Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES - DRAFT
January 12, 2015, 3:30-5:30 pm, Room 5025 BWY-A

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30p.m. Todd Rowlatt wished members a happy new year, and welcomed Dave McMullen to the Education Council.
2.	Adopt Agenda	**Motion:** Moved by Jan Weiten and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by David Branter and seconded THAT the minutes of December 8, 2015 be adopted as presented. A number of minor changes were recommended and will be made. All in favour of revised minutes. **Motion carried.**
4.	Enquiries & Correspondence	Jan Weiten received some communication from the Mount Pleasant Neighbourhood House. The notice referenced the Vancouver Community College's Homefront Learning Program. Kathryn McNaughton explained that it is a family literacy program offered by the Neighbourhood House, in which some of the material is based on VCC's Homefront program. Several ESL instructors were consulted in the development.
5.	Business Arising a) Integrated Planning Update	Kathryn McNaughton and Marlene Kowalski presented a draft of the 2016-17 Integrated Plan. It is a consolidation of plans that will come to EDCO for advice prior to approval by the Board, likely in March 2016. There is also a 3 Year Academic Plan that will come to EDCO for approval. Marlene discussed the high level goals, and mentioned that we will come up with a plan while ensuring we have proper resources in place. Every goal will go have key success indicators. Some questions were raised: - What is "position control?" – It is a process which we use to keep track of vacancies - Is this new project management system going to be implemented soon? – Marlene is hoping to have it in place this fall, though it may be more complicated than it appears. - When will the written plan be sent out? – The Leadership Team is still finalizing details.

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	b) Student Academic Awards	Nancy Nesbitt outlined what the VCC Foundation is currently working on, and discussed how academic awards are handled.
	c) LINC Update	David Wells provided an update on the LINC contract. Citizenship and Immigration Canada informed us that they will look at negotiating for a one year extension. We are looking at a 10-15% reduction in funding. . Some questions that were raised: - Is there historically a reduction in funding? - David says that over the past couple of years, there has been a decline in population, and that funding is modelled in consideration of those numbers. - Did the CIC regulate based on a pot of funding, or cost per person? – Pot - What is the impact if LINC numbers start to decline? – Looking at the progression numbers, less than 10% of LINC students come back for other programs. Janet Theny contested this assertion. - With the likely influx of refugees, what is VCC's plan to let the government know that we are ready to provide English-language training? – We have had some conversations regarding those who have specialized training and are looking at ways to upgrade their credentials.
6.	Committee Reports a) Education Policy Committee i) D.1.3 Copyright	Mike Tunnah acknowledged Virginia Adams has the policy writer, , and she crafted this policy to ensure that we are in compliance with copyright and fair dealing guidelines. **Motion:** Moved by Dave McMullen and seconded THAT Education Council recommend policy D.1.3 Copyright be posted for community feedback. All in favour. **Motion carried.**
	ii) D.1.5 Use of Library Resources	Mike Tunnah thanked Todd Rowlatt for all his work on these policies and procedures. There are still some issues that we are still discussing, such as the issue of children in the library and that they must not be unattended. Another issue is involving students who are in-between terms, and that they lose their library access. Dave McMullen says that the Registrar's Office is looking at changing the current procedure to allow library access to these students.

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		Rick Cyr mentioned that many of his students would benefit from having longer library access as manuals are important to use during their apprenticeships. Charly Jadranin agreed, and said that there are various programs whose students would also benefit from longer library access. Todd Rowlatt mentioned that we may need to look into licensing agreements that limit some access for non-current students. **Recommendation:** Moved by Jan Weiten and seconded THAT the Education Council recommend Policy D.1.5 Use of Library Resources be posted for community feedback. All in favour. **Motion carried.**
	b) Curriculum Standing Committee i) Visually Impaired courses: VOVI 0711, 0712, 0721, 0722	This is a redistribution of course content from two courses to four courses. **Motion:** Moved by David Branter and seconded THAT Education Council approve the Visually Impaired courses: VOVI 0711, 0712, 0721, and 0722. Jan Weiten suggested that we change the wording, "Grade 4" to "Level 4." Debbie Sargent suggested that the PLAR note in the Braille 1 – Level 2 Course Outline can be removed. All in favour of approving VOVI 0711, 0712, 0721, and 0722 as amended. **Motion carried.**
	ii) CHEM 1121 and CHEM 1223	Judith Wallace outlined these proposals, and explained that these changes are to realign our program with UBC's and SFU's programs. Paul Yeung asked what the passing grade is. Judith says D, and then they will use percentages. Debbie Sargent suggested that in the CHEM 1223 Course Outline, we edit the Course Prerequisite to say, "Chemistry 1 (CHEM 1121) with a C-." Also, in the Learning Environment/Type sections, the 120 hours could be broken down to the show how many of those hours are classroom and how many are lab. Nona Coles noted that under Program Learning Outcomes, we may want to change the wording as the Program Content Guides are not usually available at the Counselling Office.

Item	Topic	Discussion
		Due to the number of issues that must be reviewed, Todd Rowlatt suggested that we table these proposals to the February EDCO meeting. **Motion:** Moved by Jo-Ellen Zakoor and seconded THAT Education Council table CHEM 1121 and CHEM 1223 for the February EDCO meeting. All in favour. **Motion carried.**
iii)	Health Care Assistant ESL Program	This proposal was pulled from the December 2015 EDCO meeting due to the addition of an attendance requirement. **Motion:** Moved by Jo-Ellen Zakoor and seconded THAT Education Council approve the changes to the course and program learning outcomes language in the Health Care ESL Program. All in favour. **Motion carried.**
iv)	Drafting Certificate Program revisions: Architectural Technician, Civil-Structural Technical and Steel Detailing Technician	David Branter explained that the changes to these three programs are essentially identical in nature. Bruce McGarvie explained that the three drafting programs have been part of the VCC for decades. All the theory was revised, and the programs were redesigned so that in the final months, students will be using 3D building information modelling, which is the direction in which the industry is going. **Motion:** Moved by David Branter and seconded THAT Education Council approve the changes to the Architectural Technician, Civil-Structural Technical and Steel Detailing Technician programs. All in favour. **Motion carried.**
v)	New Program: CAD Technician Citation	Bruce McGarvie explained that this is a new credential. **Motion:** Moved by David Branter and seconded THAT Education Council recommend the Board of Governors approve the changes to the CAD Technician Citation. All in favour. **Motion carried.**
vi)	New Program: Pre-Health Sciences Certificate	David Branter explained that this is a new credential. **Motion:** Moved by David Branter and seconded THAT Education Council recommend the Board of

Item	Topic	Discussion
		Governors approve the Pre-Health Sciences Certificate. All in favour. **Motion carried.**
	c) Appeals Oversight Committee	No report
	d) Program Review and Renewal Ad Hoc Committee	Jo-Ellen Zakoor explained that the Committee met on December 9, 2015 to review summaries of annual reports. Jo-Ellen and Todd Rowlatt met to draft Terms of Reference for the new committee, which will be sent to the ad hoc committee members for review in February.
7.	Chair Report	Todd Rowlatt reported that the Board approved continued development of the Pre-Health, Fashion, and Renal Dialysis programs, and canceled the Aboriginal Culinary Arts program.
8.	EDCO Member Report	No report
9.	Pending Items	a) Deans and Directors Updates – Feb/Mar b) Annual Planning Calendar – Feb c) Annual Report – Feb d) Contract Training Update - Feb
10.	Next meeting	February 9, 2016, 3:30-5:30, Room 5025, BWY-A
11.	Adjournment	The meeting adjourned at 5:43 p.m.

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	Kathryn McNaughton	Elle Ting
Debbie Sargent	David Wells	Charly Jadranin	David Branter
Jan Weiten	Jan Theny	Nona Coles	Rick Cyr
Mike Tunnah	Taryn Thomson	Dave McMullen	Paul Yeung

REGRETS: Leah Nusgart   Jan De Leebeeck

GUESTS:

Nancy Nesbitt	Marlene Kowalski	Anita Racz	Bruce McGarvie
Judy Christie	Judith Wallace	Rita Dilek	

RECORDING SECRETARY: Ella Ho

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Todd Rowlatt, Chair
VCC Education Council

MEETING MINUTES - DRAFT
February 9, 2016, 3:30-5:30 pm, Room 5025 BWY-A

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31 p.m.
2.	Adopt Agenda	**Motion:** Moved by P. Yeung and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by D. Sargent and seconded THAT the minutes of January 12, 2016 be adopted. Minor changes were recommended. All in favour of revised minutes. **Motion carried.**
4.	Enquiries & Correspondence	J. Weiten spoke about a recent visit from the Ministry of Advanced Education that came out of advocacy work that two Department Heads and the Faculty Association President are doing on behalf of ABE students. During the visit, one of the Assistant Deputy Ministers observed classes, heard from students and had a brief chat with the Department Heads. VCC's Administration also took the opportunity to arrange a meeting with the ADM. As no faculty, students or staff were involved in this meeting, she would like to know if an administrator who attended the meeting could report to Education Council on the discussion. K. McNaughton commented that they did have a good meeting, and talked about 4 initiatives: 1- Proposal for the centre for immigrant education 2- Advocacy around additional support for students with complex accommodation needs 3- Pacific Family Autism Centre 4- Edgewater Casino The meeting was about bringing forward some of those needs that VCC has, and from the transformation perspective, really ensuring that students that we serve are getting the level of support that they require. J. Weiten asked if anything came up about the ABE transition funding for ABE that we got from province. K. McNaughton explained that there have been a couple of discussions and at this point she is not certain what decisions have been made.

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		T. Rowlatt asked if consideration has been given to continuing VCC grants to support students beyond the limits of the AUG funding. K. McNaughton commented that part of the budget thinking considers that more students will be qualified for adult upgrading, and some money will be set aside for students who may be in that intermediate range. They are also talking to the registrar and foundation about what about other funding may be available.
5.	Business Arising a) 2016/17 Enrolment Plan	K. McNaughton explained that the data is being double-checked to ensure that it is accurate, and this should be available for the March meeting. B. Beacham added that it is important to provide the right information. There has been a lot of consultation and digging into confirming and cleaning up the data. We are taking this opportunity to do that.
	b) Academic Plan Presentations	K. McNaughton explained that the document in the meeting package represents the highest level initiatives from each school, it is not a comprehensive list and there is still work being done. The 5 academic planning considerations are: Capacity, Competition, Market Demand, Innovation and Flexibility, with core activities focused in the areas of teaching, student services/registrar, library and learning centre and applied research. Centre for Instructional Development and Applied Research Key initiatives include: Moodle support, online education technology, development of research infrastructure. School of Instructor Education Key initiatives include: program renewal, national and international partnerships, faculty development. School of Access: D. Wells Key initiatives include: Contract delivery and international student opportunities in Community and Career Education and Deaf and Hard of Hearing Adult Basic Education programs; coordination of career education and preparatory programming to move students onsite and offsite into VCC career and PSE programming; building programming and articulation connections from Pathways into academic, career and credential outcomes; development of, and soft launch of courses required towards, year one of an Associate of Arts Degree.

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		Library and Learning Centre: S. Lew Key initiatives include: learning commons, digital library, wireless printing, Learning Centre research project focused on tutoring success. Aboriginal Education and Community Engagement: T. Pierce Key initiatives include: staffing, partnerships, Aboriginal Special Projects proposal, Indspire event. Registrar and Enrolment Services: D. McMullen Key initiatives include: "Students First" project, improved utilization of Banner, improved support for articulation of courses Institutional Research: B. Beacham Key initiatives include: provide analytic, statistical and research support to the College; be responsible for the collection, analysis, interpretation and dissemination of accurate information in compliance with government reporting requirements; provide leadership in the management of data as a strategic resource; provide direction and support in strategic planning. **Comments and questions:** D. Branter asked where Pathways level 8 students would transfer to? D. Wells responded that level 8 went to articulation and was granted EAP 4 status which is the general entry point to post-secondary career programming. The next step is to go institution to institution and secure that. P. Yeung commented that as programs are updated, this is a good opportunity for employment prospects for each program to also be updated and made easy to access by students and staff. B. Beacham added that this is a question for C. McGuigan when he presents next month. P. Yeung asked if an environmental scan will be done for the research project in the Library and Learning Centre. S. Lew confirmed that this project focuses on the learning centre tutoring service and research questions are currently being developed. An environmental scan will be done. T. Rowlatt added that there has been a literature review completed for the Learning Commons project.

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		J. Weiten relayed concern on behalf of all ABE faculty about the loss of funding and students, and the possibility that there will be even less funding moving forward. D. Wells mentioned that this is a concern that is being considered on an ongoing basis. J. Weiten commented that there is often a digital divide for literacy students that we need to be aware of and consider as we focus more and more on online initiatives. D. Wells explained that the thinking is to provide online space for students to access when and where they can. J. Weiten asked for clarification on what was meant by "OSLT off ramps". D. Wells explained that Occupational Specific Language Training looks at pathways upper levels training and whether or not testing in specific areas can create linkages to credentialing requirements or into specific fields of employment. J. Weiten requested clarification on the comment "identify academic structure that supports student success." K. McNaughton said this is a comment about how holistically we can support students around range of programs and supports that we have, and there is a lot of work that we can do to support that.
	c) Digital Graphic Design Diploma	L. Espinoza presented a proposal for new program, explaining that a great deal of work has gone in to identifying the rationale and creating a program to meet needs. Comments and questions: - not sure that the PLAR section is accurate, suggest reviewing policy D.3.6.1 Flexible Admissions - Has consideration been given to dual credit with other institutions, such as SFU? L. Espinoza explained that they have discussed this and are looking into options and opportunities. - Clarify wording for item 4 as statements regarding "no prior education", and then "those with prior education", are confusing. **Motion:** Moved by D. Branter and seconded THAT Education Council recommend the Board of Governors approve the continued development of the Digital Graphic Design Diploma program. All in favour. **Motion carried.**

Item	Topic	Discussion
6.	Committee Reports a) Curriculum Committee i) Chemistry 1121 and 1223	J. Wallace presented revisions to course content. There was a comment regarding the use of "General Interest or Arts students" in the course description. This is a carryover from the previous course outline. The sentence will be changed in both outlines to, "It is also suitable as an elective course." **Motion:** Moved by D. Branter and seconded THAT Education Council approve changes to CHEM 1121 and CHEM 1223. All in favour. **Motion carried.**
	ii) Health Care Assistant	J. Christie presented this proposal. There were no questions. **Motion:** Moved by D. Branter and seconded THAT the Education Council approve changes to the Health Care Assistant program. All in favour. **Motion carried.**
	iii) Certified Dental Assisting-Onsite	M. Rosko presented this proposal. D. Branter noted that the chart in the meeting package has been revised with updated course numbers. T. Rowlatt asked whether or not consideration has been given to increase the program by a further 9 credits, and making it a diploma program. M. Rosko informed Council that NAIT has done this with their program by incorporate graduate modules. She confirmed that their PAC has been consulted about this and there was no interest in moving in this direction at this point. **Recommendation:** Moved by D. Branter and seconded THAT the Education Council approve changes to the Certified Dental Assisting-Onsite program. All in favour. **Motion carried.**
	b) Education Policy Committee i) C.1.4 Assignment of Credits	M. Tunnah presented this policy, explaining that it relates to the consistent application of credits to courses across the institution. T. Rowlatt confirmed that the policy is flexible and variations to the ratio are allowed based on sound rationale presented to, and approved by, Education Council.

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			This would include requirements established by accreditation bodies or articulation requirements.
			Motion: Moved by M. Tunnah and seconded THAT Education Council approve C.1.4 Assignment of Credits to Courses policy and procedures.
			All in favour. **Motion carried.**
	ii)	C.1.1 Grading, Progression & Withdrawal and D.4.4 Students Required to Withdraw	M. Tunnah presented this policy, indicating that the language around "required to withdraw" has been settled. In addition, consultations with the Registrar's Office confirm that the current grading chart will remain in use, to alleviate extensive adjustments to Banner, and it also aligns with what other institutions are using.
			Motion: Moved by M. Tunnah and seconded THAT Education Council approve C.1.1 Grading, Progression & Withdraw policy and procedures for all programs and courses starting on or after August 1, 2016.
			T. Rowlatt explained that this delayed start days allows time to determine an implementation strategy. He clarified that programs may continue to use a different grading system if sufficient rationale is presented to, and approved by, Education Council. D. McMullen commented that there will be a cut-off date for the old grading system in Banner, and the new system will be implemented going forward. The old information will remain on record.
			All in favour. **Motion carried.**
			Motion: Moved by M. Tunnah and seconded THAT Education Council rescind D.4.4 Students Required to Withdraw policy for all programs and courses starting on or after August 1, 2016.
			All in favour. **Motion carried.**
	iii)	C.3.1 Program Advisory Committees	M. Tunnah explained that the revisions to this policy allow Deans and Department Leaders to approve PAC members, in discussion with Vice President Academic, Students and Research.
			Motion: Moved by M. Tunnah and seconded THAT Education Council recommend the Board of Governors approve C.3.1 Program Advisory Committees policy and procedures.

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		Items to be corrected: - Remove #7 - Use roman numerals for #10 and #21 - Remove references to "forms" - Revise references to Vice President title All in favour. **Motion carried.**
	c) Appeals Oversight Committee	No report
	d) Program Review and Renewal Ad Hoc Committee	J. Zakoor explained that this committee has met with the School of Access and School of Instructor Education and further meetings are scheduled for February 15 and 25 with the remaining Schools. Terms of Reference (TOR) for the EDCO Standing Committee for Program Review and Renewal have been drafted and sent to the Ad Hoc committee members for review and comment. These TOR will be presented at the March meeting.
7.	Chair Report	T. Rowlatt presented his report to the Board which includes EDCO activity from the past 6 months. He has been invited to participate in Operations Council, and the Governance Committee, a standing committee of the Board. He attended the orientation for new Board members and also gave a presentation on EDCO. The College has purchased curriculum management software. An implementation strategy is being developed and more information will follow over the coming months.
8.	EDCO Member Report	No report
9.	Pending Items	a) Deans and Directors Updates b) Annual Planning Calendar c) Annual Report d) Contract Training Update
10.	Next meeting	March 8, 2016, 3:30-5:30, Room 5025, BWY-A
11.	Adjournment	The meeting adjourned at 5:27 p.m.

ATTENDEES:	Todd Rowlatt	Jo-Ellen Zakoor	Kathryn McNaughton	Dave McMullen
	Debbie Sargent	David Wells	David Branter	Jan Weiten
	Janet Theny	Nona Coles	Elle Ting	Mike Tunnah
	Leah Nusgart	Paul Yeung		

| **REGRETS:** | Jan De Leebeeck | Rick Cyr | Taryn Thomson | Charly Jadranin |

| **GUESTS:** | Lorena Espinoza | Shirley Lew | Tami Pierce | Brian Beacham |
| | Judith Wallace | Judy Christie | Michele Rosko | |

RECORDING SECRETARY: Nicole Degagne

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Todd Rowlatt, Chair
VCC Education Council

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Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30 p.m.
2.	Adopt Agenda	**Motion:** Moved by P. Yeung and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by J. Zakoor and seconded THAT the minutes of February 9, 2016 be adopted. Minor changes were recommended. K. McNaughton provided an update on ABE transition funding, indicating that there will not be more funding on the way. She is working with the Foundation to find additional opportunities to support students. All in favour of revised minutes. **Motion carried.**
4.	Enquiries & Correspondence	J. Weiten asked for an update on the School reorganization. K. McNaughton explained that there have been meeting with Deans and Department Leaders in all areas, with the goal to bring together programs that enhance collaborative and interdisciplinary learning, and where courses can be used more effectively. An announcement will be made late next week.
5.	Business Arising a) Academic Plan Presentations	School of Health: D. Sargent Key initiatives include: successful accreditations, advancing technology, dual credit programming, new programs in development, new partnerships/initiatives. School of Music, Dance & Design: D. Sargent Key initiatives include: curriculum development of Music programs, Jewellery Art & Design, Drafting (CAD and BIM), Hair Design/Esthetics and Digital Graphic Design. School of Hospitality and Applied Business: D. Sargent Key initiatives include: Hospitality revisions to executive cohort, developing new partnerships School of Trades: D. Innes Key initiatives include: new Culinary Arts curriculum, new partnerships, redesign of Auto Trades

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		and expand access, pilot electronic text books in Trades, additional offerings in Culinary and Baking.
		Centre for Continuing Studies and Contract Training: G. McIvor
		Key initiatives include: delivery a superior student educational experience, enhanced instruction, instructional strategy and educational technology, delivery superior services
		Student Services: Craig McGuigan
		Key initiatives include: align student services divisions, establish a disability services division, converge student services reception activities, increase prospective and current student follow up, collect data on student services efficiency, operational consistency, enhance student life activity, update peer helping program, student mental health and wellness.
		Information Technology: P. Gregorowicz
		Key initiatives include: establish IT as a "service", input normalization, increase business analysis function
		Comments and questions:
		T. Rowlatt asked if metrics should be included with blanket statements like "increase partnerships" in the Academic Plan? K. McNaugton commented that this level of detail is part of the department plans, which will be available in early April.
		M. Tunnah asked for more detail on additional offerings in Culinary and Baking. D. Innes responded that conversations have just started. The kitchens are not available until the Fall. Research is being done on what other institutions are offering and what is successful.
		T. Rowlatt commented that the Continuing Studies plan lacks some specificity with regard to identify new programs. G. McIvor commented that the strategic approach is to expand current programming through program review and rejuvenating existing programs. Some new program ideas have been identified. T. Rowlatt asked that these be captured in the Plan.
		P. Yeung asked for more information on the student activity fee. C. McGuigan replied that this is going to the Board for approval. This fee will allow us to create some student life which is lacking

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		at VCC. The fee will be mandatory.
		J. Weiten asked if there is a mechanism in place to ensure the student activity fee actually goes toward student activities. C. McGuigan responded that there will be a distinct budget line and they are developing what staffing and support would look like.
		J. Weiten commented that she has concerns regarding the consolidation of all assessment activities at the assessment centre. There are solid educational reasons for keeping some assessments within departments, particularly literacy and ABE students. This is likely also true for departments in Adult Special Education (DHH, Visually-Impaired and CACE). Students should not have to pay for an assessment to get into a literacy or numeracy class or if that fee acts as a barrier to upgrading. C. McGuigan responded that a consolidated approach will allow for Student Services to record and track interest in a program, assessment outcome and follow up that could help prospective students into the program or perhaps find a more suitable program.
		T. Thomson commented that assessment services are meant to be used as a placement for students, not meant for revenue generating activity. She would like to see flexibility with how it can move forward. There might be some areas where it would not be appropriate, e.g. literacy and ABE. One blanket approach should not be taken here.
		T. Rowlatt voice concern about the number of fairly substantial plans for Student Services, and is worried about achievability. C. McGuigan responded that they are moving forward with ambition because the College needs to respond quickly to the issues at hand, such as decreasing enrolment.
		R. Cyr commented that the Annacis Island campus is often forgotten in these plans and asked that consideration be given when evaluating resources and support. They are getting more and more people walking in off the street requesting information about the College and there are no resources to support that.
		J. Weiten asked for clarification on "IT Functional Boundaries". P. Gregorowicz responded that there is a gap between what IT is supporting and what is should be supporting. There is no culture for faculty or students to interact with IT and this is a gap that IT cannot solve on its own.

Item	Topic	Discussion
		T. Rowlatt suggested members bring additional comments and questions to the next meeting.
	b) 2016/17 Enrolment Plan	K. McNaughton presented the revised plan, noting that this is the first time that FTEs have been tied to the budget process. B. Beacham added that the terminology has also changed from "projected" to "budget" to align with finance.
		N. Coles asked if there has been any though given to capturing numbers for services, such as counselling. B. Beacham responded that this will be part of the Service Plan.
		D. Sargent noted that the budgets figures of FTEs show what we are expecting to bring in on day 1 but not what we will actually bring in. In future reports, could we get the projected and actual? B. Beacham commented that what we projected last year is inflated because we are now using that field differently. He is working with Registrar's Office on capacity and attrition is a good piece to add. As these reports are we can include this, especially for the current year.
		T. Rowlatt asked if Department Heads are involved in determining these numbers. B. Beacham responded that the Deans are involved and the expectation is that Department Heads are as well.
		D. Sargent commented that the engagement of Department Heads is around headcount and student numbers. Those numbers get put into the Banner and all courses for each program are identified, student numbers get entered and FTE gets spit out. Sometimes FTE does not make sense because the formulas are different for different programs.
		M. Kowalski commented that a budget is a snapshot and as things start to roll you begin to examine variances and then begin forecasting.
	c) Contract Training Update	This item was tabled to the next meeting.
6.	Committee Reports a) Curriculum Committee i) Bachelor of Hospitality Management	D. Branter presented this proposal noting the change to the name of the Accelerated Program to Executive Cohort and Four Term Program to Regular Cohort. Additional small changes were made to the admission requirements and some typographical errors were corrected. **Motion:** Moved by D. Branter and seconded THAT Education Council approve changes to the Bachelor of Hospitality Management Program Content Guide.

Item	Topic	Discussion
		All in favour. **Motion carried.**
	b) Education Policy Committee	
	i) D.6.1 Borrowing College Equipment	M. Tunnah presented this policy, requesting that it be approved to go out for community feedback. Council members identified concerns regarding an employee's responsibility to replace lost, stolen or broken equipment if it is being used for work-related purposes. D. Wells suggested extending procedure #5 to include language such as "pursuant to …", which would indicate that the liability may vary from situation to situation. Members approved this policy to be posted for community feedback.
	ii) C.1.2 Appeal of Final Grade	M. Tunnah presented this policy, requesting that it be approved to go out for community feedback. D. Sargent expressed concern over the timelines, indicating that they longer time frames could impede student progress. She suggested that the process be defined more clearly. Members approved this policy to be posted for community feedback.
	c) Appeals Oversight Committee	This item was tabled to the next meeting.
	d) Program Review and Renewal Ad Hoc Committee	This item was tabled to the next meeting.
7.	Chair Report	This item was tabled to the next meeting.
8.	EDCO Member Report	No report
9.	Pending Items	a) Certified Dental Assisting-Distance b) Annual Planning Calendar c) EDCO Annual Report 2015
10.	Next meeting	April 12, 2016, 3:30-5:30, Room 5025, BWY-A
11.	Adjournment	The meeting adjourned at 5:40 p.m.

ATTENDEES:	Todd Rowlatt	Jo-Ellen Zakoor	Kathryn McNaughton	Dave McMullen
	Debbie Sargent	David Wells	David Branter	Jan Weiten
	Charly Jadranin	Nona Coles	Elle Ting	Mike Tunnah
	Rick Cyr	Paul Yeung	Taryn Thomson	
REGRETS:	Leah Nusgart	Janet Theny		

| **GUESTS:** | Dennis Innes | Gordon McIvor | Craig McGuigan | Peter Gregorowicz |
| | Michael Tittel | Brian Beacham | Marlene Kowalski | |

RECORDING SECRETARY: Nicole Degagne

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Todd Rowlatt, Chair
VCC Education Council

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 2:00 p.m.
2.	Review Agenda	To review and discuss the 3-Year Academic Plan 2016-2019 and the Enrolment Plan 2016-17, and provide a recommendation to the Board.
3.	Academic Plan	Comments: • The ongoing concern regarding the Student Services initiative to consolidate assessment activity with the Assessment Centre was reiterated. K. McNaughton commented that this is a living document and there will be opportunities to evaluate progress and provide feedback. T. Rowlatt asked if "as appropriate" could be added to this initiative as this would recognize the concern and help to keep the discussion open. K. McNaughton agreed to this change. • What is meant by "Academic Pilot system", indicated in Student Services initiatives? K. McNaughton will follow up and report back. • Clarify the Student Services initiative "develop orientation information for faculty". K. McNaughton confirmed that this is meant to enhance faculty knowledge of student conduct issues and processes. • What is the Library & Learning Center initiative "Continue to assess integrated service pilots?" T. Rowlatt commented that specifics relating to the learning commons and departmental plan are located in the full Plan. These, and any new ideas, will be discussed on a yearly basis. • Access 2018-19 initiative "Develop Moodle content…" is misplaced and should be in the box below. • Regarding the Continuing Studies initiative, "Enhanced instruction, instructional…" could the offering of the PIDP to instructors be included? K. McNaughton agreed, reminding members that this is over a 3-year period so this may be a small initiative to start with. Motion: Moved by D. Branter and seconded THAT Education Council recommend the Board of Governors approve the 3-Year Academic Plan 2016-2019. All in favour. Motion carried.
4.	Enrolment Plan	Comments: • Pharmacy Technician and Occupational/Physical Therapist have identified incorrect numbers from 2011-12 which are throwing off the subsequent numbers. B. Beacham is aware of this and

Item	Topic	Discussion
		his team is working to correct this.
		• International, Dancing-Arts Umbrella, 2014-15 number is incorrect. B. Beacham is aware that there are some inconsistencies. His team is recasting these numbers and anomalies such as this will be corrected adjusted. He noted that this will not affect the budget numbers.
		• How come some of the projected budgeted numbers for the current year are lower and how does this impact programs? D. Wells commented that in some cases these idiosyncrasies appear because the incorrect FTE divisor was applied in the past. All have been brought up-to-date using the current FTE tracking model. B. Beacham mentioned that the budget is based on what we actually expect to see in the classroom rather than on capacity (as in the past). As this drives our tuition, Finance has previously had to deal with budgets that are really far out. Even though budgets appear lower, programs can go to capacity and it will show up as over-producing and will provide more accurate numbers.
		• Access, bottom line "BCNU VCC BSN" should be removed.
		Motion: Moved by M. Tunnah and seconded that Education Council recommend the Board of Governors approve the Enrolment Plan 2016-17.
		All in favour. Motion carried.
5.	Next meeting	April 12, 2016, 3:30-5:30, Room 5025, BWY-A
6.	Adjournment	The meeting adjourned at 2:24 p.m.

ATTENDEES:	Todd Rowlatt	Jo-Ellen Zakoor	Kathryn McNaughton	Dave McMullen
	Debbie Sargent	David Wells	David Branter	Jan Weiten
	Janet Theny	Rick Cyr	Elle Ting	Mike Tunnah
	Leah Nusgart	Taryn Thomson	Charly Jadranin	

REGRETS: Nona Coles   Paul Yeung

RECORDING SECRETARY: Nicole Degagne

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Todd Rowlatt, Chair
VCC Education Council

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Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30 p.m.
2.	Adopt Agenda	**Motion:** Moved by J. Weiten and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by T. Thomson and seconded THAT the minutes of March 8 and March 29, 2016 be adopted. Minor revisions were identified. All in favour of revised minutes. **Motion carried.**
4.	Enquiries & Correspondence	T. Rowlatt relayed a thank you note from Judith McGillivray.

5.	Business Arising
	    a) Contract Training Update
		K. McNaughton presented these reports, noting that they reflect the tremendous amount of work being done at the school level. T. Rowlatt mentioned that is for information only.
		
		There were three questions regarding the School of Access. K. McNaughton will get answers and report back to EDCO next month:
		    - Why does "Project Based Training" show contract amount as confidential?
		    - There is no timeline for "Applied Science Technologies and Technicians of BC." Is that because it has been completed?
		    - What does the "Planning for Canada" contract refer to?

	b) Update on CD Funded Projects	K. McNaughton thanked the members of the CD Adjudication Committee for their work reviewing proposals and department leaders and faculty for their work preparing proposals. The Committee worked hard to take a balanced approach to awarding funds and followed the three criteria outlined in the Information Note. There was discussion regarding whether or not using CD funds for accreditation purposes is appropriate. It appears as though there is a lot more money to disburse than there actually is, and these areas are not actually applying for funds, rather they are being administered off the top.

Item	Topic	Discussion
		K. McNaughton commented that accreditation is recognized as a separate component of CD funding in many ways, and yearly accreditation requirements need to be addressed. She admits that this has broader financial support and quality assurance implications and would like to explore and discuss this in greater detail. D. Sargent commented that many of the activities related to accreditation are curriculum related and are being addressed in response to the recommendations from reviewers. P. Yeung asked if projects not funded this time around will have priority next time. K. McNaughton answered that this is a question for the committee and she will ask them to think about this.
	c) PIDP Partnership Agreement	K. McNaughton presented this information note and advised that many Council members may meet the College of the North Atlantic-Qatar representatives when they visit in May. A final agreement will be presented to EDCO and the Board.
	d) New Program Proposal – Denturist	D. Sargent explained that this revised 3 year program reflects changes in national competencies and accreditation standards. There was discussion regarding the number of intakes and space required to manage this. D. Sargent assured Council that all options are being considered, with the goal of offering yearly intake. **Motion:** Moved by J. Weiten and seconded that Education recommend the Board approve the continued development of the Denturist program. All in favour. **Motion carried.**
6.	Committee Reports a) Curriculum Committee i) ELSK 0930	C. Leggatt presented this proposal. **Motion:** Moved by D. Branter and seconded THAT Education Council approve the new course Intensive Academic Reading and Writing ELSK 0930.

Item	Topic	Discussion
		All in favour. **Motion carried.**
	ii) Renal Dialysis Technician Citation	R. Bennett presented this proposal.

Motion: Moved by D. Branter and seconded THAT Education Council approve the curriculum for the renewed Renal Dialysis Technician program and recommends the Board of Governors approve the new credential Renal Dialysis Technician Citation.

All in favour. **Motion carried.** |
| | iii)   Fashion Design & Production Diploma | A. Korens presented this proposal.

There was a question regarding the existence of a PCG for the Certificate granted after year 1. After lengthy discussion it was determined that a PCG for the Certificate must be produced so the credential can be recognized. A. Korens will produce a new PCG and adjust the program learning objectives to address this credential.

Motion: Moved by D. Branter and seconded THAT Education Council approve the curriculum for the Fashion Design and Production program and recommends the Board of Governors approve the new credential Fashion Design and Production Diploma.

All in favour. **Motion carried.**

Motion: Moved by D. Branter and seconded that Education Council approve the Fashion Design and Production Certificate Program Content Guide after review by the Chair of Education Council, Chair of Curriculum Committee and Registrar and recommends the Board of Governors approve the new credential Fashion Design and Production Certificate.

All in favour. **Motion carried.** |
| | b) Education Policy Committee
      i)   D.1.3 Copyright | M. Tunnah presented this decision note and thanked V. Adams for her work on this policy.

Motion: Moved by M. Tunnah and seconded that Education Council recommend the Board approve D.1.3 Copyright Policy and Procedures. |

Item	Topic	Discussion
		All in favour. **Motion carried.**
	ii) D.1.5 Use of Library Resources	M. Tunnah presented this decision note. **Motion:** Moved by M. Tunnah and seconded that Education Council recommend the Board approve D.1.5 Use of Library Resources Policy and Procedures. All in favour. **Motion carried.**
	c) Appeals Oversight Committee	D. Sargent chaired a meeting of this committee in March. The Terms of Reference were reviewed and some gaps in membership and duties were identified. The membership is currently lacking a student representative and a faculty representative. The list of individuals who have had tribunal training was reviewed. There was discussion on how best to move forward with the next round of training. The next meeting is on May 2nd.
	d) Program Review and Renewal Ad Hoc Committee	J. Zakoor presented the decision note, advising that all reviews are complete and summaries are available on the J:/ drive. **Motion:** Moved by J. Zakoor and seconded THAT Education Council approve the Terms of Reference for the new EDCO Program Review and Renewal Standing Committee. All in favour: **Motion carried.** **Motion:** Moved by J. Zakoor and seconded that Education Council approve the dissolution of the Ad Hoc Program Review Committee. All in favour. **Motion carried.** **Election of Program Review and Renewal Standing Committee Chair:** First call for nominations: T. Rowlatt nominates J. Zakoor. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none.

Item	Topic	Discussion
		By acclamation, T. Zakoor announced as Chair of the Program Review and Renewal Standing Committee.
7.	Chair Report	T. Rowlatt presented the Information Note which summarizes his note to the Board and other EDCO initiatives.
		The 2015 Annual Report is a summary of EDCO and committee work over the past year.
		The Planning Calendar is presented in the same format as for Board committees.
		Some small formatting issues were identified and will be corrected.
8.	EDCO Member Report	No report
9.	Pending Items	None
10.	Next meeting	May 10, 2016, 3:30-5:30, Room 240, DTN
11.	Adjournment	The meeting adjourned at 4:48 p.m.

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	Kathryn McNaughton	Dave McMullen
Debbie Sargent	David Branter	Jan Weiten	Mike Tunnah
Taryn Thomson	Nona Coles	Elle Ting	Charly Jadranin
Paul Yeung			

REGRETS:

Leah Nusgart	Janet Theny	David Wells	Rick Cyr

GUESTS:

Carrie Leggatt	Gordon McIvor	Rebeccah Bennett	Andrea Korens

RECORDING SECRETARY: Nicole Degagne

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Todd Rowlatt, Chair
VCC Education Council

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30 p.m.
2.	Adopt Agenda	**Motion:** Moved by D. McMullen and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by L. Nusgart and seconded THAT the minutes of April 12, 2016 be adopted. Minor revisions were identified. All in favour of revised minutes. **Motion carried.**
4.	Enquiries & Correspondence	No enquiries
5.	Business Arising a) Follow-up from April EDCO meeting	K. McNaughton spoke to the Information Note responding to questions on Contract Training activity posed by Education Council at the April meeting. There were no additional questions or comments.
	b) Indigenous Education & Community Engagement	K. McNaughton spoke to the Information Note announcing the Department name change to Indigenous Education & Community Engagement from Aboriginal Education & Community Engagement. This item was presented as information.
	c) Academic Schedule	B. Beacham spoke to the 2017-18 Academic Calendar (statutory holidays, college closure and term start and end dates) and Academic Schedule (comprehensive list of programs to be offered in 2017/18). Comments from Council: • Change "Terms when programs offered" to "Terms when programs start" • Add a footnote actual start date will vary depending on programs; students should check the website or Registrar Office for actual start date. • The Academic Calendar and Schedule will be posted on the website. • Change "Christmas Closure" to a non-religious terminology such as winter holidays • The Calendar combines spring and summer terms whereas the Schedule separates the terms. B. Beacham explained that not many programs are offered in the summer i.e. July/August but it was useful to have the summer term reflected in the Schedule for those

Item	Topic	Discussion
		Schools such as the School of Arts & Sciences that have programming over summer. • D. Sargent to confirm the intake terms for the Hospitality Management Degree Executive Cohort. • R. Cyr inquired how the information for the Academic Schedule was derived. B. Beacham advised that the Deans were asked to review the Schedule and confirm the information was accurate. **Motion**: Education Council recommend the Board of Governors approve the 2017-18 Academic Schedule with the changes discussed. All in favour. **Motion carried.**
	d) Culinary Arts Program Update	D. Innes updated Council on work done to-date, current activity and future plans for the Culinary Arts Program. The plan is to bring the updated curriculum to Curriculum Committee in June 2016. D. Innes spoke to the impact on service levels at JJs with the proposed changes to the Professional Cook 1 and 2 schedules. D. Innes and K. McNaughton spoke to the Post-Secondary Institutions Strategic Investment Funds (SIF). The Federal and Provincial governments are providing $2 billion for post-secondary institutions across Canada. BC portion of SIF funding is expected to be allocated on a per capita basis – approximately $250M – $300M. VCC has put forward three proposals – Baking and Culinary kitchens redesign; Automotive trades upgrades and classroom upgrades for UT programs. K. McNaughton will forward the presentation made to Operations Council.
	e) Fashion Design & Production Update	T. Rowlatt and D. Branter noted minor changes were made to the Fashion Design & Production Certificate program in consultation A. Korens. A formal update will be provided to Council.
6.	Committee Reports a) Curriculum Committee i) Certified Dental Assisting – Onsite ii) Certified Dental Assisting – Distance program	M. Rosko presented the proposals. The main changes are to the admission requirements to recognize the practice of allowing students who have taken the Dental Reception Coordinator program to ladder into the Certified Dental Assistant programs. M. Tunnah stated that the PLAR language in the PCG appears to be more reflective of Transfer Credit than PLAR. D. McMullen suggested the wording could be revised to include a statement that students may be eligible for transfer credit and/or PLAR.

Item	Topic	Discussion
		It was noted that the grading chart used in the PCG is not in line with the new Grading Policy. **Motion:** Moved by D. Branter and seconded THAT Education Council approve the revised PCGs with the changes noted above for the Certified Dental Assistant programs. All in favour. **Motion carried.**
iii)	Dental Reception Coordinator program	M. Rosko presented the proposal. The changes to the program arise from the changes to the Certified Dental Assisting programs and the introduction of a new course, Dental Radiography. Council noted the PLAR language needs to be revised (refer to comments in the Certified Dental Assisting programs). **Motion:** Moved by D. Branter and seconded THAT Education Council approve the revised PCG and course outlines with the change noted above for the Dental Reception Coordinator program. All in favour. **Motion carried.**
iv)	SIGN 3000	D. Wells spoke to the proposal. The changes involve redistribution of course content and course name. **Motion:** Moved by D. Branter and seconded THAT Education Council approve the revised SIGN 3000 American Sign Language Level 3 course. All in favour. **Motion carried.**
v)	Academic Foundations new courses: CRIM 1150, CRIM 1160, GEOG 1100, GEOG 1110, INDG 1100	D. Wells spoke to the proposal. It was noted that the Library has provided costing of library resources to support these new courses, and that the courses would likely not be able to run if the Library cannot support the information needs. This cost has been taken into consideration with setting the tuition fees. **Motion:** Moved by D. Branter and seconded THAT Education Council approve the offering of the following five new UT courses Introduction to Criminology (CRIM 1150); The Canadian Legal System (CRIM 1160); Society, Space, Environment: Introducing Human Geography (GEOG 1100); Earth Systems (GEOG 1110); Introduction to First Nations and Indigenous Studies (INDG 1100)

Item	Topic	Discussion
		All in favour. **Motion carried.**
	vi) Visual Communications Design Diploma	L. Espinoza spoke to the proposal. Comments: • Page 296 of the PCG remove bullet # 3 but keep content. • For the advanced admission process, Council suggested including a statement similar to the language used for the Bachelor of Hospitality Management Executive Cohort program. • Include the term "competitive selection basis" similar to Dental Hygiene. • In the Practicum course (page 369) change industry interview as an assignment to student reflection report. **Motion:** Moved by D. Branter and seconded THAT Education Council recommend to the Board to approve the changes to the Visual Communications Design Certificate (previously called Digital Design Diploma) and the new Visual Communications Design Diploma. All in favour. **Motion carried.**
	d) Program Review and Renewal Committee	J. Zakoor noted that she had met with P. Fahim to identify tasks and information will be brought forward for the June Council meeting. T. Rowlatt reminded Council that membership needs to be established for this committee.
7.	Chair Report	T. Rowlatt noted a special Board meeting would be held on May 11, 2016. The Finance & Audit Committee and the Board were working on rationalising their meeting dates. D. Branter noted that if there were no sufficient agenda items, Curriculum Committee might consider cancelling June and August meetings. Instead there may be a need for additional meetings in April/May/October.
8.	Member Reports	None
9.	Pending Items	None
10.	Next meeting	June 14, 2016, 3:30-5:30, Room 5025, BWY
11.	Adjournment	The meeting adjourned at 5:02 p.m.

ATTENDEES:	Todd Rowlatt	Jo-Ellen Zakoor	Kathryn McNaughton	Dave McMullen
	Debbie Sargent	David Branter	Janet Theny	Mike Tunnah
	Leah Nusgart	Nona Coles	Elle Ting	David Wells
	Rick Cyr			

REGRETS:	Jan Weiten	Taryn Thompson	Paul Yeung	Charly Jadranin

GUESTS:	Brian Beacham	Michelle Rosko	Lorena Espinoza

RECORDING SECRETARY: Pervin Fahim

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Todd Rowlatt, Chair
VCC Education Council

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30 p.m.
2.	Adopt Agenda	**Motion:** Moved by P. Yeung and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by D. Sargent and seconded THAT the minutes of May 10, 2016 be adopted. One revision was identified in the Academic Schedule discussion, that R. Cyr "expressed concern that the information for his program was inaccurate" All in favour of revised minutes. **Motion carried.**
4.	Enquiries & Correspondence	No enquiries
5.	Business Arising a) CS Non-Credit course outlines	T. Rowlatt prefaced the presentation by noting that the College and Institute Act the institution reports to Education Council on the implementation of non-credit programs. These programs do not need prior review by Education Council. G. McIvor indicated that all 2015 course outlines have been submitted to the EDCO office. This submission will continue to occur annually. Highlights of non-credit offerings include: - Over 40 new courses were launched over 20 program areas in 2015 - 23 have been launched so far in 2016 Members asked that for next years' annual update it would be interesting to know the enrolment numbers.
	b) Partnership with Samsung	K. McNaughton reminded members that this is not VCC curriculum. After much discussion with the transportation trades area, room has been set aside that will be retrofitted for this offering. This will not impact existing auto trades programs. The program will begin in September with 16 students. T. Rowlatt confirmed that this agreement falls under service contract, with reporting the same as

Item	Topic	Discussion
		for non-credit programs. K. McNaughton will send the curriculum to the EDCO office for filing.
	c) Program Review Summary	K. McNaughton thanked all involved with the exhaustive and valuable program review process. This is an important step in creating and maintaining a global process for maintaining program quality. She informed members that DQAB has mandated a provincial quality assurance process which will include a review of our quality assurances processes. The external committee will audit institutional processes, not programs.
	d) Post-Degree Diploma in Canadian Business Management	F. MacDonald presented this new program proposal as information. He indicated that VCC does not have a "Post-Degree" credential and he will work with Policy Committee to create one. Discussion: - Outcomes: These reflect ongoing discussions with an advisory group. The program is initially aimed for international students and we want to get them into a job, placement or pathway as early as possible. - Looking at mid-level management positions as students will already have a degree and then 2 years to develop a broad business skill set. - Why the exclusivity around international students? It is mainly a cost issue. The program is priced without available FTE. If FTE money becomes available in the future there's no reason not to offer it to domestic students. - How does the curriculum address industry-specific goals? There is ongoing input from the advisory group, industry professionals and businesses regarding levels of skillsets required, market demand, etc. - Are these students bound for citizenship? Yes, that is why we are looking for real job and placement opportunities with meaningful employment. - Will the curriculum address the English language skills challenges, particularly given that you want to place students in fairly high level jobs? We are looking at what we will need to do to address that. It is being tailored to the Indian market so English language skills will be fairly good. - IELTS and TOEFL requirement scores need to specify more clearly what the mark is, e.g. 6. - Anticipated launch date is September 2017 Council members approved this proposal being presented to the Board for information.

Item	Topic	Discussion
6.	Committee Reports a) Curriculum Committee i) New Credential: Environmental Studies Certificate	D. Branter advised that Curriculum Committee reviewed the curriculum but not the proposal for this new program. **Motion:** Moved by D. Branter and seconded THAT Education Council recommends the Board approve the new credential: First Year University Transfer Environmental Studies Certificate. All in favour. **Motion carried.**
	ii) Environmental Studies Certificate	D. Branter will submit by email minor revisions to the course outlines, e.g. typos. He noted that the Program Learning Outcomes in the concept paper are different than the ones in the PCG, which are significantly better. D. Wells provided a handout of revised Admission Requirements. Discussion: - The percentages in the first bullet vary from what the Registrar's Office uses as the VCC standard for university transfer courses. It was agreed they should be consistent and thus, it will be changed "73%" to "72%" (in two places) and from "C+ (67%)" to "C+ (64%)". Also change the word "essay" in ABE assessment to "paragraph". - Why is there only 1 PCG when there are 3 programs? D. Branter addressed this, stating that there is only one credential with many destinations and thus one PCG is appropriate. He suggested looking at cleaning up the format to make it seem less confusing. - Does this need to go to PSIPS for review? T. Rowlatt will check with VP's office about this. - Option D seems a little brief compared to the other options. Suggest adding something like: "If you have questions talk to advising/counselling/department head for support in identifying...." **Motion:** Moved by D. Branter and seconded THAT Education Council approve the curriculum for a new credential: First Year University Transfer Environmental Studies Certificate. All in favour of amended documents. **Motion carried.**
	b) Education Policy Committee	

Item	Topic		Discussion
	i)	Transfer Credit (new)	M. Tunnah presented this policy, advising that it was formerly part of the PLAR policy but has been separated out. Comments: - Remove definition of advanced placement - Procedure #10: change "should" to "must" - Procedure #16: change "must" to "should" - Procedure #14: reword to focus on the official transcript rather than language - Procedure #13: reword to align tone with rest of the document - Clean up spacing and punctuation Council members agreed to send this policy with above-noted revisions for community feedback.
	ii)	D.6.1 Lending and Borrowing College Equipment	M. Tunnah presented this policy for approval. Based on feedback, the procedures were rewritten to be more general, the word "lending" was added. In Context and Purpose,: change "would inform" to "must inform" This amendment will be made prior to presentation to the Board. **Motion:** Moved by M. Tunnah and seconded THAT Education Council recommends the Board of Governors approve D.6.1 Lending and Borrowing of College Equipment policy and procedures. All in favour. **Motion carried.**
	iii)	C.3.14 Curriculum Development and Approval Process	M. Tunnah presented this policy, noting that although recently approved there has been confusion regarding the Board's involvement with new programs. The procedures have been revised to address this concern. Throughout the procedures document, change "curriculum" to "curricula" where appropriate. Council members agreed to send this policy with above-noted revision for community feedback.
	c)	Appeals Oversight Committee	D. Sargent updated Council. This committee has met twice with her as Chair. The Terms of Reference were revised to clarify duties, the timeframe and reporting, and membership.

Item	Topic	Discussion
		Motion: Moved by D. Sargent and seconded THAT Education Council approve the revised Terms of Reference for the Appeals Oversight Committee. All in favour. **Motion carried.**
	d) Program Review and Renewal Committee	J. Zakoor informed Council that there will be a presentation at D2 regarding the upcoming annual program review process. There was a pilot done last year and she is now working with P. Fahim and Institutional Research to look at the process and when data will be available. She is also meeting with the Centre for Instructional Development Dean and IA's to discussion the program renewal process. The next meeting will be scheduled in August/September as membership should be finalized by then.
7.	Chair Report	T. Rowlatt advised that the Board approved the CAD Technician Citation, revised policies D.1.5 and D.1.3, and the Academic Schedule. Dental Technology will be presented in September and Visual Communications Design at the end of this month.
8.	Next meeting	June 28, 2016, 2:30-3:30, Room 5025, BWY
9.	Adjournment	The meeting adjourned at 5:16 p.m.

ATTENDEES:	Todd Rowlatt	Jo-Ellen Zakoor	Kathryn McNaughton	Dave McMullen
	Debbie Sargent	David Branter	Janet Theny	Mike Tunnah
	Jan Weiten	Nona Coles	Elle Ting	David Wells
	Taryn Thompson	Paul Yeung	Charly Jadranin	

REGRETS: Leah Nusgart   Rick Cyr

GUESTS: Gordon McIvor   Fred MacDonald   Jacqueline Shehadeh

RECORDING SECRETARY: Nicole Degagne

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Todd Rowlatt, Chair
VCC Education Council

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 2:33 p.m.
2.	Adopt Agenda	**Motion:** Moved by P. Yeung and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Curriculum Committee a) Bachelor of Science in Nursing – new course	K. Fukuyama explained that two courses, Collaboration (NURS 3161) and Pathology (NURS 3162) are being merged into one new course, Mental Health Nursing (NURS 3160) **Motion:** Moved by D. Branter and seconded THAT Education Council recommends the Board approve the new course Mental Health Nursing (NURS 3160). All in favour. **Motion carried.**
	b) Curriculum Committee Resolutions Jan-Jun	D. Branter presented as information this bi-annual summary of approvals by Curriculum Committee (Jan-Jun 2016).
4.	Business Arising a) Grading Policy Implementation	Discussion: • the effective date on each PCG will be the date the next cohort begins • Why is minimum pass different from a failing grade? The minimum pass indicates progression. Providing a GPA below that allows students to potentially get credit at another institution that may have a lower minimum pass. • The chart speaks to individual courses. Variations among courses in a program should be noted in the PCG and on course outlines. This is reflected in many of the health programs. The Practical Nursing chart removed the minimum pass completely which helps to solve this dilemma. • Some programs have removed some of the grading so there is no GPA equivalency. Should this be broken down so students get credit, even if it is below the minimum pass? (Medical Transcriptionist, Medical office Assistant, Baking and Culinary) • There was discussion about removing "minimum pass" completely for all programs. It was decided to let individual departments determine what they want in the chart. • Medical Lab Assistant: 93% and 96% are missing from the grid. To be confirmed.

Item	Topic	Discussion
		• R. Cyr questioned including letter grades with percentages on the back of the transcript. D. McMullen commented that Registrar's Office regularly receives requests for percentages and they would like to have this information readily available for each program. It is helpful for students seeking transfer credit. • Percentages will note be noted on the back of the transcript. The history has to remain, and the new chart will be added. • Will there be any discussion or planning for the change in K-12, where they are shifting to percentages and competencies? **Motion:** Moved by M. Tunnah and seconded THAT Education Council approve the updating of grading standard charts and effective dates on all Program Content Guides. All in favour. **Motion carried.**
5.	Next meeting	September 13, 2016, 3:30-5:30, Room 240, DTN
6.	Adjournment	The meeting adjourned at 3:10 p.m.

ATTENDEES:	Todd Rowlatt	Jo-Ellen Zakoor	Kathryn McNaughton	Dave McMullen
	Debbie Sargent	David Branter	Janet Theny	Mike Tunnah
	Nona Coles	Elle Ting	Rick Cyr	Taryn Thompson
	Paul Yeung			

REGRETS: Jan Weiten   David Wells   Charly Jadranin

GUESTS: Kathy Fukuyama

RECORDING SECRETARY: Nicole Degagne

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Todd Rowlatt, Chair
VCC Education Council

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Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30 p.m. T. Rowlatt thanked N. Degagne for the work done on updating PCGs with the new grading standard.
2.	Adopt Agenda	**Motion:** Moved by P. Yeung and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by M. Tunnah and seconded THAT the minutes of June 14 and June 28, 2016 be adopted. All in favour. **Motion carried.**
4.	Enquiries & Correspondence	T. Rowlatt asked if the College has started discussions on the implications of a shift in the high school grading structure. This issue came up at the June meeting and is worth follow-up with the VP Academic, Students & Research.
5.	Business Arising a) Education Agreements	K. McNaughton was not in attendance at the meeting however feedback and questions will be forwarded to her for follow up at the next EDCO meeting. Discussion: - J. Theny mentioned an affiliation agreement that is not listed, between the LINC department and YMCA. She has copies of Memoranda of Understanding for this agreement - J. Weiten mentioned agreements not listed for Basic Education at First Place, Close Clubhouse and Ray-Cam - N. Coles mentioned agreements with SFU, UBC and the Adler Institute where we supervise their students for an 8 month term - J. Zakoor mentioned that there are also agreements with LookOut and Ray-Cam for health sciences - D. Branter asked if there could be clarification of the agreement with Justice Institute with details as "expand educational pathways" - T. Rowlatt asked for additional information regarding the 2 pages of agreements with

Item	Topic	Discussion
		International Education. Many of these are quite old (2006 and 2011), are they still active or is there more information on what they did?
	b) Baking & Pastry Arts Indigenous Program	D. Innes and T. Pierce presented this pilot program. This program allows VCC to look at how to indigenize curriculum and build capacity for students to become familiar with the college environment and how to navigate and be successful in this environment. This is a 7 week program that may lead students into the foundation program. As it is offered in the community there will be more support for students, especially from elders. Discussion: - Will students come to the college at all? Yes, there will be field trips. - How is the curriculum different? It will focus on lived experience and embodied knowledge, for example, students will use local berries and engage with elders. - Is there any assessment and/or reporting? Students will be interviewed and yes, a report to the Ministry is required. - Who is going to conduct the individual plans? Students will complete a portion of the gateway to careers program and the outreach coordinator will help them develop learning plans. - What other types of counselling are provided? Students will have access to a wellness coordinator, the learning outreach coordinator within the Musqueam Nation, Baking and Pastry Arts instructors and the Department Head.
6.	Committee Reports a) Curriculum Committee	T. Rowlatt advised that during the project to update the grading scale, several minor changes were identified. He and D. Branter decided that Curriculum Committee would accept an omnibus motion for minor changes to curriculum, which was passed at its August meeting.
	i) Certificate in Online eLearning	D. Branter presented these course outlines that have been updated to the new template. Discussion: - PLAR is in the course description because the box for it is not big enough. This detail should be in the PCG only, not on the course outline. It will be moved and the PLAR box will say, "refer to PCG". - PLAR, adjust grammar for complete sentences in points 2 and 3. - EDUC 4150, pre-requisites: add "approved by Department Head" to clarify how this

Item	Topic	Discussion
		qualification is assesses/approved. **Motion:** Moved by D. Branter and seconded THAT Education Council approve the updated course outlines for the Certificate in Online eLearning program, EDUC 4150, 4151, 4152, as amended. All in favour. **Motion carried.**
	ii) Career Awareness program	I. Defert presented revised documents, which were last updated in 2003. This new program aligns with the articulation transfer guide and all job readiness programs across BC. Discussion: - CDAF and course outlines: update effective date to 2017 - Check language regarding a Criminal Record Check. Health Sciences has updated language in their PCGs. **Motion:** Moved by D. Branter and seconded THAT Education Council approve the revisions to the Career Awareness Certificate program, as amended. All in favour. **Motion carried.**
	iii) Professional Cook 1 and 2 Programs	C. Gill presented this proposal. The revised programs realign learning outcome with ITA, provide more experiential learning and introduce a food tracking system. Discussion: - Why an "Advanced Certificate" for PC2? D. Innes explained that revamping the curriculum at this time would be a lengthy process. - Will we be able to adequately teach these programs if the funding to retrofit the kitchens is not received? D. Innes commented that the highest priorities are the basic upgrades to meet the outcomes. They are currently assessing what is required to do that. - The term "Culinary Arts Certificate" is referred to throughout the PCGs. This was missed in the rewrite and will be corrected to "Professional Cook" - Is there a sense of how many students will move into PC2? D. Innes informed members that our current rate is 13 of 20 going to level 2. Many other colleges are struggles with this at the moment. He is working with marketing on this. - Instructional Strategies: ITA normally lists only the more complicated verb, i.e. Identify

Item	Topic	Discussion
		and describe would be only "describe". This point is taken under consideration. - CULI 1504, 1505 and 2507 list a "Red Seal" under PLAR. This fits better as a course exemption. Remove from PLAR and identify in PCG where course exemption is possible. **Motion:** Moved by D. Branter and seconded THAT Education Council approve curriculum and recommend the Board of Governors approve implementation of the Professional Cook 1 Certificate and Professional Cook 2 Advanced Certificate programs, as amended. All in favour. **Motion carried.**
iv) Canadian Business Management Program		F. MacDonald presented this 2 year business management diploma at the post degree level. It is designed for international students and has a strong emphasis on the Canadian economy and Canadian business practices. Discussion: - The credential usually follows the name of the program on the PCG. This will be changed to stay with convention. - PCG, PLAR: adjust language to state simply that PLAR is not available. - What is the student capacity for the program and what would be the cut off? We are looking at 20 students and the cut off number will be determined by profitability to run the program. - PCG, Admission Requirements: clean up the grammar - The credit ratio varies from policy at 35:1 for degree. This is okay as long as EDCO approves the different ratio. EDCO approves the 35:1 ratio for this program. - Add "admission to program" as the pre-requisite to first year courses. **Motion:** Moved by D. Branter and seconded THAT Education Council approve curriculum and recommend the Board of Governors approve implementation of the Canadian Business Management Post Degree Diploma program, as amended. All in favour. **Motion carried.**
b) Education Policy Committee i) C.1.3 Granting of Credentials		M. Tunnah presented this revised policy which includes a "post-degree diploma", a credential that is being used at other institutions in BC. Some other minor updates were done to keep the

Item	Topic	Discussion
		policy current. Approved to submit for community feedback.
ii)	D.3.5 Prior Learning Assessment & Recognition	M. Tunnah presented this revised policy. The language has been simplified and aligns with how the process should work. Discussion: - There's a statement about following best practices. Do these exist or will we be creating them? M. Tunnah explained that they exist for the province, and our standards will reflect those. - Item 10, remove second sentence. - M. Tunnah commented that a revised definition for course exemption is forthcoming. Approved to submit for community feedback.
iii)	C.3.14 Curriculum Development and Approval Process	M. Tunnah informed Council that changes to the new program proposal process were reviewed at the June meeting, and no community feedback was received. **Motion:** Moved by M. Tunnah and seconded THAT Education Council recommend the Board of Governors approve C.3.14 Curriculum Development and Approval Process policy and procedures. All in favour. **Motion carried.**
iv)	Transfer Credit (new)	M. Tunnah explained that this policy is new and has been split out of the PLAR policy. No community feedback was received. He noted that the Registrar's Office has work to do to implement and operationalize this policy and the PLAR policy once they are approved. Discussion: - It was suggested that this policy proceed through governance in tandem with the PLAR policy. - Procedures 9, 12 and 15 say "course outlines" however some of these items are not included in course outlines. Decision made to add "/syllabus". - Change "number of hours per week" to "total number of hours" - Who does the assessing for new courses and/or content? M. Tunnah commented that this is in the PLAR policy but is not stated here. This is a significant point and requires a

Item	Topic	Discussion
		statement in the policy.
		This policy will return to Policy Committee for further discussion, and will be approved in tandem with the PLAR policy.
		Motion: Moved by M. Tunnah and seconded THAT Education Council recommends the Board of Governors approve the new Transfer Credit policy and procedures.
		Motion tabled.
	c) Appeals Oversight Committee	No report.
	d) Program Review and Renewal Committee	J. Zakoor informed Council that the first meeting of this committee is on September 27. Two information sessions are scheduled for September 26 and 28, that will include updates from Institutional Research.
7.	Chair Report	T. Rowlatt presented the EDCO June report to the Board.
8.	Next meeting	October 11, 2016, 2:30-3:30, Room 5025, BWY
9.	Adjournment	The meeting adjourned at 5:05 p.m.

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	Dave McMullen	David Wells
Debbie Sargent	David Branter	Janet Theny	Mike Tunnah
Jan Weiten	Nona Coles	Elle Ting	Rick Cyr
Taryn Thompson	Paul Yeung	Charly Jadranin	

REGRETS: Kathryn McNaughton

GUESTS:

Dennis Innes	Tami Pierce	Ingrid Defert	Collin Gill
Fred MacDonald	Gordon McIvor		

RECORDING SECRETARY: Nicole Degagne

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Todd Rowlatt, Chair
VCC Education Council

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Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30 p.m.
2.	Adopt Agenda	**Motion:** Moved by P. Yeung and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by J. Weiten and seconded THAT the minutes of September 13, 2016 be adopted. All in favour. **Motion carried.**
4.	Enquiries & Correspondence	There were none.
5.	Business Arising a) Academic Plan and Integrated Plan Updates	K. McNaughton presented and summarized the slides that were delivered at the Town Hall meetings. T. Rowlatt commented that this presentation lacked some of the detail on the academic plan. K. McNaughton encouraged members to view the specifics of all departmental academic plans on myVCC, under the VP Academic tab. The Enrolment numbers are a bit soft but not far off. There will be a better sense after October. She will bring an update in November.
	b) Education Agreements follow up	K. McNaughton provided an update to questions regarding Education Agreements coming out of the last meeting. A couple of corrections were made and the revised document will be posted on myVCC.
	c) Research Ethics Board Update	E. Ting informed Council members that the VCC Research Ethics Board has been revitalize to accommodate new guidelines and meet increasing demand within the College. Membership of the Board has been established and is pending confirmation of external members. She confirmed that the confidential information is housed in the Centre for Instructional Development, and that the Board does not support research at the College, rather its role is to provide ethics approval.
	d) CAD and BIM Technician Diploma New Program Proposal	B. McGarvie presented a new program proposal and explained the new credential. It was noted that the English courses listed in point 22 are no longer offered. B. McGarvie commented that this has been previously noted and on the curriculum documentation the

Item	Topic	Discussion
		requirement will be "completion of the certificate".

This proposal was accepted as information and will be presented to the Board at its next meeting. |
| | e) Associate of Arts Degree and Associate of Science Degree New Program Proposals | D. Wells presented two new program proposals. The new Associate Degrees address growth and demand for 2nd year course offerings, and generally work with existing courses.

Discussion:
- Many institutions in the province are moving away from this credential and seeking degrees however, the number of offerings remains steady. Many students do not tend to seek out this credential because they do not know what it is or that it exists. There will be some education for students to understand how to use this credential.
- K. Shortt asked that the statement "All new courses will be delivered by term faculty,…" be removed from two locations in the proposal. She added that the collective agreement determines this. Education Council received this point and suggested that the language be altered as appropriate by the Dean.

These proposals were accepted as information and will be presented to the Board at its next meeting. |
| 6. | Committee Reports
  a) Curriculum Committee
    i) Dental Technology Sciences program | **Motion:** Moved by D. Branter and seconded THAT Education Council approve the name change for the Dental Technology program to: Dental Technology Sciences Diploma.

L. Chow explained that the name was changed by the Ministry so it better reflects the new program. This coincides with an increase in tuition. Some additional minor revisions were made, particularly with the addition of a note under Admission Requirements informing applicants of the need for a criminal record check upon completion of the program and prior to being certified by the College of Dental Technicians of BC. There was a discussion regarding the clarity of this statement, and the criminal record check is not needed for the program registration, but only for registration with the College of Dental Technicians. This language will be revised for clarity.

All in favour. **Motion carried.** |

Item	Topic	Discussion
	b) Education Policy Committee	
	i) C.1.2 Appeal of Final Grade	This policy is presented as information and approval to be submitted for community feedback. Discussion: - Additional language has been added to accommodate a concern regarding the timeline of 10 business days. - The term "panel" has been changed to "committee" throughout as this aligns with the responsibilities of this group. - Some typographical and language issues were pointed out for Procedures 32 and 33, and will be corrected. - Procedure 6: It was pointed out that if an appeal is successful, the student will be reimbursed for the cost of the appeal. This will be added to the policy as part of the community feedback process. - Procedure 28: Why two faculty from a program other than the program of the appealing student, but only one of two students from another program? This will be considered as part of the feedback process. - The language around attendance by the Arbiter of Student Issues should be clarified. They will be notified of every appeal and invited to attend as an observer. Approved to submit for community feedback.
	c) Appeals Oversight Committee	D. Sargent reported a small change to the Terms of Reference, which will be brought forward at a later date. This Committee provided feedback to the Appeal of Final Grade policy and will begin a review of the Student Conduct (Non-educational matters) policy, as a number of problems have been identified with the hearing panel process. A subcommittee has been set up and will meet on the 26th to discuss the next round of tribunal training, which will be done internally.
	d) Program Review and Renewal Committee	J. Zakoor pointed to the Information Note in the meeting package. One of the next steps for this Committee is revamping the process for program renewal.
7.	Chair Report	T. Rowlatt advised that the Dental Technology Sciences program was approved by the Board at the September meeting. This approval came with the uncommon condition that a certain number of seats must be filled in order for the program to run. This is to ensure the program will not run at a loss. The BC Academic Governance Council (comprised of EDCO Chairs) are meeting next week, and he

Item	Topic	Discussion
		is hoping to attend.

Member elections are this month. Only a few faculty positions are up. J. Weiten will not be running again and she was thanked for her outstanding service to EDCO. |
| 8. | Next meeting | November 8, 2016, 2:30-3:30, Room 240, DTN |
| 9. | Adjournment | The meeting adjourned at 5:08 p.m. |

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	Dave Branter	Mike Tunnah
Debbie Sargent	Dave McMullen	David Wells	Janet Theny
Jan Weiten	Kathryn McNaughton	Elle Ting	Rick Cyr
Taryn Thompson	Paul Yeung	Charly Jadranin	

REGRETS: Nona Coles

GUESTS: Bruce McGarvie   Louis Chow   Jacqueline Shehadeh   Karen Shortt

RECORDING SECRETARY: Nicole Degagne

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Todd Rowlatt, Chair
VCC Education Council

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:30 p.m.
2.	Adopt Agenda	**Motion:** Moved by P. Yeung and seconded THAT the agenda be adopted as presented. All in favour. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by M. Tunnah and seconded THAT the minutes of October 11, 2016 be adopted. M. Tunnah had a comment regarding item 5c paragraph 2 line 2 from previous minutes. M. Tunnah suggested to change the word "the Board" to "Research Ethics Board". Minutes will be amended. All in favour of revised minutes. **Motion carried.**
4.	Enquiries & Correspondence	T. Rowlatt received an enquiry from F. Cosco from VCC Faculty Association about a concern around the large TV positioned in the Visual Impaired program hallway. The department has raised concern about disruption to the classes and students in that area. The concern will be forwarded to the Vice President Academic.
5.	Business Arising a) Early Childhood Care and Education: Advanced Post-Basic Certificate	K. Jovanovic and G. McIvor presented a proposal for a new ECCE Post-basic Advanced Certificate credential. The new program proposal was presented to Education Council for information prior to commencing work on the development of curriculum. G. McIvor noted that students have to spend more money and time to complete the two ECCE diploma courses–Infant toddler and Special needs diplomas, one after another, which results in low enrollment in both courses. G. McIvor commented that the college reputation was affected due to regular complaints from the students regarding the increased fees. Discussion: - D. Branter asked to summarize the content and structure for Advanced Post-Basic Certificate and ask if this Post-Basic certificate will include the same courses as from the

Item	Topic	Discussion
		previous diploma programs and the cost for the courses as well. K. Jovanovic clarified that the Ministry of Children and Family Development have certain competencies that have to be taught in Post Basic Certificate in ECCE industry. The Post-Basic Advanced Certificate will merge the competencies from Special Needs and Infant Toddler. The practicum will be kept separate.
		- The entire program is going to be shorter than it is now. At this point we have one year for Infant Toddler and one year for Special Needs, which is a long time for one person if they want to get the certification for both specialities. This way it is going to be less time for people to get two certifications. The way how it works they can apply to the ministry if they have all the competences and they can get their certifications. So it is going to take less time for the student and less expensive.
		- There was discussion about the tuition level. K. Jovanovic advised that the tuition is an estimate for the purpose of this proposal and will be finalised after the curriculum is developed.
		- There was discussion about the term Post-Basic certificate since it is not part of VCC's credential policy. K. Jovanovic responded that the terms basic and post-basic are used in the ECCE industry.
		- The Post-Basic certificate is a short term solution to address the current situation with that program. The long term plan is to develop a diploma which could be the basic certificate and post basic plus other courses.
		- The tuition fee waivers were one time arrangement, there is no guarantee that we will get a third opportunity to have third waiver.
		This proposal was accepted as information and will be presented to the Board at its next meeting.
6.	Standing Committee Reports a) Curriculum Committee i) University Transfer Environmental Studies	**Motion:** Moved by D. Branter and seconded THAT the Curriculum Committee recommends Education Council approves the changes to PCG language for the first year University Transfer Environmental Studies certificate. Discussion & Comments: - J. Shehadeh responded to a question on prerequisites for Physics 1200 in the PCG - Physics 12 with a C+ in order to enroll into first year Physics. This may change in future

Item	Topic	Discussion
		and we will change all the PCGs as a result but for the moment this is consistent with all the PCGs. - T. Thompson inquired about consistent English language requirements that D. McMullen is working on. D. McMullen responded that a complete review of admission requirements for all programs is being discusses. At this moment we are not entirely sure what the outcomes are going to be and we will have to accept the prerequisite information as currently presented. For the current proposal J. Shehadeh noted that the PCG will state English 12 with C+ or equivalent with a link to the website to refer to equivalency. All in favour. **Motion carried.**
ii)	Visual Business Analytics with Tableau	**Motion:** Moved by David and seconded THAT Education Council approves the New Course: CMPT 1501 Visual Business Analytics with Tableau. D. Branter stated that CS thinks there is demand and the need for training in this area. The committee discussed the credit weighting of the course and decided it was correct for an offering in CS. The desirability of such a course in some credential programs was also raised and agreed that this could be valuable but the proposal emphasizes the immediate need for the course. All in favour. **Motion carried.**
iii)	Basic Education: Fundamentals of English	**Motion:** Moved by D. Branter and seconded THAT the Curriculum Committee recommends Education Council approve the new course numbers and sequence for Basic Education Fundamentals of English courses. A. Candela explained currently we have six levels of English and typically we have to give IP grade (In Progress grade) to students at the end of every term because typically it take about three terms for a student to finish. IP grade reflects that the student has achieved some of the outcomes for that particular level but not all of that. Historically we would give the IP grade a few times as necessary until the student had reached the outcomes and can move to the next level. What we would like to do is to split the levels into three sections so that we can recognize the progress that the student has made with the S grade and doing so just makes the amount of time clear to both the student and clear for registration purpose as well. Discussion:

Item	Topic	Discussion
		- P. Yeung inquired how often an IP grade is given to students. A. Candela responded that the goal is to give fewer IP grades would still provide an IP grade if student needed additional time. Each level is the equivalent of one and half years of traditional school years. This approach provides more clarity for the Registrar's Office and Financial Aid, and gives additional points for the students for their progress to be recognized. All in favour. **Motion carried.**
	iv) Advanced Entry Bachelor of Science Nursing – Bridging Courses	**Motion:** Moved by David and seconded THAT Curriculum Committee recommends Education Council approve the new course content for four Advanced Entry Nursing transition courses, new course names for two Advanced Entry Nursing transition courses and credit weighting for one Advanced Entry Nursing transition course. S. Touahria explained that the courses used to be offered at various times throughout the year and we have clustered them together now into a term so that the students take these courses closer to the beginning of the advance entry program. The courses have been updated to reflect changes in technologies, changes in Nursing practice and maternity in Pediatric clinics. An acute clinical has been added to the Health Care assessment course. Previously there was very little contact with Acute care and the reason this was added because mass majority of LPN's that come to apply for advance entry program are coming from residential care work places. What education they did receive in their LPNs in acute care hasn't been consolidated. D. Branter clarified that students should take all the courses together. Discussion: - P. Yeung inquired if a student is already on the waitlist and waiting to complete the four transition courses, let say if they have completed two already but because of the changes, will those changes be a part to those students who haven't complete successfully or entirely for the four transition courses. S. Touahria responded that they had planed for these changes. Currently they are running the last offering of enroll transition to last five students who had all the other courses. So, there is nobody waiting on the waitlist, just one or two more courses. - M. Tunnah commented about transfer credit on the PCG page 155, he suggested Curriculum Committee should have a discussion about wording to avoid confusion for new applicants.

Item	Topic	Discussion
		All in favour. **Motion carried.**
	v) ABE Pathways Advanced Certificate, ABE Pathways Intermediate Certificate, ABE course outlines	**Motion:** Moved by David and seconded THAT Curriculum Committee recommends Education Council approve the ABE Graduation and Intermediate Certificates and updated ABE Course Outlines. T. Thompson presented the two ABE certificates – Intermediate allows students entry into some of the trades program at VCC and Provincial Graduation certificate will allow students to graduate and go into other programs. This is the first that we are offering any kind of certificate in ABE. Discussion: - P. Yeung asked for more clarification on what is the rationale to break certain classes (for example, BIOL 0083 and BIOL 0093) into two parts. David Wells responded that the courses are articulated across the province in this manner, and is largely because the courses don't always have to be taken in a certain order, or students don't always need both parts. - C. Jadranin commented that it will be based on level. There is a breakdown on the assessment; it places you at a half level of English or Math if you take an assessment test. All in favour. **Motion carried.**
	b) Education Policy Committee i) D.3.10 Aboriginal Education Enrolment	**Motion:** Moved by Mike Tunnah and seconded THAT Education Policy Committee provides D.3.10 Aboriginal Education Enrolment policy and procedures to Education Council for information and recommends it be posted for community feedback. Discussion: - Two big changes have been made. First–"The requirement for reserving seats that programs may choose reserve up to two seats" has been changed to "All programs and courses reserve two seats for Aboriginal Students. The limit on seating is a minimum not a maximum." (Page 433 of the package). The other main thing that was discussed about self-identification and choose not to make it a requirement. - C. Jadranin inquired the process for programs with entry selection processes. M. Tunnah noted that the policy on Page 431 states that "Priority registration will be offered to

Item	Topic	Discussion
		Aboriginal students applying to College programs and courses on the understanding that they must meet all of the required prerequisites and criteria for the program or course they are applying to.", so they do have to meet the requirements. - M. Tunnah noted an error in his Information Note with regards to self-identification instead of proof of aboriginal ancestry. The information note will be corrected. All in favour. **Motion carried.**
	ii) C.3.9 Degree Standards	**Motion:** Moved by M. Tunnah and seconded THAT Education Policy Committee provides C.3.9 Degree Standards policy to Education Council for information and recommends it be posted for community feedback. M. Tunnah presented the C.3.9 Degree Standards policy considered to be eliminated. All in favour. **Motion carried.**
	iii) C.1.3 Granting of Credentials	**Motion:** Moved by M. Tunnah and seconded THAT Education Council recommends the Board of Governors approve C.1.3 Granting of Credentials Policy and Procedures. M. Tunnah presented C.1.3 Granting of Credentials Policies & Procedures. It was posted for community feedback and now it's again back to Education Council for recommendation. This policy is back because we inserted the credential post degree diploma as an approved credential on the policy recently. All in favour. **Motion carried.**
	c) Appeals Oversight Committee	No report.
	d) Program Review and Renewal Committee	J. Zakoor gave a verbal update on the Program Review and Renewal Committee. The Committee is continuing their work on moving forward with some short and long term priorities that were identified. More information will be available to share with Education Council at the next meeting.
7.	Chair Report	T. Rowlatt noted that the meeting schedule for next year is included in the package. Notice is being provided for EDCO elections at the December meeting to elect Chair, Vice-Chair, two members of the Executive, and the chairs of all four standing committees.
8.	Next meeting	December 13, 2016,3:30-5:30pm, Room 5025, BWY

Item	Topic	Discussion
9.	Adjournment	The meeting adjourned at 4.45 p.m.

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	Dave McMullen	David Wells
David Branter	Mike Tunnah	Nona Coles	Elle Ting
Taryn Thompson	Paul Yeung	Charly Jadranin	Steven Botel
Shaima Jaff	Jonard Bernardo	Olivia Bridge	Andrew Candela

REGRETS:

| Kathryn McNaughton | Debbie Sargent | Jan Theny | Rick Cyr |

GUESTS:

| Gordon McIvor | Katarina Jovanovic | Jacqueline Shehadeh | Suzanne Touharia |

RECORDING SECRETARY: Harwinder Sekhon

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Todd Rowlatt, Chair
VCC Education Council

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Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31 p.m.
2.	Adopt Agenda	**Motion:** Moved by P. Yeung and seconded THAT the agenda be adopted as presented.
		Item 5d - Update on changes to K-12 curriculum removed from the agenda and will put this item in the January 2017 meeting.
		Couple edits were recommended and will be made.
		All in favour of adopting the agenda as amended. **Motion carried.**
3.	Approve Past Minutes	**Motion:** Moved by P. Yeung and seconded THAT the minutes of November 08, 2016 be adopted.
		Minor changes were recommended and will be made.
		All in favour of revised minutes. **Motion carried.**
4.	Enquiries & Correspondence	There were none.
5.	Business Arising a) Q2 update	K. McNaughton presented the updated Q2 report on 2016/2017 Consolidated Goals, Objectives and Initiatives.
		K. McNaughton mentioned that this report is monitored on a quarterly basis and feeds into next round of planning. The academic plan will be expanded to five year plan rather than a three year which was initially put together for last year's plan. This will give people more time to accomplish bigger projects. The Leadership Team will be reviewing some of the new ideas and objectives that came through VCC day and these will be summarized for discussion at Education Council.
		T. Rowlatt mentioned that the same presentation was made to the Board. The Board members were impressed to see the amount of work that has been done on educational initiatives by all of the departments.

Item	Topic	Discussion
	b) Enrollment Plan update	B. Beacham gave a verbal update on the 2017-18 enrollment plans. Numbers are not quite ready yet and information will be presented to Council at the earliest.
	c) LPN Perioperative Program	J. Gilbert presented the proposal and gave a brief introduction of the new program. The curriculum was originally developed by Vancouver Coastal Health Authority; they have approached VCC to adapt the curriculum as the Ministry of Advanced Education would like to provide this course across the whole Province. VCC received Ministry funding for the first pilot offering. The first intake of the 5 month program is planned for October 2017.
	d) Update on changes to K-12 curriculum	This Item is delayed to the January 2017 EDCO meeting.
	e) Update on Open Door partnership	K. McNaughton gave a verbal update on the Open Door partnership. She clarified that it's an agreement not a partnership, between VCC and Open Door organization regarding using the space in VCC's Downtown Campus 2nd floor. Full time students will not be eligible for the services that Open Door group provides. A public announcement will be made once the Ministry of Social Development approves this project. T. Rowlatt asked for more clarification on the VCC's students' access to the Open Door services. K. McNaughton explained that this organization works with WorkBC, so once the student is no longer in school and is unemployed, then students are eligible for the services that this organization provides.
	f) Sponsorship Policy	T. Rowlatt presented this policy along with the guidelines for evaluating sponsorship proposals and content for information. K. McNaughton clarified that VCC reserves all rights on how they will use the products that have been provided by the sponsors. A. Candela advised that this policy should be brought to VCC Foundation. This policy will be send to the Policy Committee for more recommendations.
6.	Committee Reports	

Item	Topic	Discussion
	a) Curriculum Standing Committee i) VOVI 0840 iOS for the visually impaired	R. Dilek presented this report for a new Visually Impaired Course – iOS for the Visually Impaired VOVI 0840. This course is self-paced non-credit course covered over 96-hours. **Motion:** Moved by D. Branter and seconded THAT Education Council approve the new Visually Impaired Course: iOS for the Visually Impaired VOVI 0840. All in favour. **Motion carried.**
	ii) CAD & BIM	B. McGarvie presented the Decision Note for the new CAD and BIM Diploma program and mentioned that this program will replace the current Drafting Diploma program. **Motion:** Moved by D. Branter and seconded THAT Education Council recommend the Board of Governors approve the New program: CAD and BIM Technician Diploma. Discussion: - P. Yeung questioned about using abbreviations for the title of the program and suggested to keep the full name and abbreviation in the bracket for the title of the program – Computer Aided Drafting & Building Information Modeling (CAD & BIM). B. McGarvie agreed that the full title of this program will be shown on all the PCGs and internet search engines including VCC's website as well. EDCO members voted and decided that the course title needs to be spelled out in full form. - R. Cyr asked if the students can take this program after completing their high school or if they require any additional education. B. McGarvie answered that students can get in into this program after completing their high school. He also mentioned that after completing this 40 weeks diploma program they can start looking for jobs as well. - A. Candela asked about the transferability from first year to the second year and if other institutions offer first year. - T. Rowlatt noted that new grading chart needs to be entered into the package. **Motion to amend:** Moved by P. Yeung and seconded THAT the program name be changed to Computer Aided Drafting (CAD) and Building Information Modelling (BIM) Technician Diploma

Item	Topic	Discussion
		7-3 in favour. **Motion carried.** All in favour of original motion. **Motion carried.**
	b) Policy Standing Committee i) C.1.2 Appeal of Final Grade	T. Rowlatt presented the Information notes for the Policies on behalf of M. Tunnah. **Motion:** Moved by P. Yeung and seconded THAT Education Council approve C.1.2 Appeal of Final Grade Policy and Procedures. Debbie Sargent noted that on page 186, there is wording that needs to be corrected and she noted that the item 29 should be 28c. Minor revisions were made. All in favour. **Motion carried.**
	ii) D.3.5 Prior Learning Assessment & Recognition	**Motion:** Moved by T. Rowlatt and seconded THAT Education Policy Committee provides D 3.5 Prior Learning Assessment and Recognition policy and procedures to Education Council for information and recommends it be posted for community feedback. Discussion: - D. Branter asked for the clarification on the Course Exemption. T. Rowlatt clarified that the Departments can give a course exemption for a variety of reasons. For example course exemption may be granted for students who have had previous experience in a particular course where they have done similar work. All in favour. **Motion carried.**
	iii) Transfer Credit (new policy)	**Motion:** Moved by T. Rowlatt and seconded THAT Education Council recommends that Transfer Credit be posted for community feedback. D. Branter noted that on page 195 of the Information Note under the section discussion the last sentence is incomplete. The complete sentence is "Transfer Credit and PLAR are both coming at the same time".

Item	Topic	Discussion
		All in favour. **Motion carried.**
	c) Appeals Oversight Committee	Debbie Sargent gave a verbal report on the subcommittee meeting, which was on December 1st, 2016.
	d) Program Review and Renewal Committee	Jo-Ellen Zakoor commented that the Program Review and Renewal Committee has been meeting monthly. Jo-Ellen Zakoor presented and discussed the Information Note and the 2016-2017 Approved Curriculum Development Projects.
7.	Education Council Elections	T. Rowlatt turned over the Chair to the Dean of the School of Arts & Sciences, David Wells, to run the election. **Election of EDCO Chair:** First call for nominations: A. Candela nominated T. Rowlatt. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none. By acclamation, Todd Rowlatt was announced the Chair of Education Council. **Election of EDCO Vice Chair:** First call for nominations: T. Thompson nominated Jo-Ellen Zakoor. Nomination accepted. Second call for nominations: There were none. Third call for nominations: There were none. By acclamation, Jo-Ellen Zakoor was announced the Vice Chair of Education Council.

Item	Topic	Discussion
		Election of Officers of the EDCO Executive (2 positions): First call for nominations: 　C. Jadranin nominated Paul Yeung. Nomination accepted. Second call for nominations: 　T. Rowlatt nominated Taryn Thompson. Nomination accepted. Third call for nominations: 　There were none. By acclamation, Paul Yeung and Taryn Thompson were announced the Officers of the Executive of Education Council. **Election of Appeals Committee Chair:** First call for nominations: 　K. McNaughton nominated Debbie Sargent. Nomination accepted. Second call for nominations: 　There were none. Third call for nominations: 　There were none. By acclamation, Debbie Sargent was announced the Chair of the Appeals Committee. **Election of Curriculum Committee Chair:** First call for nominations: 　A. Candela nominated David Branter. Nomination accepted. Second call for nominations: 　There were none. Third call for nominations: 　There were none. By acclamation, David Branter was announced the Chair of the Curriculum Committee. **Election of Education Policy Committee Chair:** First call for nominations:

Item	Topic	Discussion

		J. Zakoor nominated Mike Tunnah. Nomination accepted (via email)
		Second call for nominations:
		    There were none.
		Third call for nominations:
		    There were none.
		
		By acclamation, Mike Tunnah was announced the Chair of the Education Policy Committee.
		
		Election of Program Review & Renewal Committee Chair:
		First call for nominations:
		    K. McNaughton nominated Jo-Ellen Zakoor. Nomination accepted.
		Second call for nominations:
		    There were none.
		Third call for nominations:
		    There were none.
		
		By acclamation, Jo-Ellen Zakoor was announced the Chair of the Program Review & Renewal Committee.

8.	Chair Report	No report.
9.	Faculty Report	No report
10.	Student Representative Report	No report
11.	Pending Items	Update on changes to K-12 curriculum will be discussed at the January meeting.
12.	Next meeting	January 10, 2017, 3:30-5:30pm, Room 5025, BWY-A
13.	Adjournment	The meeting adjourned at 5.27 p.m.

ATTENDEES:

Todd Rowlatt	Jo-Ellen Zakoor	Janet Theny	David Wells
Shaima Jaff	David Branter	Taryn Thomson	Jonard Bernardo
Kathryn McNaughton	Nona Coles	Elle Ting	Rick Cyr
Andrew Candela	Paul Yeung	Charly Jadranin	Debbie Sargent

REGRETS:	Mike Tunnah	Dave McMullen	Olivia Bridge	Steven Botel
GUESTS:	Bruce McGarvie Gordon McIvor	Rita Dilek	Julie Gilbert	Brian Beacham

RECORDING SECRETARY: Harwinder Sekhon

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Todd Rowlatt, Chair
VCC Education Council