



Vancouver Community College Board of Governors Public Meeting Agenda

February 8, 2023, at 5:45 p.m.

VCC Downtown Campus, Room 240

Additional Zoom option for Public & Guests:

<https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFITm5qdFBRSGRZRmVOdz09>

Zoom Phone: +1 778 907 2071

Meeting ID: 643 9701 0942

Password: 037455

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)
Libby Davies (Vice Chair)
Jeffrey Yu (Chair, FAC)
Mahin Rashid (Chair, Governance)
Justine Gonzales
Karen Brooke
Nadia Belokopitov
Paul Yeung
Seung Oh
Shobha Rajagopalan
Sue Hammell

Staff Resources

David Wells VP, Academic & Applied Research
Ian Humphreys VP, Admin & International Development
Kate Dickerson VP, People Services
Jane Shin VP, Students & Community Development
Elmer Wansink AVP, IT & CIO
Clayton Munro AVP, Student & Enrolment Services
Tannis Morgan AVP, Academic Innovation
Jamie Choi ED, Finance & CFO
Karen Wilson ED, Marketing & Communications
Deborah Lucas EA, Board of Governors

Ex-Officio

Ajay Patel President & CEO
Natasha Mandryk Chair, Education Council

Guests

Taryn Thomson President, VCCFA
Chris Joyce President, CUPE Local 4627
Stefan Nielsen Advocate, Governance, SUVCC

**VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people,
on whose traditional and unceded territories we live, learn and work.**

Item	Topic	Action	Speaker	Time	Attach	Page
1.	CALL TO ORDER, LAND ACKNOWLEDGEMENT/ OPENING REMARKS		J. Hartman/ A. Patel	7 min		
2.	APPROVAL OF AGENDA/CONSENT AGENDA	Decision	J. Hartman	2 min		
	<i>"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."</i>					
	2.1 Minutes: Nov 23, 2022, Public Meeting				✓	3
	2.2 Board Correspondence & Activity				✓	7
	2.3 News & Events				✓	8
3.	ACTION TRACKER:	Info	J. Hartman	1 min		
	No items					

4.	CONSTITUENCY GROUP REPORTS					
4.1	CUPE Local 4627	Info	Constituency	5 min		
4.2	SUVCC		Reps	5 min		
4.3	VCCFA			5 min		
5.	EDUCATION COUNCIL REPORT		N. Mandryk	10 min		
5.1	Chair's Report	Info			✓	11
6.	FINANCE AND AUDIT COMMITTEE REPORT			10 min		
6.1	Chair's Report	Info	J. Yu	5 min		
6.2	Financial Performance (Period End: Dec 31, 2022)	Info	J. Yu	5 min	✓	13
6.3	NEW MANDATORY FEE: International Student Medical Insurance	Decision	J. Choi/ J. Gossen	10 min	✓	18
7.	GOVERNANCE COMMITTEE REPORT					
7.1	Chair's Report	Info	M. Rashid	5 min		
7.2	REVISED: C.1.3 Granting of Credentials Policy & Procedures	Decision		10 min	✓	19
8.	HUMAN RESOURCES COMMITTEE REPORT					
8.1	Chair's Report	Info	J. Hartman	5 min		
9.	NEW BUSINESS					
	As required & approved under Item 2.	Info	J. Hartman	5 min		
10.	NEXT MEETING & ADJOURNMENT					
	Next regular meeting is March 29, 2023	Info	J. Hartman	1 min		



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS

DRAFT PUBLIC MEETING MINUTES

November 23, 2022

5:30 p.m. Room 5025, Broadway Campus & Zoom

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)
 Libby Davies (Vice Chair)
 Jeffrey Yu (Chair, FAC)
 Mahin Rashid (Chair, Governance)
 Karen Brooke
 Nadia Belokopitov
 Paul Yeung
 Seung Oh
 Shobha Rajagopalan
 Sue Hammell

Staff Resources

David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Kate Dickerson	VP, People Services
Jane Shin	VP, Students & Community Development
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Karen Wilson	ED, Marketing & Communications
Deborah Lucas	EA, Board of Governors

Ex-Officio

Ajay Patel	President & CEO
Natasha Mandryk	Chair, Education Council

Guests

Taryn Thomson	President, VCCFA
Chris Joyce	President, CUPE Local 4627
Brynn Joyce	Executive Director, SUVCC

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1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5:30 p.m. M. Rashid presented the land acknowledgement.
- J. Hartman presented opening remarks:
 - Welcomed new Student Board Representative, Justine Gonzales, and thanked outgoing student members Ladan Sahraei and Airan Sahagun for their dedication during their term.
 - Announced that the annual Board Retreat will be held on Dec 1-2. The agenda includes a presentation from BC Colleges, a dinner created by VCC's students and a facilitated dialogue on Indigenous Cultural Protocols, Empathy & Safety. The annual evaluation of the board helps establish topics for the retreat. The facilitated dialogue is the first of three sessions for board members and senior team.
 - Congratulated the graduands attending convocation on Nov 24. Expressed the honour of presenting the Board intro and being part of the ceremony, celebrating with student's family and friends. Board member, S. Rajagopalan, is also attending.
- A. P presented opening remarks:
 - Highlighted that VCC has been sharing its innovative, in-demand programs with government officials. Minister Kang experienced the Auto Trade Program technology. Minister Chen visited to discuss Early Childhood Care and Education. On Oct 28, VCC hosted the 2022 BC Culinary Apprentice of the Year competition, where VCC alum Anh Tran was awarded first place. The Parliamentary Secretary for Skills Training, Andrew Mercier, stopped by to chat with students and hand out the awards.

- Congratulated Jewellery Art & Design instructor, Louise Perrone, on being the recipient of the 2022 Carter Wosk Award in Applied Art + Design.
- Acknowledged the organizers and volunteers for the successful “Experience VCC” event, where current and prospective students visit campuses to learn about services and programs.
- Thanked the organizers of VCC Day, particularly People Services, Elaine Pederson and Kate Dickerson. It’s an employee recognition event, which hasn’t been held in-person for two-years. With a keynote speaker, entertainment and workshops in the afternoon, the event was revived.
- Highlighted VCC’s fundraising gala “Flourish” on Feb 28, 2023. Support is encouraged by attending and/or sharing the event with their network.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the Board of Governors approve the Nov 23, 2022, public meeting agenda, and approve/ acknowledge receipt of the following items on the consent agenda:

2.1 Minutes: Sept 28, 2022, Public Meeting

2.2 Board Correspondence & Activity

2.3 News & Events

2.4 VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. OATH OF OFFICE

- New Student Board Representative Justine Gonzales read the Oath of Office, officially swearing him in as a member of the Board of Governors. J. Gonzales was elected by his peers for the term Nov 1, 2022 to Oct 31, 2023. The second Student Representative seat will hopefully be filled at a by-election in the Spring.

4. ACTION TRACKER

- No brought forward actions from Sept 28, 2022, Board of Governors Public Meeting.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- No report.

5.2 Student Union of Vancouver Community College (SUVCC): Presented by Brynn Joyce, Executive Director

- B. Joyce presented the report in Stefan Neilson’s stead. He updated the Board on the recent SUVCC elections. Spreading the word resulted in an increase in nominations. Ten members were elected, with seven being new.
- The SUVCC sent representatives to the BC Federation of Students Annual Lobbying Week, a forum to present key issues to MLA’s, e.g., increasing grant funding for students, an apprenticeship completion strategy, capping international tuition fee increases. Four hundred postcards from VCC students lobbying for no international fee increases have been delivered to the Ministry. In addition, referencing the Access BC campaign, the SUVCC wrote to Adrian Dix asking for the elimination of prescription contraceptive fees, understanding that these costs fall on women and people who can get pregnant.
- SUVCC Chair, Airan Sahagun, has requested an introduction meeting with new Mayor of Vancouver to highlight key issues on behalf of students.

5.3 Vancouver Community College Faculty Association (VCCFA): Presented by Taryn Thomson, President

- As a result of collaborations between the English as an Additional Language (EAL) department, Registrar's Office and a Marketing department campaign, enrolment in the program has increased. T. Thomson hopes that this type of strategizing is implemented in the future to avoid layoffs.

The Board acknowledged that government funding is a long-term issue, however, financial sustainability of the College is encompassed in VCC's Campus Plan for the future and decisions around programs are being made with students being the focus.

6. EDUCATION COUNCIL (EdCo)

6.1 Education Council Chair's Report: Presented by Natasha Mandryk

- As the result of elections for membership on Education Council (EdCo) has new members. Departing members were acknowledged for their terms, John Demeulemeester (Hospitality, Food Studies & Applied Business) a four-year term and chaired the Education Policy Committee; and Shantel Ivits (Arts & Sciences), a two-year term and served as EdCo Vice-Chair.
- The EdCo Planning Day on Nov 25 is the second planning session of the year. Council members will discuss topics including self-evaluation results, EdCo goals, and a framework for assessing equity impact on proposed initiatives. In addition to topics of interest to its sub-committees; Education Policy Committee and Curriculum Committee.
- N. Mandryk will report back to the Governance Committee on the self-evaluation piece for potential implementation by the Board.

7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

7.1 Chair's Report

- Finance and Audit Committee (FAC) met on Nov 9, 2022, and reviewed agenda item 7.2.
- The Committee considered draft revisions to B.1.7 Financial Responsibility & Accountability policy and procedures. It is in the process of a scheduled review and now incorporates policies: Interfund Transfers (B.1.2), Banking (B.1.5) and Short-Term Borrowing (B.1.6). The revisions will be posted for community feedback, subsequently a final draft will be presented to Governance Committee for recommendation to the Board. The obsolete policies will be rescinded.
- The next FAC meeting is on Dec 2, 2022.

7.2 Financial Performance (Period End Sept 30, 2022)

- Revenue for the period was \$67.4M compared to budget of \$66.7M.
- Domestic revenue has decreased, and international revenue increased.
- Other revenues such as parking, movie rental, space rental, commercial services are higher by \$1.04M
- 2022/23 Forecast (6 months actual + 6 months forecast) shows that VCC is projecting a net surplus of \$996K.
- Expenses forecast is \$1.18M higher than budget. The main increases are in professional fees due to Campus Plan and other projects. Also, costs to address aging infrastructures and facilities.

8. GOVERNANCE COMMITTEE (GC) REPORT

8.1 Chair's Report

- The Governance Committee met on Oct 12 and considered agenda items 8.2 and 8.3. Amendments to C.1.3 Granting of Credentials policy and procedures were approved, however, due to subsequent revisions by EdCo, it will be presented to the Committee again in Jan 2023 before final board approval.
- The next Governance Committee meeting is Jan 11, 2023.

8.1 REVISED: D.3.10 Indigenous Education Enrolment policy and procedures

- D.3.10 Indigenous Education Enrolment policy and procedures underwent a scheduled 5-year review. Revisions were made in collaboration by the Indigenous Education and Community Engagement department and the Registrar's Office. They reflect current practice and clarify processes including timelines for holding two designated seats for Indigenous learners in every program or course. The intention is to ensure consistency across departments, setting expectations, providing a clear pathway for VCC's Indigenous learners. Currently, registration systems in Continuing Studies (CS) do not have the same capability, however, Indigenous learners have priority registration in CS courses, which opens two days before the general registration period.
- The Policy Maintenance policy procedures were followed, and the Governance Committee approved the revisions for recommendation to the Board.

MOTION: THAT, on the recommendation of the Governance Committee, as advised by Education Council, the Board of Governors approve revisions to D.3.10 Indigenous Education Enrolment policy and procedures.

Moved, Seconded & CARRIED (Unanimously)

8.2 REVISED: D.1.3 Copyright Policy and Procedures

- D.1.3 Copyright Policy and Procedures underwent a scheduled five-year review. The main change to the policy was to add recognition of Indigenous Peoples' rights regarding Indigenous knowledge as outlined in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Currently in development, once government policy is implemented, further revisions to D.1.3 or a separate policy can be expected for Intellectual Property, cultural appropriation.
- The Policy Maintenance policy procedures were followed, and the Governance Committee approved the revisions for recommendation to the Board.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to D.1.3 Copyright policy and procedures.

Moved, Seconded & CARRIED (Unanimously)

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1 Chair's Report

- The next meeting of the Human Resources Committee (HRC) is on Dec 13, 2023. The Committee has sought the advice of VP, People Services, K, Dickerson on processes for conducting the 2023 President's Evaluation, which is more in-depth every third year and includes feedback from key individuals/stakeholders/organisations.

10. NEW BUSINESS

- No new business.

11. NEXT MEETING & ADJOURNMENT

- The next regular Board of Governors Public Meeting is on Feb 8, 2023.
- J. Hartman thanked people for prepared materials for the meeting and wished everyone attending a happy holiday season.
- With no further business the meeting adjourned at 7:31 p.m.

APPROVED BY J. HARTMAN, BOARD CHAIR AT THE FEB 8, 2023, PUBLIC BOARD MEETING



Board of Governors Public Meeting February 8, 2023

BOARD OF GOVERNORS CORRESPONDENCE

DATE	FROM	DETAIL
Dec 8, 2022	D. Lucas, Exec. Asst., VCC Board of Governors	Submission of Request for Appointment package to Crown Agency and Board Resourcing Office (CABRO)

BOARD OF GOVERNORS ACTIVITY

DATE	EVENT	DETAIL
Nov 24, 2022	VCC Convocation	Attended by J. Hartman and S. Rajagopalan.
Dec 1 & 2, 2022	Board Retreat	Attended by board members and senior team. – It included facilitated training on decolonization and Indigenous cultural safety.
Jan 26, 2023	VCC Indigenous Education & Community Engagement (IECE) Appreciation Lunch.	Attended by N. Belokopitov. – On behalf of the President and IECE, to express appreciation and continued support for VCC's Indigenous students and its Indigenization journey. Guests included VCC's Elders in residence, community partners and consultants.



VCC NEWS AND EVENTS

November 2022 - February 2023

- In November, VCC Foundation and CAD and BIM hosted a donor appreciation event at the Downtown campus for McElhanney, an engineering and land survey firm. McElhanney provided an \$8,500 donation for virtual reality (VR) equipment for the CAD and BIM program's 3D studio.

- In November, VCC was pleased to be the recipient of a \$10,000 cheque from the [Jean Ip Foundation](#), a registered charity dedicated to relieving poverty and providing financial assistance to individuals pursuing advanced education. The donation will go towards funding the [Jean Ip Kindness Award](#), given to a student that excels in their academic work, is committed to community involvement, and displays leadership capability.



- On Nov. 25, a memorandum of understanding was signed between ALMA – the School of Italian Culinary Arts and VCC establishing a relationship of cooperation aimed at promoting the education and culture of Italian cuisine. The partnership kicked off with a risotto competition in which six students from VCC's Culinary Arts program competed. The winner received a scholarship to attend Alma's culinary program (valued at \$20,000 CAD).
- On Nov. 28, VCC hosted its annual Fall convocation ceremony at the Queen Elizabeth Theatre. Over 1,142 VCC graduates from 59 programs crossed the stage to celebrate this momentous occasion.
- From Dec. 5-7, VCC's Jewellery Art & Design students hosted their popular annual jewellery holiday sale at the Downtown campus.
- On Dec. 6 and 7, VCC's Indigenous Education and Community Engagement department hosted an open house at the Broadway and Downtown Gathering Spaces. Visitors were invited to write a blessing that was added to the IECE Christmas tree.
- On Friday, Dec. 9, VCC hosted the Fall 2022 Student Awards ceremonies. A total of 163 students received awards in the presence of family, friends, and donors.
- On Dec. 18 and 19, VCC Fashion had a booth at the popular Made in the 604 pop-up shop. Fashion students and staff were on site to sell tops, t-shirts, bags, and greeting cards made by students in the Fashion Design & Production program.



- In January, VCC Foundation announced that the Giving Tuesday matching campaign (November 1 to December 15, 2022), raised a record-breaking \$110,540 to support our Emergency Bursary Fund, awards, and other student projects.
- In January, VCC launched its latest micro-credential '[The Future of Hospitality](#)'. This blended micro-credential introduces students to the hospitality industry – a dynamic, fast-paced industry with extensive opportunity for engaging employment. Students will explore the origins and evolution of hospitality, and the varied areas and career opportunities within the industry, including Indigenous Tourism.
- In January, VCC announced a new partnership with [Togetherall](#), a 24/7 clinically moderated mental health support resource for students where they can connect with a global community of peers and shared their lived experience. The initiative was made possible in part to generous contribution from [Pacific Blue Cross Foundation](#).
- On Jan. 17 and 18, VCC welcomed new and returning students at Student Welcome Days at the Broadway and Downtown campuses.
- On Jan. 23, International Education and SUVCC hosted Lunar New Year celebrations at the VCC Downtown and the VCC Broadway campuses. Festivities included food, refreshments and a lively lion dance performance.
- On Jan. 26, VCC's college leadership and the Indigenous Education and Community Engagement Committee were honoured to host valued friends and partners of the college for a special luncheon catered by VCC's talented students and instructors in the Culinary Arts program.

GOVERNMENT RELATIONS

- On Dec. 15, members of VCC leadership were honoured to host Hon. Melanie Mark, MLA Vancouver-Mount Pleasant at its Downtown campus.



VCC IN THE NEWS (HIGHLIGHTS)

- Bartel, Mario (November 14, 2022). [This new bakery in Port Moody puts a flavourful twist on traditional confections like croissants](#). Vancouver is Awesome.
- Podcast interview with Dennis Innes (November 26, 2022). [The Gen Z School for Climate Heroes \[podcast\]](#). Shift.



- Johnson, William (December 28, 2022). [2022: A monumental year for the Vancouver food scene](#). Georgia Straight.

UPCOMING EVENTS

- **Karin Jones: Ornament and Instrument**, Feb. 3 – Apr. 16. VCC instructor Karin Jones explores the complexity of African-Canadian identity. Exhibit on display at the Burnaby Art Gallery.
- **VCC Music Alumni Week**, Feb. 8-11. A week of workshops, concerts and masterclasses featuring VCC Music alum.
- **Flourish Gala**, February 28. VCC's annual green-tie gala fundraiser.

PREPARED BY: VCC Marketing & Communications
DATE: February 1, 2023



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: February 8, 2023

ISSUE: Education Council Chair Report to Board of Governors

EDUCATION COUNCIL CHAIR ELECTIONS

The elections for EdCo chair, executive, and standing committee chairs were held at the December 6, 2022, meeting. Natasha Mandryk was re-elected as chair, and Sarah Kay was elected vice-chair. Louise Dannhauer and Andy Sellwood were elected to the executive. Todd Rowlatt returns as the chair of Curriculum Committee and Education Quality Committee (EQC); Sarah Kay continues chairing the Education Policy Committee (EPC).

DISSOLUTION OF THE APPEALS OVERSIGHT STANDING COMMITTEE

The Appeals Oversight Committee (the committee; AOC) was established in June 2013 to recruit and train panelists for student appeals, as well as to provide feedback on the overall functionality of the College's appeals processes. As appeals processes at VCC became more robust, the committee's role gradually shifted from oversight to a working body, with its scope going beyond the role of a governance body. As a result, Education Council voted to dissolve AOC at its December 6, 2022 meeting.

Education Council will continue to fulfill its mandate under the College & Institute Act related to policies and procedures and establishing a tribunal for final appeals on academic matters. A new working group was established outside of EdCo to continue work around appeals (both academic and non-academic). The Education Council chair is part of this group.

It is widely acknowledged that the Appeals Oversight Committee has done outstanding work over the past several years to support students and develop best practices for appeals, and the contributions of committee members are deeply appreciated.

MEMBERSHIP CHANGES & BY-ELECTIONS

We are happy to welcome our new administration representatives – Dennis Innes, Dean of Hospitality, Food Studies & Applied Business, and Shirley Lew, Dean of Arts & Sciences.

We would like to say thank you and farewell to our departing members:

Jo-Ellen Zakoar, Dean of Health Sciences, served on EdCo for nine years and contributed in various roles, including as Education Council Vice-Chair and Chair of the Program Review & Renewal Committee.

Lucy Griffith, Acting Dean of Trades, Technology & Design, served on the EdCo Executive and chaired the Appeals Oversight Committee during her three years on Education Council.

By-elections are taking place to fill two vacant seats on EdCo: one student seat (Downtown Campus) and one faculty seat (Student Success) are up for election.

Nominations close on February 10; campaigning runs from February 13 to 17, with elections held online from February 22 to 28. Election results will be announced by March 3.

PLANNING DAY

EdCo has two Planning Day sessions per year; the last session was held on November 25, 2022. In the morning, members discussed the results of the EdCo self-evaluation survey and an EdCo planning document. There was a presentation of VCC's EDI Impact Assessment Tool and discussion about incorporating it into policy and curriculum review.

The afternoon session for Education Policy and Curriculum Committee revolved around anti-racism in policy; justice, equity, diversity, and inclusion in curriculum; and Universal Design for Learning (UDL).

EdCo acknowledges the Board's use of a self-evaluation tool as inspiration for our own survey. We plan to continue the practice to help identify our strengths and opportunities for development.

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: January 31, 2023



INFORMATION NOTE

PREPARED FOR: VCC Board of Governance

DATE: February 8, 2023

ISSUE: 2022/23 January Forecast to Budget

2022/23 January Forecast to Budget Overview

2022/23 Forecast (9 months actual + 3 months forecast) in **Table 4** shows that VCC is projecting a net surplus of \$779K. Revenue is forecasted to be \$142.6 million compared to budget of \$142.1 million (\$520K above budget) and prior year of \$134.6 million (\$7.9 million above than prior year). Domestic tuition revenue is down by \$577K (excluding ABE/EAL) compared to original budget, and international revenue is up by \$4.7 million. **(Table 1, 2 and 3).**

The School of Hospitality, Food Studies and Applied Business domestic tuition revenue is \$175K lower than budget. International tuition revenue is up by \$2.9 million; Business Management is up by \$1.09 million and Project Management and Accounting are up by \$986K and \$259K respectively. Hospitality program international tuition revenue is also up by \$724K. The School of Trades, Technology and Design domestic tuition revenue is higher than budget by \$64K and international tuition revenue was higher than budget by \$700K. Auto Collision Program revenue is down by \$383K and Electronic Repair Technology, CAD & BIM and Hair Design and Skin/Body Therapy programs revenues are higher than budget by \$984K.

The School of Health and Science domestic tuition revenue is higher by \$120K and international tuition revenue is higher by \$223K than budget. The School of Arts and Sciences domestic tuition is higher than budget by \$59K, and international tuition revenue is up by \$215K. College Career Access and College Foundations programs tuition revenues are down by \$243K than budget, but Adult Basic Education and ESL Pathway programs domestic tuition are increased by \$86K compared to budget.

Continuing Studies domestic tuition revenue was down by \$407K, mostly from Medical Device Reprocessing Technician program and international tuition revenue was up by \$527K from ECCE program.

Other revenues such as parking, movie rental, space rental, commercial services and interest income is higher by \$2.3million.

Expenses are forecasted to be \$141.8 million compared to budget of \$142.1 million (\$258K higher than budget) and prior year of \$136 million (\$7.5 million above than prior year). The main increases

in professional fees and building and telecom are due to various projects/contract delivery and agency fees \$1 million and due to higher cost to address aging infrastructures and facilities of \$659K and these are mostly offset by contingency and one time AIC related expense adjustment.

ATTACHMENTS:

APPENDIX A:

Table 1, 2 and 3: Summary – Forecast Revenue by School (Apr 2022 – Mar 2023)

Table 4 – Statement of Operations: 2022/23 Forecast with Nine Months Actual (Ended Dec 31, 2022) and Three Months Forecast

PREPARED BY:

Jamie Choi, Executive Director FS & CFO

DATE:

January 29, 2023

Summary – Forecast Revenue by School

APPENDIX A

Table 1:
Domestic Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	Current Year 2022/23 Forecast (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	3,049,563	3,457,317	(407,754)	3,721,221	(671,658)
SCHOOL OF ARTS AND SCIENCES	1,481,669	1,421,790	59,879	1,462,902	18,767
ABE & EAL TUITION FREE	3,502,280	3,684,766	(182,486)	3,547,095	(44,815)
SCHOOL OF HEALTH	4,298,952	4,178,126	120,826	4,219,349	79,602
SCHOOL OF HOSP, FOOD & BUSINESS	1,557,159	1,732,340	(175,181)	1,505,383	51,776
DIVISION OF LIBRARY, TEACH & LEARN	663,825	903,448	(239,623)	693,144	(29,319)
SCHOOL OF TRADES, TECH & DESIGN	2,514,462	2,450,327	64,135	2,654,547	(140,085)
	17,067,909	17,828,114	(760,205)	17,803,641	(735,732)

Table 2:
International Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	Current Year 2022/23 Forecast (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	4,221,571	3,693,859	527,712	1,425,272	2,796,300
SCHOOL OF ARTS AND SCIENCES	466,586	250,723	215,863	304,017	162,569
SCHOOL OF HEALTH	447,122	213,993	233,129	188,877	258,245
SCHOOL OF HOSP, FOOD & BUSINESS	28,382,603	25,423,247	2,959,356	21,320,247	7,062,355
DIVISION OF LIBRARY, TEACH & LEARN	71,467	0	71,467	10,932	60,535
SCHOOL OF TRADES, TECH & DESIGN	11,172,136	10,471,262	700,874	9,057,745	2,114,391
	44,761,486	40,053,084	4,708,402	32,307,091	12,454,394

Table 3:
Combined Domestic and International Tuition Revenue by School - Forecast

	Current Year 2022/23 Forecast (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	7,271,134	7,151,176	119,958	5,146,493	2,124,642
SCHOOL OF ARTS AND SCIENCES	1,948,256	1,672,513	275,743	1,766,920	181,336
ABE & EAL TUITION FREE	3,502,280	3,684,766	(182,486)	3,547,095	(44,815)
SCHOOL OF HEALTH	4,746,073	4,392,119	353,954	4,408,226	337,847
SCHOOL OF HOSP, FOOD & BUSINESS	29,939,762	27,155,587	2,784,175	22,825,630	7,114,132
DIVISION OF LIBRARY, TEACH & LEARN	735,292	903,448	(168,156)	704,076	31,216
SCHOOL OF TRADES, TECH & DESIGN	13,686,598	12,921,589	765,009	11,712,293	1,974,305
	61,829,395	57,881,198	3,948,197	50,110,732	11,718,663

**Statement of Operations – Comparison to Budget and Prior Year
2022/23 Forecast with Nine Months Actual (Ended Dec 31, 2022) and Three Months Forecast**

Table 4:

(In \$ Thousands)	Current Year 2022/23 Forecast (9 + 3)	Current Year 2022/23 Budget	Forecast vs Budget	Comments	Prior Year 2021/22 Actuals	Current Year Forecast vs Prior Year Actuals
Province of B.C. Grants	54,219	60,421	(6,202)	\$6M restricted to support the Campus Plan and capital projects	60,041	(5,822)
Adult Upgrading Grant (AUG)	350	400	(50)		320	30
Sales of goods and services	4,347	3,677	669	Rental revenue higher by \$48K, Bookstore revenue higher by \$28K; food services revenue \$125K; salon and spa revenue high by \$100K	3,577	770
Tuition and student fees	62,079	57,768	4,311	Table 1, 2 & 3	50,027	12,051
ABE/EAL Tuition Free	3,502	3,685	(182)	CCA \$80K, CF \$163K less than budget; ABE \$52K, EAL \$34K higher than budget	3,547	(45)
Other grants, fees & contract services	8,136	7,649	487	HCA Pathway \$190K, Micro Credential \$136K, ASP \$158K and Ihub Project \$180K higher	8,411	(275)
Miscellaneous income	2,227	2,034	193	Movie rental \$160K higher than budget	1,989	238
Donation income (Foundation Related)	722	760	(38)		582	141
Amortization of deferred capital contribution	5,227	5,352	(124)		5,769	(542)
Interest income	1,835	380	1,455	Due to higher interest rates	410	1,425
REVENUES	142,646	142,126	520		134,674	7,972
SALARY AND BENEFIT EXPENSES	103,638	103,324	(314)	Salary increase projected to deliver additional international cohorts and contracts	99,459	(4,180)
Supplies and general expenses	8,579	10,630	2,050	Overall general expenses lowered by \$420K; one time AIC related adjustment \$530K favourable ; contingency \$1.35M removed in forecast	9,661	1,081
AUG Financial Aid	350	400	50		320	(30)
Bursary/Scholarship	722	760	38		582	(141)
Professional fees	8,959	7,914	(1,046)	To carry out contracts delivery and projects that were not in budget; increased international students agency commission \$821K	7,088	(1,871)
Building and telecom	7,400	6,741	(659)	Utilities and building engineering fees increased	6,687	(713)
Cost of Goods Sold	3,233	2,771	(461)	Cost of goods sold higher due to higher bookstore and cafeteria revenues	2,556	(677)
Depreciation Expense	8,985	9,586	602	Depreciation not recognized - due to delay in projects and less asset retirement obligation depreciation amount	9,672	687
OPERATING EXPENSES	38,228	38,802	573		36,565	(1,663)
TOTAL EXPENSES	141,867	142,126	258		136,024	(7,506)
NET SURPLUS (DEFICIT)	779	0	779		7	772

*ABE : Adult Basic Education
*CCA: College & Career Access

*EAL : English as Additional Language
*CF: College Foundation

*ASP: Aboriginal Service Plan
*AUG: Adult Upgrading Grant



DECISION NOTE

PREPARED FOR: VCC Board of Governors

DATE: February 8, 2023

ISSUE: **RECOMMENDATION FOR APPROVAL:**
New Mandatory Fee for international student medical insurance

BACKGROUND:

International students who arrive in Canada require 90 days of bridging medical insurance before they are eligible for MSP. To support international students in obtaining bridging medical insurance, the International Education department plans to automatically enrol all new international students into a mandatory insurance plan at a rate of \$148.50 for at least 90 days of coverage. This automatic enrolment will be possible by creating a mandatory fee for international student medical insurance.

DISCUSSION:

By making medical insurance a mandatory fee for international students, we can reliably and efficiently automatically enrol all new students and ensure that they have necessary bridging insurance. This will reduce risk to the college, as well as provide peace of mind to students. The service agreement is designed for mass enrolment which will also provide more accurate data entry and analysis as well as guaranteed student coverage and support. The service provider selected is the industry leader in service standards and tiers of support, and is used by other BC institutions and across Canada.

BC institutions such as Langara, Douglas and BCIT also mass enrol all new international students and charge mandatory fees for international student medical insurance. This practice is supported by these institutions as it ensures that students are securely and efficiently enrolled. At VCC, all international applicants provide a tuition deposit to secure their admission to the college. This tuition deposit includes enough funds for their first semester tuition as well as mandatory fees such as campus resource fee, college initiative fee, health and dental fees, student union fees, and UPass fees.

SUMMARY:

Adding international student medical insurance to the mandatory fee schedule will ensure that all new international students are protected in a secure and efficient manner.

RECOMMENDATION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the new mandatory fee of \$148.50 (at least 90 days coverage) for international student medical insurance, effective August 1, 2023.

PREPARED BY: Jennifer Gossen, Director, International Education



DECISION NOTE

PREPARED FOR: Governance Committee

DATE: October 12, 2022

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revisions to C.1.3 Granting of Credentials Policy & Procedures

BACKGROUND:

Policy C.1.3 Granting of Credentials establishes the guidelines and definitions for awarding official VCC credentials to students. The policy underwent a scheduled five-year review.

Revisions proposed by the Registrar focused mostly on updating information to reflect current practice.

A more substantive change was to adjust and narrow credit ranges for various credentials to align more closely with other post-secondary institutions and reduce the currently wide spread of credits across VCC programs.

Other changes included increasing the residency requirement from 25% to 35% in the last half of the program with Prior Learning Assessment & Recognition (PLAR) counting towards residency.

DISCUSSION:

The proposed revisions were discussed by Education Policy Committee, with a focus on the question of credit ranges. It was acknowledged that some programs will continue to fall outside of listed credit ranges, whether due to regulatory requirements (e.g., Health Sciences), or to remain competitive in the market (Continuing Studies).

The original proposal was to provide narrower ranges, but make them recommended, rather than required. However, there were concerns that this may increase, rather than decrease, variability in credits and possibly lead to proposals being rejected at a late stage in the approval process. To prevent these issues, the committee agreed to maintain required ranges, with the option for Education Council to approve exceptions.

References to Statements of Completion and Awards of Achievement were initially removed but re-added, since they are not captured in other policies. Wording was adjusted to indicate that the policy and procedures do not apply to these types of non-formal recognition.

Since Governance Committee first approved the revisions in October 2022, the PLAR working group undertook an environmental scan across the post-secondary sector in B.C. and it was identified that the majority of BC institutions do not count PLAR towards the residency requirement, since PLAR specifically recognizes knowledge and experiences gained outside of formal post-secondary education.

EdCo presented this revision to Governance Committee in January 2023, who approved it for recommendation to the Board of Governors, along with the October 2022 revisions.

RECOMMENDED MOTION:

THAT, on recommendation of the Governance Committee, as advised by Education Council, the Board of Governors approve revisions to C.1.3 Granting of Credentials policy and procedures.

ATTACHMENTS: APPENDIX A: C.1.3 Granting of Credentials Policy (Clean copy)
 APPENDIX B C.1.3 Granting of Credentials Policy (Tracked Copy)
 APPENDIX C: C.1.3 Granting of Credentials Procedures (Clean Copy)
 APPENDIX D: C.1.3 Granting of Credentials Procedures (Tracked Copy)



APPENDIX A CLEAN COPY

POLICY

Policy Name	Granting of Credentials
Policy Number	C.1.3
Approval Body	Board of Governors (Education Council advice)
Sponsor	Vice President, Academic & Research
Next Scheduled Review Date	
Effective Date	September 26, 2018

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) recognizes student achievement by awarding credentials according to established program and course requirements.

This policy establishes the guidelines and definitions for awarding official VCC credentials to students.

DEFINITIONS

Course Exemption: The waiving of a course that is required to complete a credential.

Course Substitution: Formal recognition of course equivalency in a VCC approved course outside the program area.

Credential: A named qualification that is awarded upon completion of a program of study that has been approved by the Board of Governors of Vancouver Community College.

Cumulative Grade Point Average: A weighted average of grades earned in all courses taken at the institution.

Program Grade Point Average: A weighted average of grades earned in courses designated as eligible for inclusion in the requirements for a credential.

Parchment: The physical and legal document awarded to the recipient of a credential.

Prior Learning Assessment & Recognition (PLAR): Assessment by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs.

Statement of Completion: A document provided for the successful completion of a course or group of courses that do not lead to a credential.

Transfer Credit: The granting of credit for a credit-bearing course successfully completed at another formally recognized educational institution and/or through a professional organization or other agency and/or by recognized foreign credential assessment.

VCC Award of Achievement: A document provided for the successful completion of a course or group of courses that do not lead to a credential. The course or group of courses will include a minimum of 15 hours of instruction, and successful completion will be based on assessment criteria provided in the course outline(s), including but not limited to, participation or other subject-specific criteria as determined by the program area.

SCOPE AND LIMITS

This policy applies to all formal credentials issued by the College. The policy and procedures do not apply to non formal recognition, such as Statements of Completion, VCC Awards of Achievement and non-credit courses/programs.

POLICY PRINCIPLES

1. The College develops, approves and awards credentials under the authority of the College and Institute Act.
2. In order to maximize student mobility and success, credentials are also guided by:
 - a. provincial Ministry guidelines,
 - b. professional and industry association requirements,
 - c. accreditation bodies, and
 - d. postsecondary institutions with which course and programs articulate.
3. All credentials are approved by the Board of Governors on the recommendation of Education Council.
4. Credentials will only be awarded for programs that have been approved by Education Council.
5. The College has approved the following credentials and credit ranges for each credential type. Exceptions to these credit ranges require approval by Education Council:

Credential	Description	Credit Range
Short Certificate	Usually less than one year of study.	9 to 17
Advanced Certificate	Provides students with specialized knowledge that builds on a previous credential. Usually less than one year of study. A certificate, diploma or Bachelor's degree is required as a pre-requisite.	18 to 45
Certificate	Usually one year of study.	18 to 45
Post-Degree Diploma	Provides students with specialized knowledge that builds on a previous credential. Usually two years. A Bachelor's degree is required as a pre-requisite.	40 to 75
Advanced Diploma	Provides students with specialized knowledge that builds on a previous credential. Usually one or more years. A diploma or Bachelor's degree is required as a pre-requisite.	40 to 75
Diploma	Usually two years of study.	60 to 82
Associate Degree	Two years of university-level study with an Arts or Science focus. It is equivalent to the first two years of a four-year baccalaureate degree. Please see the <i>BC Transfer Guide</i> for specific requirements.	60-65
Degree	Usually four years of study.	Diploma + minimum 60 or minimum 120 in total

6. The Registrar's Office documents and issues all credentials offered by the College, including the requirements for successful completion.
7. The Registrar's Office will assess a student's eligibility for a credential based on the following criteria for the program:
 - a. A minimum cumulative grade point average of 2.0 is achieved.
 - b. All program requirements, approved at the point the student entered the program, have been successfully completed.
 - c. Program requirements were met within the maximum program completion timeframe.
 - d. The student has no administrative holds, which may include outstanding financial debts to the College.
 - e. The residency requirement is thirty-five per cent (35%) of the prescribed program credits were completed at VCC within the last half of a program. Credits obtained through PLAR or transfer credit will not be counted towards the residency requirement.

Exceptions to these minimum requirements, and/or additional criteria above the minimum established by the College, must be approved by the Registrar's Office in consultation with individual Departments.

8. The maximum duration timelines for completing approved program credentials are:
 - Advanced Certificate – three years
 - Certificate – three years
 - Post-Degree Diploma – five years
 - Advanced Diploma – five years
 - Diploma – five years
 - Associate Degree – five years
 - Degree – eight years

Shorter or longer maximum duration timelines must be approved by the Education Council.

9. The College reserves the right to deny credentials.
10. The College may issue honorary or posthumous credentials to eligible recipients.

RELATED RESOURCES

Legislation

College and Institute Act, RSBC 1996 c 52.

VCC Policies

Grading, Progression and Withdrawal C.1.1

Assignment of Credits to Courses C.1.4

Curriculum Development and Approval C.3.14

Prior Learning Assessment & Recognition D.3.5

Transfer Credit D.3.11

VCC Procedures

Granting of Credentials Procedures C.1.3



**APPENDIX B
TRACKED COPY**

POLICY

Policy Name	Granting of Credentials
Policy Number	C.1.3
Approval Body	Board of Governors (Education Council advice)
Sponsor	Vice President, Academic & Research
Next Scheduled Review Date	
Effective Date	September 26, 2018

DRAFT: August 15, 2022

CONTEXT AND PURPOSE

The purpose of this policy is to inform current and prospective students, as well as the College community, of the requirements for the awarding of official credentials.

The term “credential” refers to the confirmation by Vancouver Community College (VCC; the College) of the completion by a recognized student of a defined achievement by awarding credentials according to established program of required and elective courses that has been approved by the Education Council, and course requirements.

This policy and related Procedures identifies establishes the types of guidelines and definitions for awarding official VCC credentials issued by VCC and outlines the responsibilities of various bodies within the College for the issuance of credentials to students.

DEFINITIONS

Course Exemption: refers to The waiving of a pre-requisite or course that is required course. Although direct transfer credit for the to complete a credential.

Course Substitution: Formal recognition of course has not been assigned, an exemption granted with unassigned transfer credit will allow students to take courses for which the exempted equivalency in a VCC approved course is a prerequisite. Because credit for the exempted courses is not earned directly, students may be required to replace the exempted course with an alternate in order to meet outside the program requirements area.

Credential: A defined named qualification that is awarded upon completion of a program of required and elective courses study that has been approved by the Education Council as leading to a particular credential.

Credential Type: The following credentials are recognized by the College and are approved by the Education Council and Board of Governors, unless otherwise dictated by external approval agencies: of Vancouver Community College.

Short Certificate: A defined program of study usually involving less than one year of study and consisting of 6-17 credits.

Certificate: A defined program of study usually involving one year of study and consisting of 18-59 credits.

~~Diploma: A defined program of study usually involving two years of study and consisting of 60-119 credits.~~

~~Associate Degree: A defined program of study involving two years of university level study with an Arts or Science focus and consisting of 60 credits. It is equivalent to the first two years of a four-year baccalaureate degree. Please see the *BC Transfer Guide* for specific requirements.~~

~~Degree: A defined program of study in a specific program area usually involving four years of study and consisting of a Diploma equivalent plus an additional 60 credits, or a minimum of 120 credits.~~

~~Advanced Certificate: A defined program of study designed to provide students with specialized knowledge that builds on a previous credential, usually involving less than one year of study and consisting of 15-39 credits. A certificate, diploma or Bachelor's degree is required as a pre-requisite.~~

~~Advanced Diploma: A defined program of study designed to provide students with specialized knowledge that builds on a previous credential, usually involving one year or more of study and consisting of 40-119 credits. A diploma or Bachelor's degree is required as a pre-requisite.~~

~~Post-Degree Diploma: A defined program of study designed to provide students with specialized knowledge that builds on a previous credential, usually requiring two years of study and consisting of 30-60 credits. A Bachelor's degree is required as a pre-requisite.~~

~~Cumulative, Cumulative Grade Point Average: A weighted average of grades earned in all courses taken at the institution.~~

~~Program Grade Point Average: A weighted average of grades earned in courses designated as eligible for inclusion in the requirements for a credential.~~

~~Insert Student: A student who has previously completed a portion of a VCC program and is returning to complete remaining courses in a program.~~

~~Parchment: The physical and legal document awarded to the recipient of a credential.~~

~~Prior Learning Assessment & Recognition (PLAR): is Assessment by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs at VCC. Assessment will normally result in credit (assigned or unassigned) being granted to satisfy the graduation requirements of a program offered by the College. Refer to D.3.5 Prior Learning Assessment & Recognition policy.~~

~~Statement of Completion: A document ~~awarded~~provided for the successful completion of a course or group of courses that do not lead to a credential.~~

~~Transfer Credit: The granting of credit for a credit-bearing course successfully completed at another formally recognized educational institution and/or through a professional organization or other agency and/or by recognized foreign credential assessment.~~

~~VCC Award of Achievement: A document ~~awarded~~provided for the successful completion of a course or group of courses that do not lead to a credential. The course or group of courses will include a minimum of 15 hours of instruction, and successful completion will be based on~~

assessment criteria provided in the course outline(s), including but not limited to, participation or other subject-specific criteria as determined by the program area.

SCOPE AND LIMITS

This policy applies to all formal credentials issued by the College. The policy and procedures do not apply to non formal recognition, such as Statements of Completion, VCC Awards of Achievement and non-credit courses/programs.

~~This Policy and related Procedures applies to the issuance of all credentials by the College. This Policy does not apply to Statements of Completion, VCC Awards of Achievement and non-credit courses/programs.~~

~~STATEMENT OF~~ **POLICY PRINCIPLES**

- ~~1. The development and approval of all credentials is guided by needs as expressed by the communities served by VCC.~~
- ~~2. In order to maximize student mobility and success, credentials are also guided by provincial Ministry guidelines, professional and industry association requirements, accreditation bodies and credentialing policies at other postsecondary institutions with which the College may wish to articulate.~~
- ~~3. All credentials are documented and issued through the Registrar's Office or as delegated.~~
- ~~4. The College identifies the minimum credit requirements for a student to be eligible for each type of VCC credential.~~
- ~~5. The College identifies the minimum requirement (courses to be taken through the College) in order for a student to be eligible for a VCC credential.~~
- ~~6. The College identifies the minimum grades required for graduation.~~
- ~~7. The College will identify a maximum duration a student may work on a credential. Any duration limit will be specified in the Program Content Guide. Normally, duration limits will be: three years for a certificate; five years for a diploma; and seven years for a degree. Extenuating circumstances may warrant an extension. Students must apply to the Registrar's Office or delegate for an extension. The granting of the extension must be approved by the Dean responsible for the program.~~
- ~~8. The Registrar or delegate has the authority, on a case by case basis and in consultation with the responsible Dean/Department Leader or the Director of Student Services, to make exceptions to the minimum requirements.~~
- ~~9. Programs with approved credentials that do not meet the requirements laid out in this policy will transition to the new policy requirements when the program goes through a formal program renewal process, or at the initiative of the department.~~

POLICY PRINCIPLES

1. The College develops, approves and awards credentials under the authority of the College and Institute Act.
2. In order to maximize student mobility and success, credentials are also guided by:

a. provincial Ministry guidelines.

professional and industry association requirements, Transfer Credit: refers to the granting of credit for a course successfully completed at another formally recognized educational institution and/or through a professional organization or other agency and/or by recognized foreign credential assessment and/or by formal recognition of course equivalency in a VCC approved course outside the program area. Credit for such learning will be formally acknowledged and noted on a student's formal transcript. Refer to Transfer Credit policy.

b. c. accreditation bodies, andd. postsecondary institutions with which course and programs articulate.

3. All credentials are approved by the Board of Governors on the recommendation of Education Council.
4. Credentials will only be awarded for programs that have been approved by Education Council.
5. The College has approved the following credentials and credit ranges for each credential type. Exceptions to these credit ranges require approval by Education Council:

<u>Credential</u>	<u>Description</u>	<u>Credit Range</u>
<u>Short Certificate</u>	<u>Usually less than one year of study.</u>	<u>9 to 17</u>
<u>Advanced Certificate</u>	<u>Provides students with specialized knowledge that builds on a previous credential. Usually less than one year of study. A certificate, diploma or Bachelor's degree is required as a pre-requisite.</u>	<u>18 to 45</u>
<u>Certificate</u>	<u>Usually one year of study.</u>	<u>18 to 45</u>
<u>Post-Degree Diploma</u>	<u>Provides students with specialized knowledge that builds on a previous credential. Usually two years. A Bachelor's degree is required as a pre-requisite.</u>	<u>40 to 75</u>
<u>Advanced Diploma</u>	<u>Provides students with specialized knowledge that builds on a previous credential. Usually one or more years. A diploma or Bachelor's degree is required as a pre-requisite.</u>	<u>40 to 75</u>
<u>Diploma</u>	<u>Usually two years of study.</u>	<u>60 to 82</u>
<u>Associate Degree</u>	<u>Two years of university-level study with an Arts or Science focus. It is equivalent to the first two years of a four-year baccalaureate degree. Please see the <i>BC Transfer Guide</i> for specific requirements.</u>	<u>60-65</u>
<u>Degree</u>	<u>Usually four years of study.</u>	<u>Diploma + minimum 60 or minimum 120 in total</u>

6. The Registrar's Office documents and issues all credentials offered by the College, including the requirements for successful completion.
7. The Registrar's Office will assess a student's eligibility for a credential based on the following criteria for the program:
 - a. A minimum cumulative grade point average of 2.0 is achieved.
 - b. All program requirements, approved at the point the student entered the program, have been successfully completed.
 - c. Program requirements were met within the maximum program completion timeframe.
 - d. The student has no administrative holds, which may include outstanding financial debts to the College.
 - e. The residency requirement is thirty-five per cent (35%) of the prescribed program credits were completed at VCC within the last half of a program. Credits obtained through PLAR or transfer credit will not be counted towards the residency requirement.

Exceptions to these minimum requirements, and/or additional criteria above the minimum established by the College, must be approved by the Registrar's Office in consultation with individual Departments.

8. The maximum duration timelines for completing approved program credentials are:

- Advanced Certificate – three years
- Certificate – three years
- Post-Degree Diploma – five years
- Advanced Diploma – five years
- Diploma – five years
- Associate Degree – five years
- Degree – eight years

Shorter or longer maximum duration timelines must be approved by the Education Council.

9. The College reserves the right to deny credentials.
10. The College may issue honorary or posthumous credentials to eligible recipients.

RELATED LEGISLATION & POLICIES/RESOURCES

Legislation

College and Institute Act, ~~(RSBC 1996)~~ Chapter c 52.

VCC Policies

- ~~C.1.1~~ Grading, Progression and Withdrawal C.1.1
- ~~C.1.4~~ Assignment of Credits to Courses C.1.4
- ~~D.3.5~~ Curriculum Development and Approval C.3.14
- Prior Learning Assessment & Recognition D.3.5
- Transfer Credit D.4.1 ~~Students with Disabilities~~
- ~~C.3.14~~ Curriculum Development and Approval 11

RELATED PROCEDURES

~~Refer to [C.1.3-VCC Procedures](#)~~

Granting of Credentials Procedures [C.1.3](#)

DRAFT



APPENDIX C CLEAN COPY

PROCEDURES

Procedures Title	Granting of Credentials
Procedures Number	C.1.3
Approval Body	Board of Governors, Education Council (advice)
Sponsor	Vice President, Academic & Research
Next Scheduled Review Date	
Effective Date	September 26, 2018

Awarding Credentials

1. Confirmation of a credential is based on the end date of the final required course or other graduation requirement.
2. Convocation ceremonies are generally held twice a year in Spring and Fall.
3. Student requirements for requesting credentials varies by program. Departments should be aware of and inform students of these requirements. The Registrar's Office will advise departments on the correct process for student graduation requests for credentials.
4. The Registrar's Office requires a minimum of six (6) weeks to confirm a student's eligibility to receive a credential.
5. Credits from a completed credential may be applied or used for advanced entry into additional credentials, where appropriate. Students must complete new credits equal to or greater than half of the credits required in the PCG of the second credential.
6. Students will not be granted the same credential that has previously been awarded at VCC.
7. Courses used for admission requirements cannot be used to meet graduation requirements.
8. Any exceptions from requirements for students or programs will be approved by the Registrar in consultation with the Dean and Department Leader. Disputes will be reviewed and decided by an Adjudication Committee.
9. Approved credit that is being granted through PLAR or Transfer Credit will be reflected on the student's transcript.

Posthumous Credential

10. The College may award a credential to a student who, upon death, had completed all or most of the necessary requirements to qualify for the credential.
11. Requests for a posthumous credential will be reviewed by the Registrar and Dean of the appropriate School. A recommendation will be forwarded to the Vice President, Academic & Research for approval.
12. The notation "posthumous" will be recorded on the student's transcript but will not appear on the credential parchment.

Parchments

13. To ensure consistency with commonly accepted practices, the Registrar's Office will maintain a standard for credential parchments, including naming conventions, design, and signatures.
14. A parchment will be issued after all graduation requirements are met and the student has applied for graduation where applicable.
15. Upon formal request, replacement parchments are available for graduates whose name has changed or whose credential has been lost/destroyed. Requests are submitted to the Registrar's Office. A replacement fee may apply.

RELATED RESOURCES

Granting of Credentials Policy C.1.3



**APPENDIX D
TRACKED COPY**

PROCEDURES

Procedures Title	Granting of Credentials
Procedures Number	C.1.3
Approval Body	Board of Governors, Education Council (advice)
Sponsor	Vice President, Academic & Research
Next Scheduled Review Date	
Effective Date	September 26, 2018

DRAFT: August 15, 2022

DETERMINATION OF FORM AND CONTENT OF CREDENTIAL

1. ~~The Registrar's Office or delegate determines the parchment to be awarded including the following: Type of paper and presentation format; Content; Signatures; Seal.~~
2. ~~All credentials have an official title that is descriptive of the discipline or general area of study.~~
3. ~~The Registrar maintains a record of the official names of each credential. This information is available on the College website.~~

DETERMINATION AND APPROVAL OF CREDENTIALS

4. ~~The process of developing programs and courses leading to credentials is documented in the policy C.3.14 Curriculum Development and Approval. Consistent with the College and Institute Act, credentials are approved by the Board, on the advice of Education Council.~~
5. ~~The Registrar's Office maintains the master list of credentials offered by the College, including the requirements for successfully completing a credential.~~

DETERMINATION OF CREDENTIAL REQUIREMENTS

6. ~~All College programs have the following criteria for determining eligibility for the credential:~~
 - a. ~~Twenty five per cent (25%) of the prescribed program credits must be completed at VCC. All of these credits must be obtained within the last half of a program. Credits obtained through PLAR or Transfer Credit will not be counted towards the twenty-five percent.~~
 - b. ~~A minimum cumulative, program grade point average of 2.0.~~
 - c. ~~Successful completion of all program requirements as stated in the Program Content Guide at the point of the student's entry to the program.~~
 - d. ~~All program requirements must be completed within a time period as specified in the Program Content Guide.~~
7. ~~Exceptions to these minimum requirements, and/or additional criteria above the minimum established by the College, are permitted provided these exceptions are specified in the Program Content Guide and approved by Education Council.~~

PROCESS TO DETERMINE ELIGIBILITY FOR CREDENTIAL

8. ~~The Registrar's Office determines a student's eligibility for a College credential automatically, except for degree programs, insert students and Continuing Studies. The Department Leader of the program will be consulted as required.~~
 - a. ~~Degree students and insert students must apply for their credential by submitting a Credential Request Form to the Registrar's Office.~~
 - b. ~~Continuing Studies students must apply for their credential by submitting an Application for Graduation Certificate or Diploma to the Continuing Studies office. Upon receipt of this application, the student's eligibility for a credential will be determined by the department.~~
9. ~~The Department Leader may recommend the waiver of selected graduation requirements. The Registrar has final approval over such waivers.~~

MULTIPLE CREDENTIALS

10. ~~Credits earned for one credential may be used to meet some of the requirements of a second credential of the same type (e.g. two certificates), provided students complete 50% new course work.~~
11. ~~In the case of an awarded credential being used to enter a more advanced credential (such as a diploma being used as the first two years towards a degree), credits from that credential cannot be applied as credit in the last half of the credential. Credits can only be applied once within a credential.~~

AWARDING OF CREDENTIAL

12. ~~All credentials are conferred at one of the College's convocation ceremonies.~~

Awarding Credentials

1. Confirmation of a credential is based on the end date of the final required course or other graduation requirement.
2. Convocation ceremonies are generally held twice a year in Spring and Fall.
3. Student requirements for requesting credentials varies by program. Departments should be aware of and inform students of these requirements. The Registrar's Office will advise departments on the correct process for student graduation requests for credentials.
4. The Registrar's Office requires a minimum of six (6) weeks to confirm a student's eligibility to receive a credential.
5. Credits from a completed credential may be applied or used for advanced entry into additional credentials, where appropriate. Students must complete new credits equal to or greater than half of the credits required in the PCG of the second credential.
6. Students will not be granted the same credential that has previously been awarded at VCC.
7. Courses used for admission requirements cannot be used to meet graduation requirements.

8. Any exceptions from requirements for students or programs will be approved by the Registrar in consultation with the Dean and Department Leader. Disputes will be reviewed and decided by an Adjudication Committee.
9. Approved credit that is being granted through PLAR or Transfer Credit will be reflected on the student's transcript.

Posthumous Credential

10. The College may award a credential to a student who, upon death, had completed all or most of the necessary requirements to qualify for the credential.
11. Requests for a posthumous credential will be reviewed by the Registrar and Dean of the appropriate School. A recommendation will be forwarded to the Vice President, Academic & Research for approval.
12. The notation "posthumous" will be recorded on the student's transcript but will not appear on the credential parchment.

Parchments

13. To ensure consistency with commonly accepted practices, the Registrar's Office will maintain a standard for credential parchments, including naming conventions, design, and signatures.
14. A parchment will be issued after all graduation requirements are met and the student has applied for graduation where applicable.
15. Upon formal request, replacement parchments are available for graduates whose name has changed or whose credential has been lost/destroyed. Requests are submitted to the Registrar's Office. A replacement fee may apply.

RELATED POLICY RESOURCES

Refer to C.1.3 Granting of Credentials Policy- C.1.3