



**VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
December 9, 2025
3:00–5:00 p.m., Videoconference**

ATTENDANCE

Education Council Members

Louise Dannhauer (Chair)	Jessie Williams	Nafiseh Tohidi
Andy Sellwood	Jingwei (Matt) Xu (to 4:56	Nelba Garcia
Brianna Higgins	p.m.)	Rosie Gosling
Dave McMullen	Lisa Beveridge	Shirley Lew (to 5:13 p.m.)
David Wells	Mandy Hayre	Todd Rowlatt
Emily Logan	Marcus Ng	
Emily Simpson	Michael Weber	

Regrets

Vivian Munroe

Guests

Adrian Lipsett	John Demeulemeester	Sarah Murray
Brynn Joyce	Keith Mew	Tannis Morgan
Christine Carnacete	Kseniia Osipova	Tanya O'Neill
Feras Ghesen	Mary Corbett	Taryn Thomson
Gio Ariana	Reba Noel	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m.

2. ACKNOWLEDGEMENT

- L. Dannhauer acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səl̓ílw̓ətaʔɬ (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 December 9, 2025 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approves the November 12, 2025 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- Departing EdCo member S. Lew was thanked for her contributions over the last three years. A. Lipsett was appointed to EdCo starting in January 2026.

6. BUSINESS ARISING

a. VCC Guidelines for Recording Classroom Activities

- VCC developed an Online Learning Classroom Agreement during the pandemic. This document will be replaced by new Guidelines for Recording Classroom Activities, which apply to both online and in-person classes. The guidelines were presented by E. Simpson and M. Corbett. The development of the document included an environmental scan and was mainly informed by UBC's guidelines (updated in 2024). Key considerations include accessibility, privacy, notification and consent, and copyright.
- There was a discussion about students creating video recordings capturing other students, including using wearable AI technology, and requirements for consent. M. Corbett and E. Simpson will work on incorporating these considerations.
- The guidelines will be posted on the CTLR website and shared widely with departments; it was suggested to make them available for students, for example on the Library & Learning Centre page, and to include them as a resource for the syllabus project.
- Separately, Disability Services is developing guidelines around recordings as part of accommodations, which will be shared once finalized.

b. VCC Guidelines for Generative AI in Teaching & Learning (Update)

- E. Simpson presented an updated version of VCC's Guidelines for Generative AI in Teaching & Learning, initially developed in 2024. Updates include listing Microsoft Copilot Chat as the only approved AI tool at VCC; increased specificity around privacy and data input; and a focus on AI literacy. The guidelines reinforce the prohibition of using AI detectors. A "Learning with AI" section for student use was added.
- The assessment redesign section was strengthened to support academic integrity, and syllabus language was updated to three categories (GenAI use not permitted/permitted/required). It was suggested to adjust the "permitted" heading to "permitted for specific uses."
- There was a discussion about hidden prompts and concerns about this practice as unethical and deceptive. Members suggested prohibiting rather than merely discouraging use of hidden prompts, or, alternatively, providing specific examples of acceptable use scenarios.
- Members recommended clarifying VCC's overall institutional vision and stance on AI with senior leadership, and embedding them into the guidelines.
- Instructors will be surveyed in December/January around the use of AI, building on last year's initial survey. Learning opportunities for instructors include [online modules from McGill](#) University, and VCC's AI Community of Practice.

c. Accuplacer Test for Academic Upgrading

- D. McMullen and R. Noel presented an update on Accuplacer, which was approved in 2023 for use as an in-house English language proficiency assessment for admissions purposes to VCC programs. The College has seen positive results, and in addition to applied programs, Accuplacer is now accepted for academic upgrading courses.
- It was clarified that there are some programs for which Accuplacer is not accepted, e.g. health science programs for which regulatory bodies require specific English language tests.

d. Post-Secondary Sector Update

- D. Wells provided an update on the current post-secondary sector environment and factors impacting enrolment planning. These include Immigration, Refugees and Citizenship Canada (IRCC) policy changes, an increase in rejections of study permit applications, and related reduction in international enrolment across Canada and in BC.

- Another important development is the provincial public post-secondary system review, led by D. Avison. The review's final report is expected to be published on March 15, 2026.

e. EdCo Planning Day Debrief

- L. Dannhauer reported on this year's EdCo Planning Day sessions on program co-creation with industry and community (A. Lipsett); domestic enrolment and admissions (D. McMullen and H. Atwal); and K-12 transitions and accommodations (N. Scott and S. Wiwchar).

7. COMMITTEE REPORTS

a. Curriculum Committee

i) Course Update: MSKL 1104 Interpersonal Communications – Health

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the course outline for MSKL 1104 Interpersonal Communications – Health.

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

- T. Rowlatt presented the proposal on behalf of R. Bennett. MSKL 1104 is a preparatory course for the Medical Device Reprocessing Technician (MDRT) Certificate and the Renal Dialysis Technician Short Certificate programs. The outline was updated to add missing information and emphasize the health care focus of this course. The course will be reviewed in more depth next year as part of the MDRT program renewal.

ii) Program Update: Automotive Collision and Refinishing Foundation Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Automotive Collision and Refinishing Foundation Certificate program content guide and one revised course outline: ACRF 1110 Industry Readiness.

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

- K. Mew and T. Rowlatt presented proposed updates to the Automotive Collision and Refinishing Foundation Certificate to align the purpose section with SkilledTradesBC (STBC) language, remove the math admission requirement, and align the program considerations section with the style guide. The program is aimed at both adult and Youth-Train-in-Trades dual credit students, and these two entry tracks were clarified in the PCG. ACRF 1110 was updated to better reflect how the course is taught.

iii) Program Update & Name Change: Automotive Collision and Refinishing Foundation Certificate (Online Youth)

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Automotive Collision and Refinishing Foundation Certificate (Online Youth) program content guide, including a program name change from Automotive Collision and Refinishing Foundation Certificate (E-pprentice), and 11 revised course outlines.

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

- K. Mew presented proposed changes to the Automotive Collision and Refinishing Foundation Certificate (Online Youth) program. This is a satellite program for Youth Train-in-Trades students outside the Lower Mainland. The proposal is to change the name from "E-pprentice" to "Online Youth" to clarify that the program is not an apprenticeship. Other changes included removing ACRF 1110 Industry Readiness from the program, as this content is covered in high schools and is not part of the STBC program outline. The grading system was changed to percentages (from STBC percentages), and course topics were updated to match module changes within each course.
- T. Rowlatt clarified that this is a revised program, but a new PCG was created to manage the name change. The number of credits was reduced with the removal of course ACRF 1110. Program tuition will be adjusted accordingly.

iv) Program: Automotive Electronics Repair Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Automotive Electronics Repair Certificate program and five new course outlines, and recommend the Board of Governors approve the new credential, creation of five courses, and program implementation.

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

- G. Ariana presented the proposal for the new domestic Automotive Electronics Repair Certificate, part of the suite of programs developed for the new Center for Clean Energy and Automotive Innovation. The program is designed to train qualified technicians in the diagnosis and repair of electronic systems used in electric vehicles, including battery packs. The program builds on curriculum from the existing Electronics Repair Technology Diploma, sharing foundational courses in Term 1, allowing students to potentially transfer between programs. Five new courses were developed, focusing on specific auto components.

v) Program Update: Fashion Design & Production Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guide for the Fashion Design & Production Diploma, including 20 revised and 8 new course outlines.

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

- S. Murray presented the revised Fashion Design & Production Diploma, following the program renewal. Overall, the renewal found that the program was working well for students, industry partners, and instructors. Changes were made to align with the standard term structure, and minor adjustments made to existing courses along with some new courses to reflect industry changes. The number of credits did not change.

vi) Course Deactivations

MOTION: THAT Education Council recommends the Board of Governors approve the deactivation of CCAC 1084, HAIR 1109 and HAIR 1216.

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

b. Education Policy Committee

- E. Logan reported that there was no regular committee meeting in December. Education Policy Committee, Curriculum Committee, and Education Quality Committee participated in a joint session on EdCo Planning Day. T. O'Neill facilitated a session on Indigenizing curriculum and policy, followed by discussion of an article around neurodiversity and academic integrity. The academic integrity working group will continue its policy work in the new year.

c. Education Quality Committee

- A. Sellwood reported that EQC reviewed the Guidelines for Recording Classroom Activities (item 6a) at its last meeting. The committee is also working on finalizing Curriculum Development (CD) Fund guidelines for next year. The call-out will go out on January 5.

8. ELECTIONS

- D. McMullen conducted the elections.

Education Council Chair

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

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 Vice-Chair of Education Council.

Two Executive Committee Members

- L. Dannhauer nominated E. Simpson. Nomination accepted.
L. Dannhauer nominated A. Sellwood. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, E. Simpson and A. Sellwood were announced Executive Committee Members of Education Council.

Curriculum Committee Chair

- B. Higgins nominated T. Rowlatt. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, T. Rowlatt was announced Chair of Curriculum Committee.

Education Policy Committee

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

Education Quality Committee

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

9. CHAIR REPORT

- L. Dannhauer thanked EdCo members for their work this year and highlighted the importance of collaboration with different areas across the College.

10. STUDENT REPORT

- L. Dannhauer presented the student report on behalf of J. Xu, who had to leave the meeting. The report raised concerns around course scheduling, availability of tutors, study spaces, and access to print services, and the impacts on the student experience. As these issues fall outside the scope of EdCo, it was suggested to bring these concerns directly to the relevant areas, such as the Learning Centre, Library and SUVCC. D. McMullen offered to have a conversation around scheduling.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 13, 2026, 3:30-5:30 p.m.
- The meeting was adjourned at 5:24 p.m.

APPROVED AT THE JANUARY 13, 2026 EDUCATION COUNCIL MEETING

Louise Dannhauer
Chair, VCC Education Council