioning Mechanic trade.
- As this program will also be housed in the new Clean Energy Technology Department, the program was provisionally approved.

xii) Program Update: Bachelor of Applied Music

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the significantly revised Bachelor of Applied Music program, 34 revised and 42 new course outlines, and recommend the Board of Governors approve the implementation of the revised program and creation of 42 new courses.

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

THAT Education Council recommends the Board of Governors approve deactivating five Music courses that are no longer taught.

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

- E. Logan presented the proposal for the revised Bachelor of Applied Music. VCC has been teaching a two-year Music Diploma program and a two-year Bachelor of Applied Music, consisting of third- and fourth-year courses. This programming is being restructured into one 4-year bachelor's degree with a diploma exit option after two years. This change aligns with programming at other institutions and provides a more modular structure, rather than requiring students to take courses in a specific sequence. This structure supports student progression and enables them to study part-time or with a lighter full-time course load.
- The revisions simplify the program structure from distinct classical voice, composition, and jazz performance majors to only two pathways: Performance Concentration and Academic, with new courses created for academic-focused students.
- The next step after approval of the curriculum is a review of the revised degree program by the Degree Quality Assessment Board (DQAB).

b. Policy Committee

i) Academic Year (402)

MOTION: THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Academic Year (402) policy and procedures.

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

- L. Dannhauer presented proposed revisions to the Academic Year policy and procedures. Updates were made to clarify that the policy applies to academic programming/delivery, not to overall College operations. Changes were made to provide flexibility around final exam periods, since they may not apply to all courses, and the summer term start was changed from “first business day in May” to “first Monday in May.” While the policy provides a framework, exceptions can be made in consultation with the Registrar’s Office based on unique department and delivery needs.

ii) Open for College Feedback: Contract Administration (132) – New; Educational Affiliations (407) & Education Service Contract (406) – Rescind

- L. Dannhauer reported that a new Contract Administration policy (132) was developed, which subsumes the existing Educational Affiliations (407) and Education Service Contract (406) policies. The proposal is to rescind these two policies once the new policy is approved. All three policies are posted for College feedback until October 2.

c. Education Quality Committee

- L. Dannhauer reported that the 2024 Annual Program Review Summary Report will be presented at the next EdCo meeting. The committee will work on forms for the next round of Annual Program Reviews.

8. CHAIR REPORT

- L. Dannhauer noted that the Construction Electrician Foundation Certificate, which was approved at the last EdCo meeting, will go through provisional approval. This was agreed after the meeting.

9. STUDENT REPORT

- M. Ng conveyed concerns from students about instructors requiring them to turn on their cameras during recorded online classes.
- There was a discussion about applicable guidelines; VCC has an [online learning classroom agreement](#). It was suggested to continue the discussion at a future meeting.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 14, 2025, 3:30–5:30 p.m.
- The meeting was adjourned at 5:14 p.m.

APPROVED AT THE OCTOBER 14, 2025 EDUCATION COUNCIL MEETING

Louise Dannhauer
Chair, VCC Education Council