



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
November 12, 2025
3:00–5:00 p.m., Videoconference

ATTENDANCE

Education Council Members

Louise Dannhauer (Chair)	Jingwei (Matt) Xu	Rosie Gosling
Andy Sellwood	Lisa Beveridge	Shirley Lew
Brianna Higgins	Mandy Hayre	Todd Rowlett (to 4:16 p.m.)
Emily Logan	Nafiseh Tohidi	
Emily Simpson	Nelba Garcia	

Regrets

Dave McMullen	Jessie Williams	Michael Weber
David Wells	Marcus Ng	Vivian Munroe

Guests

Adrian Lipsett	Jennifer Gossen	Natasha Mandryk
Brynn Joyce	Jennifer Kelly	Sid Khullar
Christina Carnacete	Keith Mew	Tannis Morgan
Dawn Cunningham Hall	Kseniia Osipova	
Ian Humphreys	Maya Redlick	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:02 p.m.

2. ACKNOWLEDGEMENT

- R. Gosling acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (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 November 12, 2025 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the October 14, 2025 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- L. Dannhauer provided an update from D. McMullen in response to question about the Linguaskill English language test raised at the last meeting. The test is provided by the Cambridge group, which also offers the IELTS (International English Language Testing System) and OET (Occupational English Test). The test maps to CEFR (Common European Framework of Reference) and CLB (Centre for Canadian Language Benchmarks) benchmarks, so no new scoring work was required. The test is

approved for both domestic and international admissions, with costs between \$150 and \$250. The Registrar's Office will monitor usage and student outcomes over time.

6. BUSINESS ARISING

a. Welcoming New EdCo Members

- L. Dannhauer welcomed newly elected EdCo members: student representatives N. Garcia and J. Xu, and faculty representatives R. Gosling and M. Weber. The following members were re-elected to another term: E. Simpson, L. Beveridge, Louise Dannhauer, and T. Rowlett (faculty); V. Munroe (staff); and M. Ng (student). A by-election will be held early next year to fill the two remaining vacancies on EdCo (student and staff seats).

b. Education Service Renewal Reports & Institutional Response: International Education

- J. Gossen and I. Humphreys presented the International Education Service Renewal Report and Institutional Response. The report was reviewed by Education Quality Committee in June. Recommendations in the action plan center around strengthening communication, leveraging technology, and enhancing student supports, particularly in housing, career development, and well-being.

c. International Education Update

- J. Gossen reported on declining international enrolment both at VCC and across Canada, in response to multiple policy changes by Immigration, Refugees, and Citizenship Canada (IRCC) in the last year. Overall, there are fewer applications, more study permit refusals, and increased scrutiny by IRCC. This uncertainty is leading more students to turn to other study destinations.
- VCC is working to mitigate these challenges through increased support for applicants, strategic enrolment management, heightening awareness of VCC's brand, and participation in campaigns to promote BC and Canada as a study destination (Study in BC, Learn Canadian).

d. Program Discontinuances: Continuing Studies

MOTION: THAT Education Council recommends to the Board of Governors discontinuance of the following programs, effective January 1, 2026:

Addictions Counselling Skills Advanced Certificate
Business Leadership and Management Certificate
Community Counselling Skills Certificate
Leadership Certificate
Leadership Coaching Associate Certificate
Leadership Coaching Certificate
Management Skills for Supervisors Certificate
Networking Technology Certificate
Wedding and Event Management Certificate

Moved by E. Simpson, Seconded & CARRIED (with one opposed)

- A. Lipsett presented the proposal to discontinue several Continuing Studies programs, which have been functionally replaced through the program renewal and redesign process. All students who were enrolled in the original programs have either completed their program through teach-out or transition to the new program, or have exceeded the maximum program completion duration as of December 2024.
- L. Dannhauer noted that, 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. In this case, the EdCo Chair supported the approach of moving straight to discontinuance of these programs without a prior period of suspension, since they were functionally replaced by other

programs, which VCC continues to run. In addition, there is agreement among the dean and program coordinators, and no impacts on students who were enrolled in the original programs. EdCo had no concerns about this approach.

- As the Registrar's Office is working on the next edition of the VCC calendar, more programs may come forward for discontinuance as part of a system clean-up.

e. Program Discontinuances—School of Arts & Sciences: i. ABE Graduation Program Certificate & ABE Intermediate Program Certificate; ii. VR/AR Design and Development Diploma; iii. Applied Technology for the Visually Impaired Certificate & Office Administration for the Visually Impaired Certificate

MOTION: THAT Education Council recommends to the Board of Governors the discontinuance of the following programs, effective January 1, 2026:

ABE Graduation Program Certificate
ABE Intermediate Program Certificate
Applied Technology for the Visually Impaired Certificate
Office Administration for the Visually Impaired Certificate
VR/AR Design and Development Diploma

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

- S. Lew and J. Kelly presented several programs for discontinuance following suspension for at least two years, in line with VCC's Policy 414 Suspension and/or Discontinuance of Programs.
- The ABE Graduation Program Certificate and ABE Intermediate Program Certificate were initially developed to offer grade 12 and grade 10 level completion credentials, respectively. However, there was very little demand for these credentials, as most ABE students take individual courses to upgrade or complete specific pre-requisites. For this reason, these programs were suspended in June 2023. The courses continue to be offered, and completed credits count towards the B.C. Adult Graduation Diploma (Adult Dogwood).
- The VR/AR Design and Development Diploma, offered in partnership with Vancouver Film School (VFS), has seen low enrolment and was suspended in November 2023. The related affiliation agreement with VFS expired in January 2023 and was not renewed.
- The Office Administration Certificate for the Visually Impaired and the Applied Technology Certificate for the Visually Impaired were intended to provide an alternative pathway for visually impaired students to access the mainstream Office Administration or related programs. The programs were suspended in May 2018 due to low enrolment. The Visually Impaired department equips visually impaired students with the skills they need to use screen reading, magnification and keyboard shortcuts in their Basic level courses. With mastery of these skills, students can be accommodated in other VCC programs rather than requiring a program specific to visually impaired students.

f. Concept Paper: Information Systems Security and Administration Post-Degree Diploma

- A. Lipsett and S. Khullar presented the concept paper for the Information Systems Security and Administration Post-Degree Diploma. This is a revised and renamed version of the Network Technology Administration and Security (NTAS) Post-Degree Diploma. The NTAS PDD initially launched in September 2021 and saw very high student demand from 2021–2024. As a result of IRCC policy changes, the number of applicants declined through 2024.
- Following broad consultation, the program is being streamlined to better align with industry needs and improve the marketability of the ISSA PDD among international students. The number of program credits was reduced from 62 to 42, lowering the cost and shortening the time to completion. Revisions emphasize practical, hands-on learning and exposure to current and emerging technologies. The proposed change of the program name reflects the broader scope of this offering, including system

administration and security, and provides more clarity for students and employers. The curriculum is going through the accelerated program change process (see agenda item 7aii).

g. Notice of Chair Elections

- L. Dannhauer announced elections for the January–December 2026 term, taking place at the December 9 EdCo meeting for the following positions: EdCo Chair, EdCo Vice Chair, two EdCo Executive Committee members, and Chairs of Curriculum Committee, Education Policy Committee and Education Quality Committee. Nominations will be taken from the floor at the meeting.

h. EdCo Planning Day

- The annual EdCo Planning Day will take place on December 8, 9 a.m. to 12 p.m., followed by lunch for EdCo and committee members, and committee planning sessions in the afternoon.

7. COMMITTEE REPORTS

a. Curriculum Committee

i) Program Update: Automotive Repair and Refinishing Diploma

MOTION: THAT Education Council approves, in the form presented at this meeting, revisions to the program content guide for the Automotive Repair and Refinishing Diploma, including 21 revised and 6 new course outlines.

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

- K. Mew presented proposed updates to the Automotive Repair and Refinishing Diploma to maintain alignment with provincial and federal policies and standards, ensuring students can pursue credit with SkilledTradesBC beyond the diploma program.

ii) Program Update & Name Change: Information Systems Security and Administration Post-Degree Diploma

MOTION: THAT Education Council approves the wireframe program content guide for the revised Information Systems Security and Administration Post-Degree Diploma; and recommends the Board of Governors approve the program name change from Network Technology Administration and Security Post-Degree Diploma, and implementation of the revised program.

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

- Following the discussion of the concept paper earlier in the meeting, the wireframe program content guided for the Information Systems Security and Administration Post-Degree Diploma was presented for approval under the accelerated program change process as outlined in the [Program Development and Approval \(409\)](#) procedures.
- A wireframe needs to contain (at a minimum): the intended credential name, effective date, program description (purpose), admission requirements, program learning outcomes, and the expected credit range. The purpose of the wireframe PCG is to allow for a credential and tuition to be approved by the Board of Governors before the full curriculum is developed. The plan is for course outlines to be finalized early next year. The full curriculum needs to be approved before the program is implemented. It was confirmed that this proposal constitutes a revision (and renaming) of the existing program, rather than a new program.

iii) Course Deactivations

MOTION: THAT Education Council recommends the Board of Governors approve the deactivation of the following courses: APAP 2003; FASH 2111, 2112, 2113, 2210, 2303, 2310, 2313; and MTSK 0750, 0760, 0877.

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

b. Policy Committee

i) Admissions (301) & Flexible Admissions (302)

MOTION: THAT Education Council recommends the Board of Governors approve, with changes approved at this meeting, the Admissions (301) policy and procedures.

Moved by E. Logan, Seconded & CARRIED (Unanimously)

MOTION: THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Flexible Admissions (302) policy and procedures.

Moved by E. Logan, Seconded & CARRIED (Unanimously)

- E. Logan presented proposed changes to the Admissions (301) and Flexible Admissions (302) policies. A statement was added to explicitly specify that students are required to provide complete, accurate and truthful information as part of the application process. This edit aims to provide clarity for students as well as ensuring VCC has appropriate mechanisms to safeguard the integrity of its admissions processes. In tandem with these updates, the Tuition and Fee Refund (311) policy is being revised to clarify that students denied a study permit by IRCC based on providing inaccurate, incomplete, untruthful or misrepresented information, may not be eligible for a full refund. This policy is currently going through the administrative policy approval process.
- EdCo members requested updates to wording in the Admissions policy, principle #1, to align with protected characteristics listed in the BC Human Rights Code. This edit will be completed and presented to the Governance Committee before the policy moves forward to the Board of Governors.

ii) Contract Administration (132); Rescind: Education Service Contract (406) & Educational Affiliations (407)

MOTION: THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, the Contract Administration (132) policy and procedures; and

THAT Education Council approves, and forwards to the Board of Governors for joint approval, rescinding the Educational Affiliations (407) policy and procedures, effective once the Contract Administration (132) policy is approved; and

THAT Education Council recommends the Board of Governors approve rescinding the Education Service Contract (406) policy and procedures, effective once the Contract Administration (132) policy is approved.

Moved by E. Logan, Seconded & CARRIED (Unanimously)

- E. Logan presented the proposed new Contract Administration policy (132), which centralizes most contract administration at VCC under one framework. The Educational Affiliations (407) and Education Service Contract (406) policies were incorporated into the new policy and are proposed to be rescinded once Policy 132 is approved.
- Comments received as part of the College feedback process focused on work-integrated learning agreements. In response, contract authority for these agreements was assigned to department heads instead of deans or directors, with the goal of streamlining approvals. Supporting policy resources such as templates will be made available once finalized.
- The policy, which covers both educational and non-educational agreements, was also reviewed by the Administrative Policy Committee and Operations Council. Currently, the review body is listed as Operations Council, and the approval body as Board of Governors with Education Council advice. Governance Committee will be asked to review and recommend the appropriate review and approval

pathway for future policy iterations, considering Education Council's role under the College and Institute Act related to educational affiliation agreements.

c. Education Quality Committee

i) Annual Program Review 2025 & Chair Report

- A. Sellwood reported that the Annual Program Review documents were sent out to department leaders, with supporting data available in Power BI. A workshop is planned to assist with APR report preparation.
- EQC also reviewed draft guidelines for classroom recordings, which will return at the next meeting. The committee discussed processes around new domestic program development with D. Wells, including upcoming revisions to the concept paper template. Planning has begun for the 2026–27 Curriculum Development Fund process, with a call for proposals expected in January.

8. RESEARCH REPORT

- A. Copp reported that the Teaching, Learning, and Research Symposium has been canceled for 2026. The Library is exploring a digital alternative for the student showcase, which used to be part of the symposium.
- NVivo licenses for qualitative data analysis are available through the Library. The call-out for the internal research grant will go out in the spring, and A. Copp is available to support planning.
- The Research Data Management (RDM) Committee held its first meeting. An RDM strategy is a requirement under the [Tri-Agency Research Data Management Policy](#), and the committee is working on reviewing and renewing VCC's strategy. The Library is also working on activating VCC's Borealis account by publishing its first open dataset and is seeking contributions, as well as developing tools to address questions related to Indigenous data.

9. CHAIR REPORT

- L. Dannhauer reiterated upcoming dates for EdCo Planning Day and Chair elections.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- EdCo Planning Day will take place on December 8, 9 a.m. – a-12; followed by lunch.
- The next regular Education Council meeting will be held on December 9, 2025, 3:30-5:30 p.m.
- The meeting was adjourned 4:32 p.m.

APPROVED AT THE DECEMBER 9, 2025 EDUCATION COUNCIL MEETING

Louise Dannhauer
Chair, VCC Education Council