VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
January 14, 2020
3:30–5:30 p.m. VCC Broadway Campus, Room 5025

ATTENDANCE

Education Council Members	Regrets
Elle Ting (Chair)	Denise Beerwald
Andrew Candela (Vice Chair)	Shawna Broekhuizen
Brett Griffiths	**Guests**
Dave McMullen	Bruce Clarkson
David Wells (partially via teleconference)	Clayton Munro
Heidi Parisotto	Jacqueline Shehadeh
Jo-Ellen Zakoor	Jennifer Kelly
John Demeulemeester	Karen Brooke
Karen Crossett	Ken Izumi
Lucy Griffith	Lisa Beveridge
Natasha Mandryk	Shirley Lew
Nona Coles	Taryn Thomson
Todd Rowlatt	Tilda Venalainen
	Yulia Gracheva
	Recording Secretary
	Darija Rabadzija

1. **CALL TO ORDER**
   - The meeting was called to order at 3:33 p.m.

2. **ACKNOWLEDGEMENT**
   - E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), x̱ʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. **ADOPT AGENDA**

   > **MOTION:** THAT Education Council adopt the January 14, 2020 agenda as presented.
   >
   > **Moved by B. Griffiths, Seconded & CARRIED (Unanimously)**

4. **APPROVE PAST MINUTES**

   > **MOTION:** THAT Education Council adopt the December 10, 2019 minutes as presented.
   >
   > **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

5. **ENQUIRIES & CORRESPONDENCE**
   - There were none.

6. **BUSINESS ARISING**

   a) **Concept Paper: Teaching Online Certificate**

   K. Brooke and S. Lew presented the concept paper for the Teaching Online Certificate (TOC) program, a redesign of the Certificate in Online/eLearning Instruction (ONEL). The substantial revisions were informed by feedback from the renewal process. The goal was to align hours per credit and credits for

the credential with VCC policy, increase experiential learning opportunities, and integrate the program with the Provincial Instructor Diploma Program (PIDP). Completion of the PIDP is no longer a pre-requisite for the TOC, since some instructors will teach only online. Two PIDP courses are included in the course list; the credits apply towards both the TOC and PIDP.

b) Education Council and Standing Committees: Membership and Recruitment

- E. Ting opened a conversation about the challenge of recruiting student representatives for Education Council. Possible solutions were discussed, including offering a student stipend, outreach at Welcome Days and during classroom visits, and the use of new media (videos). Suggestions were made to reach out to specific student groups, such as Indigenous students and those enrolled in the PIDP.
- D. McMullen noted that a by-election will be scheduled soon to fill both student and support staff vacancies on Education Council.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Health Care Assistant Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Health Care Assistant Certificate program, including two (2) new courses: HRCA 1197 Foundations and HRCA 1292 Common Health Challenges 2.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- L. Beveridge, Department Head Continuing Care, presented revisions based on a request from the Registrar's Office. The goal was to create consistency in course delivery from week to week and alignment with a standard term structure. Course content was moved between terms, and some courses split into two parts. The Registrar's Office requested new numbers for courses with revised credits; T. Rowlatt will update these course numbers after the meeting. One pre-requisite was removed after the Curriculum Committee meeting to allow for a part-time cohort, if funding is secured through the Ministry of Health.

ii) Program Update: Dental Technology Sciences Diploma

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Dental Technology Sciences Diploma program.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- K. Izumi, Department Head Dental Technology, presented the proposal aimed at making the program accessible for international students. Admission requirements now allow for various English language proficiency assessments in lieu of English 12. The in-person dexterity test will no longer be required; instead, students will submit a portfolio and complete an interview in person or via videoconference. Responding to N. Coles question about validation of the portfolio as an aptitude assessment, K. Izumi explained that the portfolio is not a direct equivalent to the dexterity test, but the combination of portfolio and interview allows for vetting of students' relevant skills, interests, and previous experience.

b) Policy Committee

i) Updated Terms of Reference

> **MOTION:** THAT Education Council approve the updated Education Policy Committee Terms of Reference, including a change to the student representative selection process.
>
> **Moved by A. Candela, Seconded & CARRIED (Unanimously)**

- A. Candela reported that community feedback for policy D.4.3 Student Code of Conduct (Non-Educational Matters) closed on January 9, and the policy will be presented to Education Council at a later date. The committee's Terms of Reference were revised to give SUVCC the discretion to appoint student representatives.

c) Appeals Oversight Committee

- L. Griffith reported that Clayton Munro, Dean Indigenous Initiatives, and M. Schram, Assistant Registrar, joined the committee. Tribunal Training Day will take place on February 21, and an announcement will be sent to Department Heads, CUPE, and SUVCC. This event will prepare faculty, students, staff, and administrators to sit on tribunal panels.

d) Education Quality Committee

- T. Rowlatt reported that the callout for CD Fund proposals was sent out last week, with a deadline of February 21. The CTLR will run sessions to support curriculum writers. Committee and D. Wells agreed to continue the automatic $5,000 funding for programs scheduled for renewal. T. Rowlatt and J. Latter will discuss the new program review forms at the next Leaders' Forum.

8. RESEARCH REPORT

- E. Ting reported that the callout for the VCC Research Fund is planned for early February. The fund is adjudicated by the Research Advisory Committee and provides up to $2,500 for individual and $5,000 for multi-departmental research projects.
- A representative from Mitacs presented at Research Day. Mitacs is funded by the federal government and supports students' research internships. E.Ting encouraged applications to this fund, which was only recently opened to students at Colleges.
- The Research Ethics Board is working on course-based reviews in January and February; this type of review eliminates the need for individual approval of each student project in a course.

9. CHAIR REPORT

- E. Ting reported that the Academic Governance Council meeting is planned for April, and encouraged members to bring forward topics for discussion.

10. STUDENT REPORT

- No report.

11. BUSINESS ARISING (CONTINUED)

a) Affiliation Agreement with Vancouver Film School (VFS)

> **MOTION:** THAT Education Council approve the Affiliation Agreement with Vancouver Film School (VFS).
> **Moved by L. Griffith, Seconded & CARRIED (7 in favour, 1 opposed, 3 abstentions).**
> The item will move forward to the Board of Governors for joint approval.

- S. Lew presented the affiliation agreement governing the joint delivery of the VR/AR Design and Development Diploma by VCC and VFS. The document was sent separately to Education Council members. S. Lew highlighted that VFS, as a private institution, is regulated by the BC Private Training Institutions Branch (PTIB) through the Ministry of Advanced Education, Skills & Training under the Private Training Act. Key points of the agreement include jointly managed admissions; full access to the services of the institution in which students are currently registered; and continuous access to VCC's Indigenous student services, library, and network throughout the program. Credits will be block transferred to VCC, which will grant the credential. An Oversight Committee will be established with representatives from both institutions. The three-year agreement will be reviewed annually and includes a one-year exit option.

- The discussion centered on the fundamental question of partnering with a private, for-profit institution.
- Education Council members raised several questions, which were addressed by S. Lew, D. Wells, and D. McMullen:
  - Accommodations at VFS: With students' agreement, details of accommodations will be shared with VFS without disclosing the nature of the disability. VFS has the same Duty to Accommodate as a public institution.
  - Comparison with other VCC public/private partnerships: This is VCC's first partnership with a private institution (except for Native Education College NEC). VFS has agreements with other public institutions, including University of the Fraser Valley and Capilano University. The Ministry is generally encouraging of private/public partnerships.
  - Access: Proximity between VCC and VFS campuses will ease students' access to support services. The pre-requisite courses at VCC complement the VFS offering and enable more students to enter the VR/AR field. Care was taken to ensure the program is student-loan eligible to make it financially accessible.
  - Concerns within the Science department: The department held a meeting to discuss concerns, including the philosophical question of partnering with a private institution, maintaining VCC's reputation and quality of education in a partnership, and cost of tuition. The department did not reach consensus, but voted to bring the proposal forward to governance for discussion of these issues.
- B. Clarkson, a long-standing faculty member in UT Science, joined the discussion. He dissented during the departmental vote and summarized his concerns:
  - Financial Considerations: lack of affordability/cost of tuition; for-profit model of private institutions; unclear start-up costs and financial risk for the College; need for funding in other department areas and for upgrades to existing technology
  - Reputation: mixed online reviews from VFS students
  - Alternative partnerships: question why the Centre for Media Design, an amalgamation of public institutions, was not approached
  - Labour Market: decreased demand for graduates if jobs move overseas
  - Connection to other VCC offerings: instead of feeding into internal programs, this program diverts students to a different institution
  - Employment conditions: different working conditions for faculty at VFS compared to VCC

J. Shehadeh joined the conversation and responded to B. Clarkson's concerns:
  - Financial Considerations: The cost for running highly technical programs is reflected in tuition, both at private and public institutions. D. Wells added that this agreement entails relatively low risk and start-up costs for VCC.
  - Reputation: J. Shehadeh met with all students in the first cohort of the VFS VR/AR program and received very positive student feedback. D. McMullen added that private institutions are subject to education quality standards assessment and regulation.
  - Alternative partnerships: Conversations with VFS started in a serendipitous way, and no other institution in the Lower Mainland, including the Centre for Media Design, offers this type of program. D. Wells added that this agreement could open opportunities for other partnerships, and the new courses will contribute to VCC's Associate Degree offerings.
  - Labour Market: The program provides transferrable skills that can be used in other fields, such as the gaming or TV industries.

Additional questions from Education Council members were addressed by D. McMullen, D. Wells, and J. Shehadeh:

- Higher tuition for VCC courses compared to other UT courses: The current forecast is based on smaller classes at the outset, and tuition still needs to go through Finance and Audit Committee (FAC).
- Health Benefits/UPass: These are administered by SUVCC, consistent with other programs.
- Oversight Committee: This committee will most likely consist of administrators and faculty of both institutions, and possibly industry partners. Similar committees are already in place with SFU and Douglas College.
- Complaints Process at VFS: Processes are in place as required by the Private Training Act. Additional requirements apply to accredited (as opposed to certified) institutions such as VFS.
- Program Advisory Committee: A PAC already exists for VFS' current program; if a PAC is formed with VCC, it will be similar to the Oversight Committee.
- Alignment of affiliation agreement and program content guide: The interview requirement needs to be clarified, and international student information and term progression GPA added to the PCG.
- Instructors: A new instructor needs to be hired for two of the new courses; hiring criteria will be developed according to standard processes.

b) New Program: VR/AR Design and Development Diploma

MOTION:	THAT Education Council approve the curriculum for the new VR/AR Design and Development Diploma program, and recommend the Board of Governors approve the credential.
Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)	

- T. Rowlatt reported about the thorough discussion at Curriculum Committee. Committee requested adding a program learning outcome around transferrable skills, rewording of the VFS course learning outcomes, and clarification of attendance and professionalism requirements. All changes were completed. Final edits will be made after the Education Council meeting to ensure alignment of the program content guide with the affiliation agreement (see 11 a).

12. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 11, 2020, 3:30-5:30 p.m., in room 240 at the Downtown Campus.

MOTION:	THAT Education Council adjourn the January 14, 2020meeting.
Moved by E. Ting, Seconded & CARRIED (Unanimously)	

- The meeting was adjourned at 5:27 p.m.

APPROVED AT THE FEBRUARY 11, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
February 11, 2020
3:30–5:30 p.m. VCC Downtown Campus, Room 240

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Claire Sauvé
Andrew Candela (Vice Chair)	Dennis Innes
Brett Griffiths	Francesco Barillaro
Dave McMullen	Jennifer Gossen
David Wells	John Lewis
Denise Beerwald	Mehran Jamshidi
Jo-Ellen Zakoor	Patris Aghakian
John Demeulemeester	Sara Yuen
Lucy Griffith	Shaun Wong
Nona Coles	Shirley Lew
Todd Rowlatt	Taryn Thomson
Regrets	Tilda Venalainen
Heidi Parisotto	Ysabel Sukic
Natasha Mandryk	
Recording Secretary	
Darija Rabadzija	

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the February 11, 2020 agenda as presented.
>
> **Moved by D. Wells, Seconded & CARRIED (Unanimously)**

4. APPROVE PAST MINUTES

> **MOTION:** THAT Education Council adopt the January 14, 2020 minutes as presented.
>
> **Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

5. ENQUIRIES & CORRESPONDENCE

- E. Ting responded to an inquiry by the Academic Governance Council about how Continuing Studies fit into VCC's governance system.

6. BUSINESS ARISING

a) Concept Paper: VCC TESOL Certificate – Level 1

- F. Barillaro and S. Yuen presented the concept paper for the redesign of the program, based on recommendations arising from the 2018/19 renewal following the program's suspension in 2018. TESOL programming will be delivered in two levels, with the launch of Level 1 planned for January 2021. Planning for Level 2 will move forward once a TESOL department is set up. Following one of the main recommendations, the program will be moved into the School of Instructor Education (SIE). The renewed programming will continue to meet TESL Canada's accreditation requirements and align with TESL's Standards 1 and 2.
- Responding to T. Rowlatt's questions about timelines and the College's operational commitment to the program, F. Barillaro explained that the first step is the involvement of SIE.
  A. Candela supported more release time for practicum supervision. Responding to E. Ting, S. Yuen explained that previous PAC members could be approached to form a new PAC.

b) Annual Update/Report Deans and Directors

- Deans and Directors presented their departments' accomplishments from 2019/20 and priorities for 2020/21. Presentations were made by J.-E. Zakoor, Dean of Health Sciences; J. Gossen, Director of International Education; D. Innes, Dean of Hospitality, Food Studies & Applied Business; and C. Sauvé, Interim Dean of Continuing Studies.
- Responding to questions, J.-E. Zakoor explained that while resources are available for upcoming accreditations, capital is needed to update simulation labs in Building B. Despite high labour market demand, e.g. for Health Care Assistants, domestic enrolment is a challenge. Strategies to increase enrolment include promotion of laddering options and international recruitment.
- C. Sauvé clarified the process for industry to initiate development of new Continuing Studies courses.
- J. Gossen reported on expanded support for international students, including advising related to immigration and work with SUVCC on events that bring international and domestic students together.
- D. Innes identified challenges for domestic enrolment in his area, including a lack of awareness of advancement opportunities in hospitality and culinary careers.

c) Draft Enrolment Plan 2020-21

- P. Aghakian presented the draft enrolment plan. This year information was added regarding programs that contribute to ITA or AVED targets.
- Responding to questions, J. Gossen explained that no significant increase was budgeted for International; there may be additional cohorts, but no new program launches in 2020/21.
  P. Aghakian clarified that Continuing Studies (CS) projections are based on the previous year's enrolment, and CS will be included in the final draft of the plan. D. Wells noted that numbers are close to meeting AVED targets for priority seats, but less so for non-targeted seats. E. Ting asked for the final enrolment plan to be presented to Education Council in March before the upcoming Board meeting.

d) Annual Update on Affiliation Agreements

- D. Wells presented an update on affiliation agreements. He emphasized the importance of clearly differentiating between various types of agreements. Clarifying terminology will be part of the upcoming review of policy C.3.10 Affiliation Agreements.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Professional Cook 1 Certificate (EAL Cohort)

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Professional Cook 1 Certificate (EAL Cohort) program and five courses.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- Y. Sukic and D. Innes presented the proposal, which includes a restructured EAL portion with an increased number of credits (from 8 to 18). In order to avoid a significant tuition increase for students, Ministry funding is being sought. The proposal went through Curriculum Committee in May 2019 and is being presented to Education Council at this point, since the department plans to run a cohort in September 2020. Work is still in progress to secure funding.

ii) Program Update: Business and Project Management Post Degree Diploma

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Business and Project Management Post Degree Diploma program.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- M. Jamshidi, Department Head Project Management, and D. Innes presented the proposal to remove the math requirement and the IELTS writing score of 6.5 from the admission requirements. This change brings the program in alignment with the Canadian Business Management Post Degree Diploma.

iii) Omnibus Motion: Admission Requirements and PLAR Language

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the updated Admission Requirements and Prior Learning Assessment & Recognition (PLAR) language for programs.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the omnibus motion to standardize formatting of admission requirements and PLAR language as part of the Curriculum Style Guide project. The guidelines were previously presented to Curriculum Committee and Education Council. Updated language was approved by departments; programs with outstanding approvals will be presented at a later date. Once the omnibus motion is approved, updates will be made administratively in CourseLeaf, without changing effective dates.

iv) Update: Minor Curriculum Changes 2019

- T. Rowlatt presented an information note on minor changes approved by Curriculum Committee in 2019. Updates will be provided every six months going forward.

b) Policy Committee

- A. Candela reported that committee is reviewing policy terms with multiple definitions, with the goal of synthesizing these definitions. Recommendations will be reviewed by policy sponsors. Policies D.4.3 Student Code of Conduct (Non-Educational Matters) and D.4.5 Student Educational Conduct will be discussed at the next meeting.

c) Appeals Oversight Committee

- L. Griffith reported that over 50 participants are expected at Tribunal Training Day on February 21. The event was promoted at Welcome Days, Leaders' Forum, in departments, and via email.

d) Education Quality Committee

i) Updated Program Renewal Schedule

- T. Rowlatt presented a minor revision to the program renewal schedule. The ASL & Deaf Studies renewal was moved ahead to 2020/21, and the CACE renewal postponed until 2021/22.

- T. Rowlatt reported on a recent update to the guidelines, allowing for funding to fully transition courses to online delivery, including the development of online teaching and learning materials. D. Wells and committee supported this change in recognition of the amount of work required for online development. The deadline to submit proposals is February 21. Several meetings are scheduled for Deans' presentations of action plans and CD Fund proposals.

iii) Program Renewal Report: Music Degree and iv) Accreditation Report: OPTA

- T. Rowlatt presented the reports for information.

8. RESEARCH REPORT

- E. Ting announced that applications for the VCC Research Fund can be submitted until March 2, for up to $2,500 for individual and $5,000 for interdepartmental research projects.
- The Research Ethics Board has received a high volume of reviews, including full-board reviews, leading to longer processing times.

9. CHAIR REPORT

- E. Ting reported that items being presented for approval at the February 19 Board of Governors meeting include the VR/AR Design and Development Diploma, the Early Childhood Care and Education Diploma (International Cohort), and the Affiliation Agreement with Vancouver Film School.
- S. Broekhuizen has resigned from Education Council. By-elections are taking place to fill vacancies (four student seats, two support staff seats, and one College-at-large faculty seat).

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 10, 2020, 3:30-5:30 p.m., at the Broadway Campus, room 5025.

> **MOTION:** THAT Education Council adjourn the February 11, 2020 meeting.
>
> **Moved by E. Ting, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:13 p.m.

APPROVED AT THE MARCH 10, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
March 10, 2020
3:30–5:30 p.m. VCC Broadway Campus, Room 5025

ATTENDANCE

Education Council Members	Regrets
Elle Ting (Chair)	Brett Griffiths
Andrew Candela (Vice Chair)	Heidi Parisotto
Dave McMullen	**Guests**
David Wells	Patris Aghakian
Denise Beerwald (via teleconference)	Phoebe Patigdas
Jo-Ellen Zakoor	Shirley Lew
John Demeulemeester	Taryn Thomson
Lucy Griffith	Yulia Gracheva
Natasha Mandryk (via teleconference)	**Recording Secretary**
Nona Coles	Darija Rabadzija
Todd Rowlatt	

1. CALL TO ORDER

- The meeting was called to order at 3:36 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION:	THAT Education Council adopt the March 10, 2020 agenda as amended. J.-E. Zakoor requested adding item 6e) COVID-19 update.
	Moved by A. Candela, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION:	THAT Education Council adopt the February 11, 2020 minutes as presented.
	Moved by D. Wells, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- E. Ting reported that VCC will host the Academic Governance Council meeting on May 25.

6. BUSINESS ARISING

a) Deans and Directors

- Deans and directors presented their departments' accomplishments from 2019/20 and priorities for 2020/21. Presentations were made by D. McMullen, Registrar, and S. Lew, Dean of Library, Teaching & Learning Services.
- Responding to A. Candela, D. McMullen clarified that, while there is a move toward online registration, the College will continue to provide different registration options.

- S. Lew will present on the School of Arts and Sciences at an upcoming Education Council meeting; EAL and LINC will be included in this presentation, although these departments have been moved under Library, Teaching & Learning Services.

b) Enrolment Plan 2020/21

> **MOTION:** THAT Education Council recommends the Board of Governors approve the 2020/21 Enrolment Plan with additional amendments to specific numbers as discussed.
>
> **Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

- P. Aghakian presented the final draft of the Enrolment Plan, including actual registrations as of February 28, 2020, and projections for Continuing Studies based on the previous year's enrolment. P. Aghakian explained that international cohort programs are listed under the Centre for International Education (CIN), while international registrants in programs with mixed domestic and international cohorts are attributed to the home school.
- A. Candela inquired why some areas that fell short of projections still project growing enrolment. D. Wells explained that projections have a margin built in to allow for growth, but targets are set at numbers the College is expected to be able to achieve. The Ministry views 90% seat utilization as "substantially achieving" the target.
- A. Candela inquired about Basic Education's budgeted registrations for 2020-21, which are less than last year's actuals. D. Wells responded that this is an error and will be corrected. He will also review other areas in Arts & Sciences (including Community & Career Education, CCED Part Time Courses, Access to Careers & Education, CF Humanities/Math/Sciences, ABE Lab, UT Math/Computing) that have lower projections for 2020-21 than actuals in 2019-20. D. Wells clarified that some of these numbers are projected lower to provide a buffer and balance out areas that may fall short. Due to long waitlists, the Ministry provided one-time funding for an additional cohort in CACE, which boosted numbers last year.
- L. Griffith requested a review of the numbers for Heavy Duty/Commercial Transport, since no international registrations were budgeted for this area, despite its international cohort programs. D. Wells will follow up with Finance.
- T. Rowlatt inquired about involvement of department leaders in the enrolment planning process. P. Aghakian explained that previously, deans discussed the previous year's actuals with the Registrar's Office and Finance, requested department leader input, and then finalized numbers with Finance. This process changed about three years ago and is now driven by Finance. D. Wells noted that this change was made to ensure more financially accurate projections. T. Rowlatt emphasized the importance of involving departments in the process, and D. McMullen agreed that this point will be discussed during the debrief of this year's enrolment planning process.
- D. Wells will review the numbers for the noted programs in Arts & Sciences and Heavy Duty/Commercial Transport. The amended Enrolment Plan will be sent out to Education Council members before presentation to the Board of Governors.

c) Budget Update

- D. Wells presented the draft budget; slides from the Budget Town Hall meetings in February are posted on myVCC (https://employee.vcc.ca/departments/administration/finance/reports/). The budget will be presented at the next Board meeting.
- International tuition revenue is expected to surpass domestic tuition, but is still lower than at other institutions. Provincial government funding constitutes less than 50 percent of budgeted revenue, and this proportion is expected to continue to decrease.
- T. Rowlatt inquired about funding for new programs, which present an opportunity for growth and increased revenue. D. Wells responded that there are discussions about providing resources for Indigenization, intercultural support, and new programs, if funds are available.
- Several Education Council members felt it would be beneficial if the budget was presented to Education Council by the VP Admin & CFO, as it was in the last several years. This would allow a

discussion with Finance regarding topics such as barriers to international enrolment in VCC's apprenticeship programs, and opportunities to expand VCC's presence into the Fraser Valley. D. Wells will take back this feedback. N. Coles left the meeting at 5:18 p.m.

d) Academic Plan 2020-2023

> **MOTION:** THAT Education Council recommends the Board of Governors approve the 2020-23 Academic Plan.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- D. Wells presented the Academic Plan for 2020-2023 as a transitional plan, with the College shifting from the Integrated College Plan (ICP) to the Academic Master Plan and Strategic Innovation Plan (SIP). The Academic Plan focuses on the ICP's Key Success Drivers #1 and #5, educational quality and business development, which are pertinent to academic programming areas. KSDs 2-4 (operational excellence, financial stability and sustainability, and reputational management) were removed, since they will be addressed as part of the high-level SIP. The time frame was shortened from five to three years, which is more practicable for projections. The overall structure will be similar, but more thematic to align with priorities in the Academic Master Plan including PLAR, Work-Integrated Learning, Indigenization, and UDL.

e) COVID-19 Update

- J.-E. Zakoor referred council members to regular Emergency Operations Centre updates on the website. There are discussions about international students who may not be able to travel back to Canada, and other students who are unable to continue their studies. D. Wells added that business continuity plans have been submitted by most departments.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Computer Systems Technology Diploma

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Systems Technology Diploma program content guide.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal to switch from a term structure to a list of courses required to graduate. This change makes it easier to insert students, offer courses more flexibly, and provide part-time options.

ii) Program Update: Graphic Design Diploma

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Graphic Design Diploma program content guide, revisions to 24 course outlines, and the creation of 11 new courses: VCDP 1133 Design Thinking, VCDP 1253 Video Production 1, VCDP 1283 Wordpress 1, VCDP 1292 Guided Design Exploration, VCDP 1293 Mini-Portfolio, VCDP 2312 Digital Image 2, VCDP 2325 Studio 1: Fundamentals, VCDP 2445 Video Production 2, VCDP 2455 Studio 2: Special Topics, VCDP 2465 Studio 3: Specialization, and VCDP 2495 Collaborative Capstone.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal including significant revisions, mostly to web design and user experience courses. A major change was removing the option to exit with a certificate after one year, since more time is required to fully prepare students for success in the field. Curriculum Committee requested some adjustments, which were completed.

iii) Course Deactivations: Graphic Design Diploma

MOTION:	THAT Education Council approve the deactivation of nine courses, effective December 2021: VCDP 1141 Client Designer Management, VCDP 1252 Image and Video, VCDP 1282 Wordpress Foundation, VCDP 2310 Advanced Image & Photography, VCDP 2311 Studio Business Practices, VCDP 2321 Studio 1 with Advanced Type, VCDP 2451 Studio 2 with Web Production, VCDP 2461 Studio 3 with Web Content, and VCDP 2471 Studio 3 with Print.
Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)	

- T. Rowlatt presented the proposal to deactivate nine older courses effective December 2021, as part of the revisions to the Graphic Design Diploma program.

iv) Course Deactivations: Health Care Assistant Certificate

MOTION:	THAT Education Council approve the deactivation of six courses from the Health Care Assistant Certificate, effective December 2020: HRCA 1193 Personal Care & Assistance 1, HRCA 1194 Common Health Challenges, HRCA 1195 Health & Healing, HRCA 1196 Clinical 1, HRCA 1290 Personal Care & Assistance 2, and HRCA 1390 Clinical 2.
Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)	

- T. Rowlatt presented the proposal to deactivate six courses effective December 2020, as part of the revisions to the Health Care Assistant Certificate program approved by Education Council in January 2020.

b) Policy Committee

- No report.

c) Appeals Oversight Committee

- L. Griffith reported that Tribunal Training Day on February 21 was a success, with a total of 46 participants, including 10 committee members. Participant feedback was positive, and 21 employees and 3 students signed up for the roster of tribunal panel members. Training materials will be posted on myVCC.
- The committee will now work on a process to track appeals and report back to EdCo, as well as develop training and a resource package for appeal tribunal chairs.

d) Education Quality Committee

- T. Rowlatt reported that three meetings were held for deans' action plan and CD Fund proposal presentations. CD Fund adjudication took place today, and results will be reported to EdCo in April.

8. RESEARCH REPORT

- E. Ting reported that seven applications were submitted for the VCC Research Fund; adjudication begins tomorrow.

9. CHAIR REPORT

- E. Ting reminded council members that voting for the EdCo by-elections starts tomorrow. Another faculty member, Janet Theny, was added to the list of candidates.

10. STUDENT REPORT

- P. Patigdas reported that SUVCC is working on the Period Promise and Moose Hide campaigns. The Grants Not Loans campaign was successful; the B.C. Access Grant was introduced. J.-E. Zakoor inquired about student concerns regarding COVID-19 and noted that counselling is available.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on April 14, 2020, 3:30-5:30 p.m., in room 240 at the Downtown campus.

> **MOTION:** THAT Education Council adjourn the March 10, 2020 meeting.
>
> **Moved by E. Ting, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:38 p.m.

APPROVED AT THE APRIL 14, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
SPECIAL MEETING MINUTES
March 18, 2020
12:30–1:30 p.m. Videoconference

ATTENDANCE

Education Council Members	Regrets
Elle Ting (Chair)	Brett Griffiths
Andrew Candela (Vice Chair)	John Demeulemeester
Dave McMullen	Nona Coles
David Wells	**Guests**
Denise Beerwald	Shirley Lew
Heidi Parisotto	**Recording Secretary**
Jo-Ellen Zakoor	Darija Rabadzija
Lucy Griffith	
Natasha Mandryk	
Todd Rowlatt	

1. CALL TO ORDER

- The meeting was called to order at 12:33 p.m. The meeting was conducted via videoconference.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. BUSINESS ARISING

a) COVID-19 Response: Transitioning Instruction to Alternate Delivery Methods and Implications for Governance

- Education Council discussed governance implications of transitioning to alternate delivery methods in response to the COVID-19 pandemic, in the context of directives from public health authorities and indefinite K-12 school suspensions in B.C.

Emergency Operations Centre (EOC) Working Group

- D. Wells reported on the EOC working group meeting on March 16, 2020 to discuss plans for alternate delivery of courses. Face-to-face instruction was mostly suspended as of Tuesday until the end of this week. The current directive of health authorities is that campuses can remain open, but instruction should move online where possible. Some program areas may still require limited face-to-face instruction. Third-party regulators, such as the ITA and Health education regulators, are adjusting their requirements to support students in completing programs.

- Departments are working on filling out a spreadsheet for about 1400 active courses with plans for alternate delivery formats. Deans and operations managers should receive this information by the end of today. The working group will review the information to decide which programs can continue, and in which format, and will compile a report.

- Discussions about enrolment for classes starting after March 23 are underway; in addition to alternate delivery formats, the impact of reduction or elimination of face-to-face services (registration, library, etc.) needs to be taken into consideration.

Considerations for Governance

- Education Council discussed the need to allow for timely adjustments to curriculum, which would normally require governance approval (adjusting evaluation plans, resequencing courses, and changing assessments), in order to enable alternate delivery methods.

- E. Ting suggested creating a provisional approval process, similar to course-based approvals by the REB, where departments would be given authority to make decisions after specific conditions for approval have been agreed upon. There was consensus that Education Council needs to be informed of changes, but several council members felt that the urgency of the situation and the challenge of managing day-to-day operations precluded creating an additional process.

- There was agreement to recognize the authority of the EOC planning group to make decisions during this emergency, with the provision that all changes are documented and records provided to Education Council for later review.

- The comprehensive spreadsheet compiled by the EOC working group will be shared with Education Council. E. Ting requested including a column to provide a rationale for changes, and emphasized the importance of conducting and capturing thorough department consultations on changes.

- To ensure communication between the EOC working group and EdCo, the EdCo Assistant will be included in EOC working group meetings/communications, in addition to EdCo members E. Ting and T. Rowlatt, who are already part of the working group.

- Education Council appreciated the faculty-driven process to adjust delivery methods, with the data collected in the spreadsheet providing an opportunity to share creative ideas and evaluate the success of different approaches. L. Griffith emphasized the importance of staying connected with students and departments to prevent feelings of isolation, and encouraged departments to support each other with online delivery. S. Lew reported that the CTLR is offering four Zoom learning sessions and is planning additional workshops. T. Rowlatt suggested a newsletter as a way to share ideas and positive stories of collaboration.

4. NEXT MEETING AND ADJOURNMENT

- The meeting was adjourned at 1:28 p.m. Upcoming EdCo and Standing Committee meetings will be conducted via Zoom.

APPROVED AT THE APRIL 14, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
SPECIAL MEETING MINUTES
March 30, 2020
11:30–1:00 p.m., Videoconference

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Amber Ariss
Andrew Candela (Vice Chair)	Andrew Dunn
Ali Oliver	Bonnie Chan
Brett Griffiths	Claire Sauvé
Dave McMullen	Clayton Munro
David Wells	Dennis Innes
Denise Beerwald	Jennifer Cummins
Heidi Parisotto	Jennifer Gossen
Jessica Yeung	Les Apouchtine
Jo-Ellen Zakoor	Lindsay Tiemer
John Demeulemeester	Lucia Zabrieszach
Julie Gilbert	Melinda Schram
Lucy Griffith	Nicole Degagne
Marcus Ng	Pervin Fahim
Natasha Mandryk	Phoebe Patigdas
Nona Coles	Rachel Warick
Shane McGowan	Shirley Lew
Sukhmanjot Singh	Taryn Thomson
Todd Rowlatt	Yulia Gracheva

Regrets	Recording Secretary
Lisa Hunter	Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 11:30 a.m. The meeting was conducted via videoconference. E. Ting welcomed new Education Council members A. Oliver, J. Yeung, M. Ng, J. Gilbert, S. Singh and S. McGowan.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the March 30, 2020 agenda as presented.
>
> **Moved by D. Wells, Seconded & CARRIED (Unanimously)**

4. BUSINESS ARISING

a) Education Council and Standing Committee Process Adjustments

- E. Ting opened the discussion on adjusting governance processes to address the need for timely responses to the COVID-19 pandemic. One example is the current proposal for revisions to policy C.1.1 (item 4c), which did not go through the standard process outlined in policy A.3.2 Policy Development

and Maintenance. While N. Degagne is currently reviewing policy A.3.2, revising this policy will take time, and an alternative process to fast-track urgent changes needs to be adopted in the meantime.

- Education Council agreed to the following:

  o The minimum notice requirement for meetings will be reduced from one week to two days (with exceptions for urgent responses required by the ministry or health authorities).

  o A two-thirds majority vote will be required to approve changes made outside of standard policies and procedures; quorum remains the same. The rationale is to ensure broader consensus and increased control in situations with very tight timelines.

  o Provisional changes made in response to the current crisis will have a (preliminary) end date, where appropriate.

  o Changes will be tracked by the EdCo Chair and EdCo Assistant and revisited by Education Council at a predetermined date and/or at the end of the medical crisis.

  o Decisions will be made in meetings via videoconference, rather than via email.

- T. Thomson requested a statement be sent out to provide clear guidance to faculty, outlining what emergency measures EdCo is taking. E. Ting will present a note detailing EdCo's process adjustments at the next meeting on April 14.

b) Alternative English Language Proficiency (ELP) Assessment

> **MOTION:** THAT Education Council approve a pilot program, in the form described, using the Duolingo English Test as an option for demonstrating English Language Proficiency for admissions for the 2020/21 year.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- D. McMullen presented the proposal, developed in collaboration with C. Munro, to accept the online Duolingo English Test as an alternative way to assess English Language Proficiency (ELP). The rationale is that, since VCC's Assessment Centre is closed due to the COVID-19 pandemic, an alternative is required to allow for continued student assessment and registration. Duolingo is currently the only available online assessment option, and is employed by several other institutions.
  T. Rowlatt added that the current proposal is for a one-year pilot. Details on the Duolingo English Test, including testing conditions, are outlined here: https://testcenter.zendesk.com/hc/en-us.

- R. Warick suggested supplementing the test with an interview. D. McMullen responded that implementing an additional interview process is not feasible in the short time frame and in view of the large number of registrants. L. Apouchtine added that SFU is accepting the Duolingo English Test for undergraduate admission, without any additional assessments.

- R. Warick offered to contact Cell-Ed, the company that developed VCC's mlearning app, if there is interest in developing an in-house online assessment option based on Canadian Language Benchmarks (CLB). R. Warick will connect with C. Munro.

- E. Ting inquired about transfer options for students assessed through Duolingo; D. Wells did not expect an impact on course transferability, since it is based on course learning outcomes.

- Responding to J. Demeulemeester's question about LINC, D. McMullen explained that a new registration process is being developed for continuing students. New students cannot be accepted for the next intake due to public health orders; alternatives to the usual in-person registration process need to be developed. T. Rowlatt added that due to Immigration, Refugees and Citizenship Canada (IRCC) restrictions, Duolingo is not accepted as an assessment for entry to LINC.

- Responding to A. Candela, C. Munro clarified that using Duolingo creates a separate assessment pathway for students, independent of VCC's Assessment Centre.

- Education Council approved the motion unanimously. After the vote, J. Demeulemeester suggested limiting the pilot to the duration of the medical crisis. He expressed concern that the use of this external assessment constitutes outsourcing, which could negatively impact employment for both faculty and staff. T. Thomson echoed concerns about potential job losses. J. Demeulemeester agreed to the one-year time frame, under the provision that the pilot is then reviewed within the context of the original decision. E. Ting confirmed that the pilot will be reviewed in twelve months, and was open to an earlier review if circumstances change.

c) Revisions to C.1.1 Grading, Progression, and Withdrawal Policy and Procedures

> **MOTION:** THAT Education Council approve, with changes approved at this meeting, revisions to C.1.1 Grading, Progression and Withdrawal policy and procedures to add the Aegrotat course standing.
>
> **Moved by A. Candela, Seconded & CARRIED (with one (1) opposed)**

- T. Rowlatt presented the proposal to add the Aegrotat course standing to the policy and procedures. The Aegrotat was removed several years ago, since it was rarely used. The goal is not to use it widely, but to provide this option in appropriate cases. D. McMullen cautioned that adding the Aegrotat to C.1.1 should not be time limited, since the course standing will need to remain on transcripts.

- The definition for "Aegrotat" was adapted from UBC's definition. A. Candela added that the revisions were sent out to Education Policy Committee members, who suggested rewording the definition by replacing "medical, emotional, or other difficulties" with the more general "unforeseen circumstances," as well as adding a note that students still need to meet the requirements of external regulatory bodies. D. McMullen requested adding consultation with the Registrar's Office to ensure appropriate use of the Aegrotat. Education Council agreed on the following definition:

  o Aegrotat: A course standing that allows a student credit for a course even though the course requirements have not been completed due to unforeseen circumstances. This standing is awarded only if the course instructor and the Dean agree, in consultation with the Registrar's Office, that the student has demonstrated the capacity to deal with the course material satisfactorily, and that the student still meets the requirements of external regulatory bodies

- D. McMullen clarified that students receive credit for the course, but the grade is not included in VCC's GPA calculation. The transcript shows a letter grade with a notation of "(AEG)" after the grade. Responding to D. Beerwald, D. McMullen noted no concerns about the Aegrotat impacting transferability; however, each receiving institution determines its own GPA calculation and requirements.

d) Withdrawal Process for Students

- E. Ting opened a conversation around the withdrawal process for students who are unable to make the transition to online learning. VCC has extended withdrawal deadlines for those currently enrolled up to the final day of class. E. Ting expressed concern around negative connotations of a 'W' grade for students. D. McMullen noted that some institutions are considering allowing withdrawals even after the final grade has been issued.

- Responding to J. Demeulemeester, S. McGowan explained that the refund policy has not changed; D. McMullen added that the Ministry's directive is to minimize refunds.

- Responding to A. Candela, D. McMullen explained that courses students have withdrawn from in the current situation will not count towards the limited number of repeats; rules around 'In Progress (IP)' grades have not been reviewed yet.

e) Pass/Fail Grading

- E. Ting and N. Mandryk opened the discussion on pass/fail grading, which has been introduced by several Canadian universities. These institutions mostly allow students to choose between a grade and pass/fail.

- Responding to E. Ting, D. Wells clarified that pass/fail grading has not been discussed at VCC's Emergency Operations Centre. D. McMullen added that there is some opposition to this grading system, and students petitioned the University of Alberta to allow students the choice between a grade and pass/fail. Introducing pass/fail grading would create a large operational workload and may be opposed by students applying for scholarships or other programs, and those who achieved high grades.

5. NEXT MEETING AND ADJOURNMENT

- The next regular Education Council meeting will be held on April 14, 2020, 3:30-5:30 p.m., via videoconference.

> **MOTION:** THAT Education Council adjourn the March 30, 2020 meeting.
>
> **Moved by N. Coles, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 12:53 p.m.

APPROVED AT THE APRIL 14, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
SPECIAL MEETING MINUTES
April 6, 2020
11:00 a.m.–12:00 p.m., Videoconference

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Bonnie Chan
Andrew Candela (Vice Chair)	Claire Sauvé
Brett Griffiths	Dennis Innes
Dave McMullen	Jennifer Gossen
David Wells	Les Apouchtine
Denise Beerwald	Lucia Zabrieszach
Heidi Parisotto	Nicole Degagne
Jessica Yeung	Pervin Fahim
Jo-Ellen Zakoor	Phoebe Patigdas
John Demeulemeester	Shirley Lew
Julie Gilbert	Taryn Thomson
Lucy Griffith	Yulia Gracheva
Marcus Ng	
Natasha Mandryk	
Nona Coles	
Shane McGowan	
Todd Rowlatt	

Regrets	Recording Secretary
Ali Oliver	Darija Rabadzija
Lisa Hunter	
Sukhmanjot Singh	

1. CALL TO ORDER

▪ The meeting was called to order at 11:01 a.m. The meeting was conducted via videoconference.

2. ACKNOWLEDGEMENT

▪ E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the April 6, 2020 agenda as presented.
>
> **Moved by A. Candela, Seconded & CARRIED (Unanimously)**

4. BUSINESS ARISING

a) Oversight of Curriculum Changes during COVID-19 Pandemic

▪ E. Ting presented the decision note, drafted by the EdCo Executive, for discussion. The goal was to outline alternative processes to fast-track urgent curriculum changes required to adjust to the COVID-19 pandemic, while ensuring appropriate consultation and documentation going forward. Main discussion points included:

- Role of the Emergency Operations Centre (EOC):

  o J. Demeulemeester requested that Education Council, as the appropriate governance body, be informed about changes related to education at the same time as the Emergency Operations Centre (EOC). E. Ting had requested to be included in EOC meetings to enable her to report back to EdCo on these matters. D. Wells will take the request to EOC.

  o It was clarified during the meeting that the EOC deals mostly with operational matters; while this group receives high-level information regarding transition to alternate delivery methods, the main focus is to track associated costs (e.g., for software licenses) for later reporting to the Ministry.

  o B. Griffiths emphasized that changes impacting education are discussed by the EOC's Planning Group, which already includes T. Rowlatt and E. Ting. The possibility of more frequent meetings was raised.

- Transitioning to Alternate Delivery Methods and Curriculum Changes:

  o Council acknowledged that changes affecting only the mode of delivery do not require approval by Curriculum Committee or Education Council.

  o The question was raised what oversight and quality assurance should look like in the weeks and months ahead. T. Rowlatt suggested developing a simplified approval process for curriculum changes requiring governance approval (e.g., changes to learning outcomes and evaluation plans).

  o J.-E. Zakoor outlined the current process in the School of Health Sciences. Since students are unable to complete their clinicals at this time, departments are working with the CTLR on re-sequencing, in consultation with regulatory bodies. Department heads are tracking changes and reporting them to the dean. J.-E. Zakoor emphasized that the main focus is on keeping programs running, and voiced concern that instructors don't have the capacity at this time to provide detailed documentation to EdCo.

- Level of Documentation and Communication Timelines:

  o While there was general agreement on the need for communication with Education Council, there were questions around the level of detail required for reporting and documentation, in view of continuously changing information and the large number of CRNs starting between now and August. A major concern was that requiring detailed documentation would create an unmanageable workload for faculty in the current situation.

  o D. Wells noted that advance notice to Curriculum Committee and Education Council may not be feasible in many cases. E. Ting and T. Rowlatt agreed that the two-week timeline for informing EdCo outlined in the decision note is flexible, and acknowledged that some of the reporting will be retroactive.

- Suggested Edits to the Decision Note:

  O Point 1: Remove reference to EOC
  O Point 2: Simplify and generalize language around informing Education Council; include flexibility around the timeline
  O Point 3b: Remove reference to start and end dates

- The decision note will be revised in consultation with deans and D. Wells, and brought back at the Education Council meeting on April 14, which will also be attended by A. Patel and S. Aulakh.

5. NEXT MEETING AND ADJOURNMENT

- The next regular Education Council meeting will be held on April 14, 2020, 3:30-5:30 p.m., via videoconference.

> **MOTION:** THAT Education Council adjourn the April 6, 2020 meeting.
>
> **Moved by A. Candela, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 12:03 p.m.

APPROVED AT THE APRIL 14, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
April 14, 2020
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Bobbi Mand
Andrew Candela (Vice Chair)	Bonnie Chan
Ajay Patel (ex officio)	Claire Sauvé
Ali Oliver	Dennis Innes
Brett Griffiths	Francesco Barillaro
Dave McMullen	Jennifer Gossen
David Wells	Lindsay Tiemer
Denise Beerwald	Lisa Dillon Edgett
Heidi Parisotto	Marcia Tanaka
Jessica Yeung	Nicole Degagne
Jo-Ellen Zakoor	Pervin Fahim
John Demeulemeester	Phoebe Patigdas
Julie Gilbert	Sara Yuen
Lucy Griffith	Shirley Lew
Marcus Ng	Surinder Aulakh
Natasha Mandryk	Taryn Thomson
Nona Coles	Yulia Gracheva
Shane McGowan	
Sukhman Jot Singh	
Todd Rowlatt	

Regrets	Recording Secretary
Lisa Hunter	Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the April 14, 2020 agenda as presented.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

4. APPROVE PAST MINUTES

> **MOTION:** THAT Education Council adopt the March 10, March 18, March 30, and April 6, 2020 minutes as presented.
>
> **Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

5. ENQUIRIES & CORRESPONDENCE

- E. Ting reported that the May 25 Academic Governance Council (AGC) meeting, which VCC was supposed to host, will take place via videoconference. Education Council members are encouraged to send E. Ting any questions they would like to bring forward for discussion.

- Following up on the discussion at Education Council about pass/fail grading, E. Ting reported that the AGC informally surveyed its member institutions on this question. None of the institutions that responded introduced pass/fail grading; one institution had not made a final decision.

6. BUSINESS ARISING

a) COVID-19 Response

- A. Patel provided an overview of measures in response to the COVID-19 pandemic at the federal and provincial levels. Post-secondary institutions were classified as non-health essential services and received ministry directives to remain open, providing alternative ways of delivery to ensure continuity of learning. At a recent visit to VCC, the minister called upon the post-secondary sector to "rebuild a collective future." Following ministry guidelines, VCC campuses remain open, with added security, and public-facing services are suspended.

- S. Aulakh provided a timeline of Emergency Operation Centre (EOC) activities since the first reports of COVID-19. A small team was created in January, which started weekly meetings. After the WHO declared a pandemic on March 12, the team met daily and expanded its work. The EOC's structure consists of several sections, including the command structure, an operations section, an academic planning group, and a services group. The EOC addresses issues such as security on campus and the creation of an alternative delivery plan after all face-to-face instruction was suspended on March 17. Meetings have been scaled back in the last few weeks, and the goal is to maintain what is in place and address any emerging issues. Recent activities included VCC's participation in a City of Vancouver project to provide food for Downtown Eastside residents.

- In terms of the future outlook, A. Patel noted uncertainty around the duration and potential impact of continued social distancing measures on practical program components, as well as travel restrictions on international students. Responding to J. Demeulemeester, he explained that enrolment assumptions are based on last year, and there is still uncertainty around enrolment and financial numbers. VCC is starting to mitigate the expected deficit by limiting discretionary spending, and is awaiting guidance from the ministry regarding deficit management.

- J. Yeung and P. Patigdas inquired whether VCC is considering providing students with an option to withdraw after a grade has been issued, which has been implemented by Okanagan College. D. Wells responded that VCC students may withdraw until the last day of class, which is in line with all other Colleges except for Okanagan. D. McMullen added that the Registrar's Office has not received any student requests, and allowing later withdrawals could cause delays in issuing grades and hinder transfers to other institutions. He noted that students have the option to appeal their grade.

b) EdCo Process Changes during COVID-19 Pandemic

> **MOTION:** THAT Education Council approve and implement the temporary procedures for the duration of the COVID-19 pandemic as outlined in the decision note.
>
> **Moved by A. Candela, Seconded & CARRIED (Unanimously)**

- E. Ting presented the proposed changes to Education Council processes in response to the COVID-19 pandemic. The changes had been discussed at a special Education Council meeting on March 30.

c) Curriculum Changes during COVID-19 Pandemic

> **MOTION:** THAT Education form a working group to develop a process for curriculum changes during the COVID-19 pandemic.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- E. Ting presented the revised decision note and shared an article by P. Hill about the different phases of the response to the pandemic, providing additional context. The goal of the decision note is to address curriculum changes not only during the immediate emergency, but to create a process moving forward. After discussion at the special EdCo meeting on April 6, faculty and the CTLR's Instructional Associates were consulted, and the note revised, separating the process into clear phases and clarifying different categories of curriculum changes. An email requesting feedback was sent to deans on April 6. There was a longer discussion about the proposed process, during which the following main points were raised:

- There was concern that implementing an, albeit expedited, governance process for programs starting in September was too soon. Questions were raised regarding cohort programs spanning over several years; due to the current uncertainty, especially around practicum components, changes may become necessary at a later date, which cannot be foreseen at the start of the program. Once physical distancing restrictions are relaxed, there will be a need to move quickly to resume practicums.

- Ongoing curriculum adjustments may also be necessary to incorporate new educational technology and lessons learned from different methods being piloted now. In addition, the question was raised whether formal approval of short-term curriculum changes would necessitate re-approval of the previous curriculum once the situation normalizes.

- Questions were raised about the level of detail to be reported to Education Council, with concerns about creating an unmanageable workload for already taxed department leaders and faculty. In addition, it was noted that programs in Trades and Health Sciences are already overseen by external regulatory, licensing, and accrediting bodies, which are in regular contact with VCC departments.

- While several members emphasized the importance of upholding Education Council's oversight role and its rights and responsibilities under the College and Institute Act to provide standards and quality assurance, there were concerns that, should Education Council deny approval of certain changes, the timely delivery and continuance of programs already in progress may be at risk.

- To alleviate these concerns, there were suggestions to remove the September date, relax requirements around certain categories of curriculum changes, or replace the approval process altogether with an information and reporting mechanism.

- Education Council agreed to form a working group to further discuss the process and present a revised note at the next meeting. B. Griffiths and J.-E. Zakoor offered to join the working group.

d) Academic Schedule 2021/22

> **MOTION:** THAT Education recommends the Board of Governors approve the 2021/22 Academic Schedule.
>
> **Moved by H. Parisotto, Seconded & CARRIED (Unanimously)**

- D. Wells presented the 2021/22 Academic Schedule, which was created before the COVID-19 pandemic and may need to change. He acknowledged the Registrar's Office's efforts to support moving programs to a standardized term structure.

e) Update to Academic Plan – School of Trades, Technology & Design

> **MOTION:** THAT Education recommends the Board of Governors approve the updated 2020-2023 Academic Plan.
>
> **Moved by D. Beerwald, Seconded & CARRIED (Unanimously)**

- D. Wells and B. Griffiths presented the updated Academic Plan, which includes some additional information from the CAD/BIM department.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Dental Technology Sciences Diploma

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Dental Technology Sciences Diploma program.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal to remove the admission requirement of a credential review by the International Credential Evaluation Service (ICES) for international students. This lengthy process creates a barrier for international applicants, and VCC's International Education department is equipped to evaluate foreign credentials.

ii) Course Updates: Living with Hearing Loss Levels 1/2/3

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to DHHE 0618 Living with Hearing Loss 1 and DHHE 0619 Living with Hearing Loss 2, and the new course DHHE 0621 Living with Hearing Loss 3.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- L. Dillon Edgett presented the proposal for these courses designed for adults with hearing loss. In addition to minor revisions to DHHE 0618 and DHHE 0619, the course names were changed from "Speechreading" to "Living Successfully with Hearing Loss." The new third-level course DHHE 0621 provides real-world practice and experience with the skills and strategies learned in the first two levels. T. Rowlatt added that small changes requested by Curriculum Committee were completed.

iii) Course Updates: Deaf and Hard of Hearing Adults Job Readiness Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to fifteen (15) courses: DHHE 0601, 0602, 0603, 0604, 0605, 0611, 0612, 0613, 0614, 0615, 0621, 0622, 0623, 0624, and 0625.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- M. Tanaka presented the proposal for revisions to 15 course outlines in the Deaf and Hard of Hearing Adults Job Readiness Certificate program. These changes arose from the 2019/2020 renewal, and update the course documentation with more detailed learning outcomes and evaluation plans. T. Rowlatt added that Curriculum Committee requested some edits, including rewording learning outcomes, which were completed in consultation with the CTLR.

iv) New Program: Addiction Counselling Skills Advanced Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the new Addiction Counselling Skills Advanced Certificate program and nine (9) new courses: CNSK 2502, 2503, 2504, 2506, 2507, 2508, 2509, 2510, and 2511, and recommend the Board of Governors approve the credential.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- C. Sauvé presented the proposal and thanked M. Stevenson for his work. Following the 2016/17 review, the department developed the Counselling Skills Foundational Certificate, which ladders into the proposed Addiction Counselling Skills Advanced Certificate; the long-term goal is to offer a

diploma program. T. Rowlatt added that all changes requested by Curriculum Committee were completed.

v) Program Update: Teaching English to Speakers of Other Languages (TESOL) Short Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised Teaching English to Speakers of Other Languages (TESOL) Short Certificate program content guide and five (5) new courses: TESO 1246, 1247, 1248, 1249 and 1251, and recommend the Board of Governors approve the credential.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- S. Yuen and F. Barillaro presented the TESOL program redesign, based on recommendations arising from the 2018/19 renewal following the program's suspension in 2018. Following one of the main recommendations, the program will be moved into the School of Instructor Education (SIE). The TESOL program will be delivered in two levels, corresponding with TESL Canada's Standards 1 and 2. The currently proposed TESOL Certificate program represents level 1.

- T. Rowlatt noted that the proposal in its current form does not meet VCC policy requirements or ministry guidelines for a certificate credential, but would qualify as a short certificate. The curriculum developers and S. Lew voiced concern about a competitive disadvantage if VCC offers a short certificate, since comparable offerings by other institutions across Canada are marketed as certificate programs.

- D. Wells recommended reviewing VCC's credential policy with regards to programs that involve third-party certifications, such as by TESL Canada. D. McMullen offered to work with S. Lew and A. Candela on recommendations for policy revisions.

- Education Council agreed to recommend approval of the program with a short certificate credential to the Board of Governors.

b) Policy Committee

- A. Candela reported that the committee will continue its work on both Student Code of Conduct policies. He acknowledged the recent revision of policy C.1.1 Grading, Progression and Withdrawal to include the Aegrotat grade standing as an example of quick action on behalf of Education Council.

c) Appeals Oversight Committee

- L. Griffith reported that the last meeting was postponed. The committee will meet on June 4 to work on developing a process to track appeals and outcomes, as well as to develop a protocol for appeals.

d) Education Quality Committee

i) Update on CD Funds and Program Renewals

- T. Rowlatt reported that due to the COVID-19 pandemic, D. Wells decided to put CD Funds and program renewals on hold. Renewals currently in progress will proceed. At its April 28 meeting, Education Quality Committee will discuss which projects emerging from the current situation may be suitable candidates for CD Funds. Education service renewals will proceed, where possible; the Library renewal will be discussed shortly.

8. RESEARCH REPORT

- E. Ting reported from the VCC Research Fund adjudication; out of seven applications, one individual and two inter-departmental projects were funded.

- The Research Ethics Board is expecting amendments to current projects; one amendment and an inquiry about course-based approvals were received. The next meeting is scheduled for April 17.

9. CHAIR REPORT

- E. Ting welcomed new Education Council staff representatives A. Oliver and S. McGowan; faculty representative J. Gilbert; and student representatives J. Yeung, S. Singh, M. Ng, and L. Hunter.

10. STUDENT REPORT

- P. Patigdas reported that the SUVCC office is closed, and all in-person services are suspended. SUVCC staff are working remotely, and the Board of Directors is meeting regularly to address students' concerns. Work is being done to move campus life initiatives and events to social media. SUVCC is continuing its advocacy related to financial assistance and programming, especially for international students. D. McMullen added that an agreement was reached with TransLink to temporarily suspend U-Pass BC as of May, and there are discussions about potential refunds for April.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on May 12, 2020, 3:30-5:30 p.m.

  MOTION: THAT Education Council adjourn the April 14, 2020 meeting.

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

- The meeting was adjourned at 5:46 p.m.

APPROVED AT THE MAY 12, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

ATTENDANCE

Education Council Members	Regrets
Elle Ting (Chair)	Lisa Hunter
Andrew Candela (Vice Chair)	Lucy Griffith
Ali Oliver	**Guests**
Brett Griffiths	Anne Emberline
Dave McMullen	Bonnie Chan
David Wells	Claire Sauvé
Denise Beerwald	Clayton Munro
Heidi Parisotto	Dennis Innes
Jessica Yeung	Garth Manning
Jo-Ellen Zakoor	Jane Shin
John Demeulemeester	Jennifer Gossen
Julie Gilbert	Melinda Schram
Marcus Ng	Nicole Degagne
Natasha Mandryk	Pervin Fahim
Nona Coles	Phoebe Patigdas
Shane McGowan	Shantel Ivits
Sukhman Jot Singh	Sid Khullar
Todd Rowlatt	Taryn Thomson
	Recording Secretary
	Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the May 12, 2020 agenda as amended. An update on the aegrotat grade by D. McMullen was added as item 6f).
>
> **Moved by A. Candela, Seconded & CARRIED (Unanimously)**

4. APPROVE PAST MINUTES

> **MOTION:** THAT Education Council approve the April 14, 2020 minutes as presented.
>
> **Moved by A. Candela, Seconded & CARRIED (Unanimously)**

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Concept Paper: Information Technology Operations, Administration, and Security

- S. Khullar and C. Sauvé presented the concept paper arising from the renewal of the longstanding Networking Technology Certificate (NETT) program and a new partnership agreement with the Centre for Arts and Technology (CAT). Four new credentials are proposed in the field of Information Technology (IT): the IT Operations Professional Certificate program, with a short certificate exit option; the Network Technology Administration and Security Post-Degree Diploma geared towards international students; and the Network Security Advanced Certificate. These programs help prepare students for industry certifications and in-demand careers in the IT sector in B.C.

- There was a discussion about the delivery mode, in view of the move to online delivery due to COVID-19. S. Khullar explained that, while the programs include hands-on components, most of the content can be delivered online. C. Sauvé added that the launch is planned for September 2021, with the hope that some components can take place on campus; lab space is available and being upgraded. In addition, VCC is planning on expanding its cloud-computing capacity next year, which will allow students to easily access specialized software from home.

- There was a discussion about the fact that the Network Technology Administration and Security Post-Degree Diploma is currently only open to international students, as well as the possible impact of travel restrictions due to COVID-19 on enrolment and financial calculations.

- A question was raised about resources to support the needs of international students in the full-time, daytime post-degree diploma program, in view of the fact that instructors in Continuing Studies are not full-time and do not have Professional Development (PD) time.

b) Continuing Studies Non-Credit Course Outlines

- C. Sauvé presented the summary of 2019 non-credit courses. Twenty-seven new courses were launched in seven program areas; 70% of the launched non-credit courses ran. A 10% alumni discount was introduced.

c) Concept Paper: Accounting and Marketing Diplomas

- D. Innes presented the concept paper for two new diplomas, expanding VCC's business offerings for both domestic and international students. The two programs are built on common core courses, with students selecting the accounting or marketing stream; demand in these two areas was identified through external research and consultations with International Education and Marketing. VCC is seeking articulation with other post-secondary institutions to allow for laddering into a degree.

- Graduates of the Accounting Diploma will qualify for in-demand accounting technician positions, and VCC is working towards accreditation by the Chartered Professional Accountants (CPA) so its courses are recognized as prerequisites for CPA programs. The possibility of including a Salesforce certification at the end of the Marketing Technology Diploma is being explored. The planned launch date was moved to September 2021.

- Responding to questions, D. Innes explained that a new department, separate from the Business Management department, is required to manage department head workload. He also clarified that the discontinuation of the CPA's Canada Advanced Certificate in Accounting and Finance (ACAF) does not impact VCC's planned offering. The CPA accreditation process is expected to take about four months; even without accreditation, graduates of the program will be able to work as accounting technicians. A typo was noted on p.31 of the meeting package (international tuition at VCC should read $33,500). The availability of base funding for these program still needs to be confirmed.

d) Curriculum Changes during COVID-19 Pandemic

> **MOTION:** THAT Education Council approve the provisional process for curriculum changes necessitated by the COVID-19 pandemic outlined in the decision note.
>
> **Moved by A. Candela, Seconded & CARRIED (Unanimously)**

- E. Ting presented the updated decision note, which was previously discussed at Education Council in April. A working group was formed to revise the note and address concerns regarding the date and level of detail required for reporting. The process now focuses on different types of curriculum changes and outlines two pathways; the first pathway addresses changes driven by the need to transition to alternative delivery, while the second pathway focuses on learning outcomes and substantial completion.

e) Annual Update/Report: Deans and Directors

- Deans and Directors presented their departments' accomplishments from 2019/20 and priorities for 2020/21. Presentations were made by C. Munro, Dean of Indigenous Initiatives, and J. Shin, Associate Vice President Student Success.

- C. Munro expressed gratitude for the opportunity to work on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples, and acknowledged his Métis ancestors, before providing an overview of Indigenous Education and Community Engagement. Responding to questions, he noted that the College has increased the number of Elders to four in order to provide more support to students at the Downtown and Broadway campuses. Currently, Elders are available remotely via Zoom. There was a discussion of specific barriers for Indigenous students during the COVID-19 pandemic, such as access to technology, and available financial and other supports.

- J. Shin provided information on resources for students available during the COVID-19 pandemic. Student Success is planning on offering another workshop in collaboration with JIBC on supporting students with disabilities in the future; the companion website (https://sswd.jibc.ca/) provides valuable information.

f) Aegrotat Grade

- D. McMullen provided an update on the implementation of the aegrotat grade, which was recently added to policy C.1.1. Grading, Progression and Withdrawal (approved by Education Council on March 30, 2020). An information note was distributed to Education Council members before the meeting.

- After testing in Banner, it was deemed not feasible to display both a grade and an aegrotat notation, so the transcript will show "AEG" in place of a letter grade. Credit will still be earned, and the "AEG" grade notation will still have no effect on the student's GPA. D. McMullen clarified that the "AEG" grade notation will only be available for letter-graded courses, not for courses graded Satisfactory/ Unsatisfactory, apprenticeship courses or PLAR courses. (The information note will be revised to reflect this).

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: Math 0300 Topics in Fundamental Math

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course MATH 0300 Topics in Fundamental Mathematics.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- S. Ivits presented the proposal for this new self-paced Basic Education mathematics review course. The current assessment process at intake often results in students being placed too low in one of the six Basic Education math levels, since students may have gaps in a few areas, but are ready for a higher level in other skills. This new course addresses this issue by allowing students to create a self-directed path to identify and address their unique learning gaps before placement in a math level. CD Funds were received to move some components online.

- T. Rowlatt added that Curriculum Committee praised the approach taken to support student success. One minor change was requested and completed.

ii) Graphic Design Diploma Program: Second Year Curriculum

> **MOTION:** THAT Education Council approve, with the approval of the students in the cohort, the use of the new second year program for the Graphic Design Diploma program cohort that began in September 2019.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- A. Emberline presented the proposal to deliver the new second-year curriculum (approved in March 2020) to the currently enrolled cohort of Graphic Design Diploma students. The revised curriculum includes updates to web design components and soft skills based on industry feedback, and will better prepare students for their careers. F. Barillaro from the CTLR was consulted, and no gaps were identified for students moving from the "old" first-year to the new second-year curriculum.

- The process to implement this proposal was discussed with T. Rowlatt and E. Ting; students were anonymously surveyed and indicated support for this idea, although not all students responded. All affected students need to sign an approval form for the new curriculum to be taught; if there is no unanimous approval, the entire cohort will move forward with the previous curriculum. Curriculum Committee had no concerns.

b) Policy Committee

- A. Candela reported that the April meeting was cancelled, but the committee is meeting tomorrow to work on policies D.4.5 Student Educational Conduct and D.4.3 Student Code of Conduct (Non-Educational Matters). The next step is to bring D.4.5 to Education Council for information and community feedback; D.4.3 was already posted for community feedback.

c) Appeals Oversight Committee

- No report. L. Griffith sent regrets.

d) Education Quality Committee

i) CD Funds Update

- T. Rowlatt reported that CD Funds were paused in March due to the COVID-19 pandemic. At a recent committee meeting, deans provided updates on their original project proposals, most of which can move ahead. About $70,000 in funds, allocated to projects that are now paused, were reallocated to other projects at a meeting last week.

ii) Updated Education Services Renewal Schedule

- T. Rowlatt presented the slightly revised schedule; the Student Conduct Office renewal was moved to 2020/21, and the Advising & Assessment Centre renewal postponed to 2021/22.

iii) Program and Education Services Renewal Reports: Building Manager Certificate & Counselling

- T. Rowlatt presented the two renewal reports for information.

8. RESEARCH REPORT

- E. Ting reported that VCC will not host Research Day this year, but there are conversations with the Library about including more student projects the next time the event is held.

9. CHAIR REPORT

- E. Ting announced that A. Candela is taking an educational leave in early September; elections for a new Education Policy Committee Chair will take place at the next Education Council meeting.

- The Education Council Planning Day is usually held in June; E. Ting will provide an update shortly.

10. STUDENT REPORT

- P. Patigdas reported that SUVCC is appealing to the federal government to extend the Canada Emergency Response Benefit (CERB) to students, since the Canada Emergency Student Benefit (CESB) does not provide the same level of financial support.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on June 9, 2020, 3:30-5:30 p.m.

> **MOTION:**   THAT Education Council adjourn the May 12, 2020 meeting.
>
> **Moved by J.-E. Zakoor, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:35 p.m.

APPROVED AT THE JUNE 9, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Andy Sellwood
Andrew Candela (Vice-Chair)	Bonnie Chan
Ali Oliver	Claire Sauvé
Brett Griffiths	Deirdre Duncan
Dave McMullen	Jacqueline Harrison
David Wells	Jennifer Gossen
Denise Beerwald	Jennifer Kelly
Jessica Yeung	Karin Jones
Jo-Ellen Zakoor	Nicole Degagne
John Demeulemeester	Phoebe Patigdas
Lisa Hunter	Ruth Klann
Lucy Griffith	Shirley Lew
Marcus Ng	Sid Khullar
Natasha Mandryk	Tanis Sawkins
Nona Coles	Yulia Gracheva
Todd Rowlatt	

Regrets	Recording Secretary
Heidi Parisotto	Darija Rabadzija
Julie Gilbert	
Shane McGowan	
Sukhmanjot Singh	

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), x^wməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the June 9, 2020 agenda as presented.
>
> **Moved by B. Griffiths, Seconded & CARRIED (Unanimously)**

4. APPROVE PAST MINUTES

> **MOTION:** THAT Education Council approve the May 12, 2020 minutes as presented.
>
> **Moved by D. Beerwald, Seconded & CARRIED (Unanimously)**

5. ENQUIRIES & CORRESPONDENCE

- E. Ting forwarded an enquiry from VCC's Elections Committee to the Academic Governance Council, regarding electronic signatures on nomination forms for the fall elections.

6. BUSINESS ARISING

a) Contract Training Update

- T. Sawkins presented the annual update on non-base funded contracts. Similar to previous years, the Partnership Development Office (PDO) held most of the contracts, followed by the School of Instructor Education (SIE). Funders include the Ministry of Advanced Education, Skills & Training, private companies, and the VCC Foundation.

- Responding to questions, T. Sawkins noted that the contract wit Emily Carr University of Art & Design will not be renewed, since they will run their own English upgrading classes. The COVID-19 pandemic necessitated a switch to remote delivery and postponement of one contract. No contracts were lost in the short term, and an increase in contract training is expected due to shifts in employment and the need for retraining, e.g. in the hospitality sector.

b) Concept Paper: Jewellery Art & Design

- K. Jones presented the new program proposal; the existing program was significantly redesigned based on recommendations from the 2018/19 program renewal. Curriculum development is in progress. Changes include increased flexibility/part-time options, enhanced digital design and business components, and incorporating Indigenous design.

- There was a discussion of the student profile, which has shifted from mostly male to mostly female. Responding to questions, K. Jones explained that Indigenous content will be incorporated into courses, and an Indigenous instructor/jewellery artist will be hired. CD Funds were received to develop a third year for this program, focused on specialized techniques. There are plans to incorporate a business incubator/mentorship model to prepare students for their careers, and possibly add a practicum/co-op placement. B. Griffiths noted that the tuition will be discussed further with Finance, since the tuition outlined in the business case is higher than at other institutions.

c) COVID-19 Update

- D. Wells provided an update on the COVID-19 response. A. Patel is in weekly contact with presidents of other colleges and the deputy minister regarding restrictions required by the Provincial Health Officer. Three working groups were established on the provincial level: groups on learning continuity (of which D. Wells is a member), trades, and technology.

- High-level return-to-work guidelines are in development for different sectors, with guidelines for post-secondary institutions expected in the next few weeks. Most institutions have started a limited return to campus. VCC's EOC is working with departments and OH&S to enable students to return for experiential learning, when there is no reasonable alternative accepted by regulatory bodies. To prevent gatherings on campus, food services will not be available in the fall. There is no information yet on the winter term; a possible second wave of COVID-19 might necessitate another increase in restrictions.

- VCC's budget is being revised; while impacts are not as severe as originally forecast, there will be significant enrolment and financial losses at VCC and across the sector. Talks are underway with the province regarding its expectation of balanced budgets. An overall enrolment decline of about 14% is expected at VCC, with variation in different areas. The decline in Health Sciences is caused by health restrictions, not a lack of demand. Decline in international enrolment stems mostly from overseas students being unable to travel to Canada; this might be mitigated by the IRCC's changes allowing students to start their studies from abroad. D. Wells acknowledged the work done by departments and the CTLR in adjusting to the situation; a survey is planned to capture feedback and learn from this experience.

- There are conversations around assessments and exam invigilation; most post-secondary institutions have moved away from invigilation software, since it can be circumvented.

d) Elections

- D. McMullen conducted the elections to fill vacancies due to A. Candela's educational leave starting in September.

i) Education Council Vice-Chair

- L. Griffith nominated N. Mandryk. Nomination accepted.

  Second call for nominations: L. Hunter nominated M. Ng; since M. Ng had left the meeting, he could not accept the nomination.

  Third call for nominations: there were none.

  By acclamation, N. Mandryk was announced Vice-Chair of Education Council.

ii) Education Policy Committee Chair

- A. Candela nominated N. Mandryk. Nomination accepted.

  Second and third call for nominations: there were none.

  By acclamation, N. Mandryk was announced Chair of Education Policy Committee.

iii) Education Council Executive Member

- N. Mandryk's election as Vice-Chair created a vacancy on the Education Council Executive.

  A. Candela nominated T. Rowlatt. Nomination accepted.

  Second and third call for nominations: there were none.

  By acclamation, T. Rowlatt was announced member of the Executive Committee of Education Council.

  D. McMullen thanked A. Candela for his work and congratulated the newly elected members.

e) Planning Day Discussion

- E. Ting reported that the EdCo Executive decided to postpone the June EdCo Planning Day until late September, with a regular second Planning Day in late November. Suggested topics included work-integrated learning (WIL), Indigenization and decolonisation, Academic Master Plan, Strategic Innovation Plan, and review of the move to online learning due to COVID-19, including best practices around online training and services. E. Ting invited members to forward other suggestions.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Associate of Arts

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Associate of Arts Degree program content guide.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposed revisions to include a missing statement from the BC Transfer Guide, as well as update language to be consistent with the Associate of Science Degree PCG.

ii) Program Update: Associate of Science

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Associate of Science Degree program content guide.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- J. Kelly presented the proposal; the statement from the BC Transfer Guide was added, and the course list edited to simplify it and match the style of the Associate of Arts Degree PCG.

iii) First–Year UT Course Updates: CMPT 1010 & CMPT 1020, PHYS 1100 & 1170 & 1200, SCIE 1100 & 1110 & 1151

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the following eight (8) Science courses: CMPT 1010, CMPT 1020, PHYS 1100, PHYS 1170, PHYS 1200, SCIE 1100, SCIE 1110, and SCIE 1151.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- J. Kelly presented the proposed revisions, which bring the courses in alignment with the Common First-Year Engineering Curriculum agreement recently signed by VCC. This will allow students to transfer to the University of British Columbia, University of Victoria, University of Northern British Columbia, or Thompson Rivers University. The proposed changes maintain what is required by the College's agreement with SFU. VCC's First-year University Transfer Engineering Certificate program content guide will be revised shortly and presented for approval.

iv) New Program: Teaching Online Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Teaching Online Certificate program and three (3) new courses (EDUC 4250, EDUC 4251 and EDUC 4252), and recommend the Board of Governors approve the credential.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- J. Harrison presented the proposal for this redesign of the Online/eLearning Instruction Certificate (ONEL) program based on recommendations from the program renewal. The new program incorporates experiential learning, is better integrated with the Provincial Instructor Diploma Program (PIDP), and complies with VCC's credits and credentials policies. Minor changes requested by Curriculum Committee were completed.

- Responding to a question about the required level of English language proficiency (English 11), J. Harrison explained that this matches the current requirements for the ONEL and PIDP programs; there have been no issues.

v) New Program: Network Technology Administration and Security Post-Degree Diploma

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the Network Technology Administration and Security Post-Degree Diploma and 24 courses, and recommend the Board of Governors approve the credential.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- S. Khullar presented the proposal for three new interconnected credentials. The IT Operations Professional Certificate (ITOP) was developed as a result of the Networking Technology Certificate (NETT) renewal. A partnership with the Centre for Arts and Technology provided the opportunity to expand the curriculum and create the Network Technology Administration and Security Post-Degree Diploma and Network Security Advanced Certificate programs. Changes requested by Curriculum Committee, including adding soft skills, were completed.

- Since the ITOP program does not have any program-specific admission requirements, the questions was raised whether there are any concerns about students' English skills. S. Khullar responded that there haven't been any issues in the NETT program.

vi) New Program: IT Operations Professional Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the IT Operations Professional Certificate, and recommend the Board of Governors approve the credential.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- See 7 av).

vii) New Program: Network Security Advanced Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the Network Security Advanced Certificate and one (1) course (ITOP 2413), and recommend the Board of Governors approve the credential.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- See 7 av).

viii) Program Updates: Bachelor of Science in Nursing (First Year Entry & Advanced Entry)

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Bachelor of Science in Nursing (First Year Entry) program content guide, the Bachelor of Science in Nursing (Advanced Entry) program content guide, 38 courses, and 4 LPN Bridging to BSN courses.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- D. Duncan and R. Klann presented the proposal. The curriculum has not been formally updated in many years, so extensive revisions were necessary to align curriculum documentation with current practice. The revised curriculum includes two new frameworks: relational inquiry and the Safe Care Nursing Framework. All changes requested by Curriculum Committee were completed.

ix) Minor Changes Report: Jan-May 2020

- T. Rowlatt presented the biannual update on minor changes approved by Curriculum Committee.

x) Provisional Approval of New Programs Ad Hoc Committee

- T. Rowlatt reported that the provisionally approved Electronics Repair Technology program will start in September. The ad hoc committee, consisting of D. Wells, T. Rowlatt, B. Chan, J. Shehadeh, H. Parisotto, and J. Gilbert will have its first meeting with new Department Head G. Ariana in the next few weeks.

b) Policy Committee

- A. Candela reported that committee will continue its review of policy D.4.5 Student Academic Conduct, which will be presented to Education Council in tandem with policy D.4.3 Student Code of Conduct (Non-Educational Matters). Policies C.3.13 Academic Year and C.3.15 Academic Schedule will be reviewed at the next meeting and are expected to be presented to Education Council in September. A. Candela welcomed N. Mandryk as the new committee chair.

c) Appeals Oversight Committee

- L. Griffith reported that committee will meet next week to review its terms of reference and develop a process to track appeals and outcomes for reporting to Education Council. S. McGowan and K. Samnani will join committee as support staff and Continuing Studies representatives, respectively.

d) Education Quality Committee

i) CD Funds

- T. Rowlatt provided an update on CD Funds. Several originally funded projects cannot move forward at this time, and program renewals were cancelled for this year. Committee met in May to reallocate funds from these projects to new proposals arising in response to COVID-19. The full amount of $400,000 was allocated.

8. RESEARCH REPORT

- E. Ting reported on planning for the next Research Day. The Research Ethics Board will meet one more time before the summer break to work on course-based reviews for student research projects.

9. CHAIR REPORT

- E. Ting presented the Education Council 2019 Annual Report for information. A consent resolution will be sent out next week for approval of new course COMP 0300, with a proposed start date of August 2020. The consent resolution is being put forward in lieu of calling a special EdCo meeting before the summer break.

10. STUDENT REPORT

- P. Patigdas reported that SUVCC is planning its operations and delivery of services in the context of COVID-19, in collaboration with the EOC and senior leadership. Plans for membership outreach and engagement activities in September are in development.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on September 8, 2020, 3:30-5:30 p.m.

> **MOTION:** THAT Education Council adjourn the June 9, 2020 meeting.
>
> **Moved by D. Wells, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:02 p.m.

APPROVED AT THE SEPTEMBER 8, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Andrew Dunn
Natasha Mandryk (Vice-Chair)	Andy Sellwood
Dave McMullen	Bonnie Chan
David Wells	Bruce McGarvie
Denise Beerwald	Claire Sauvé
Heidi Parisotto	Dennis Innes
Jessica Yeung	Laurence Mollerup
Jo-Ellen Zakoor	Pervin Fahim
John Demeulemeester	Phoebe Patigdas
Julie Gilbert	Shirley Lew
Lucy Griffith	Taryn Thomson
Marcus Ng	
Nona Coles	
Todd Rowlatt	

Regrets	Recording Secretary
Ali Oliver	Darija Rabadzija
Brett Griffiths	
Lisa Hunter	
Shane McGowan	
Sukhmanjot Singh	

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), x^wməθk^wəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION:	THAT Education Council adopt the September 8, 2020 agenda as presented.
	Moved by D. Wells, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION:	THAT Education Council approve the June 9, 2020 minutes as presented.
	Moved by D. Wells, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- E. Ting reported that the Academic Governance Council will hold its next biannual meeting in October and invited members to bring forward topics for discussion.

6. BUSINESS ARISING

a) Online Learning: Classroom Agreement

- S. Lew and A. Sellwood presented the Classroom Agreement and accompanying cover letter. The agreement was developed to address questions around privacy and academic integrity related to recording of lectures and online assessments, while providing best practices for accessibility and Universal Design for Learning (UDL). The document aims to allow for flexibility and considerations on a case-by-case basis, rather than mandating a specific course of action. S. Lew thanked the members of the working group, sponsored by D. Wells: Surinder Aulakh, T. Marks, D. Stevenson, T. Rowlatt, B. Higgins, J. Demeulemeester, Y. Sukic, and A. Sellwood.

- The question was raised whether this document requires approval by Education Council. S. Lew had consulted with D. Wells, E. Ting, and T. Rowlatt. It was felt that approval was not required, since the document provides guidance around privacy legislation and existing VCC policies, rather than establishing new policy.

- While guidance on best practices was appreciated, concerns were raised about instructors' autonomy and the expectations communicated to students. Some council members suggested revising the wording to clarify instructors' role in deciding whether or not to record lectures, or to accept alternative assessments suggested by others (students, department leader, or Student Services).

- There was a discussion about expectations for students to participate in an online learning environment. It was noted that students are made aware upfront of the nature of programming they are signing up for. Unexpected issues may still arise, such as limited internet connectivity; decisions on how to respond need to be made on a case-by-case basis.

- There were concerns about the Zoom disclaimer feature used to obtain consent for recordings. Students have the option to either provide consent and access the Zoom session, or to exit. This could create pressure for students to consent in order to avoid delays in accessing course materials. S. Lew and A. Sellwood explained that this was discussed, but the disclaimer was seen as the best way to obtain unambiguous consent, rather than allowing students to opt out, for example, by turning off their cameras. In addition, even with video disabled, students' names would remain visible, raising privacy concerns.

- With regards to the means of assessment, the point was raised that adjustments may become necessary during a course, and it may not always be possible to inform students at the start of a class. There were concerns around faculty workload related to creating ad hoc alternative assessments; in addition, discussing students' misgivings may be sufficient to address and assuage their concerns.

- It was also suggested to
  - provide a flow chart to clarify whom students should contact regarding different issues
  - clarify that while students must not share materials, faculty may share non-confidential documents (e.g., quizzes)
  - expand the list of College members with access to recorded assessments to allow for investigation of student conduct matters (e.g., deans, Office of Student Conduct & Judicial Affairs)
  - provide guidance on best practices for download and storage of Zoom recordings in accordance with the Records Management policy (two-year retention period; avoid storing on local drives)

- The agreement was distributed to department leaders to be shared with instructors in time for the beginning of the term. It was acknowledged that this is a working document, and there is room for further conversations and adjustments to wording. Feedback can be sent to A. Sellwood, and instructors can contact the CTLR for support.

b) Academic Master Plan Update

- D. Wells provided an update in the context of the College's shift from the Integrated College Plan (ICP) to the Academic Master Plan (AMP) and Strategic Innovation Plan (SIP). The Academic Master Plan falls within the SIP's key priority of "Building programs of the future." The AMP's structure is broken down into high-level priority goals; long-term objectives (based on broad categories from the ICP); and short-term objectives with a 1–3-year timeframe. All (academic) categories from the ICP were retained in the document. The overall planning process for departments is not expected to change.

- Some examples of short-term objectives include creating an Indigenization Planning Framework *(Prioritize diverse ways of being)* and establishing an Admissions, Assessment & Recognition Working Group related to student admission and PLAR *(Democratize the acquisition of knowledge, skills, and competencies).* Other objectives focus on microcredentials and badging *(Create alternative pathways to competencies)*; online/blended delivery and partnerships *(Ensure platform agnostic learning)*; and Work-Integrated Learning (WIL).

- The development of the AMP included discussions at Leaders' Forum before COVID-19, as well as wider engagement through an online feedback tool. There are plans to resume engagement at Leaders' Forum and more broadly across the College. Education Council was invited to provide feedback; questions or comments can be sent to D. Wells.

c) Education Council Elections

- D. McMullen announced the upcoming Education Council elections. Due to the remote working and learning environment, paper forms will be replaced with fillable PDF forms. Forms will be available on myVCC and need to be submitted to elections@vcc.ca; specific instructions will be provided later this week. The elections announcement will be communicated widely to students via posters, emails, and social media.

d) Curriculum Changes during COVID-19

- Following up on EdCo's approval in May of a provisional process for curriculum changes due to COVID-19, E. Ting announced that a spreadsheet was drafted for deans and departments to report these changes to EdCo. Feedback was requested from deans on the draft spreadsheet, and the final version provided on August 10. While there is no specific reporting deadline, E. Ting asked deans to share the document with their departments to populate the information.

- D. McMullen reported that the timeline for accepting the Duolingo English Test as an option for demonstrating English Language Proficiency was extended. Originally approved in March as a pilot for admission to the 2020/21 year, the lack of an alternative test makes it necessary to continue accepting Duolingo; International Education is already admitting students for September 2021. This decision will be revisited once IELTS testing becomes available again.

e) EdCo Meeting Schedule 2021

> **MOTION:** THAT Education Council approve the 2021 Education Council Meeting Schedule as presented.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Consent Resolution:
- **New Course: COMP 0300**
- **Program Update: First-year University Transfer Engineering Certificate**
- **Program Update: Steel Construction Modelling Technician Certificate**

- These curriculum proposals were included for the record; they were approved via consent resolution (effective June 24, 2020).

ii) Course Update: MUSC 3117 Creative Music Improvisation 1

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the MUSC 3117 Creative Music Improvisation 1 course outline.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposed revisions to include PLAR (Prior Learning Assessment & Recognition). While PLAR has informally been available for several Music courses, the formal update of this course was required to allow a current student to graduate. The entire Bachelor of Applied Music curriculum is currently being revised. Curriculum Committee requested some rewording, specifically to course learning outcomes, which was completed.

iii) Program Update: Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma program content guide.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt and B. McGarvie presented the proposal to combine the first-year certificate with the second-year diploma curriculum into one two-year diploma program. Currently, students complete one of three one-year certificate programs before registering in the second-year diploma program. Combining the curriculum in one program content guide clarifies the program structure and two-year duration, alleviating issues around study permits for international students. Students with a recently completed certificate can ladder into the second year; students enrolled in the two-year diploma program have the option to exit with a certificate after the first year. Changes requested by Curriculum Committee were completed, most significantly to clarify that the Steel Construction Modelling specialization is only available in the first year.

iv) New Programs: Jewellery Art & Design Diploma & Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the Jewellery Art & Design Diploma, the Jewellery Art & Design Certificate, and 19 new courses; and recommend the Board of Governors approve the two credentials.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the significantly redesigned Jewellery Art & Design Diploma and Certificate programs. Changes were based on recommendations from the 2018/19 program renewal; these included a higher level of technical skill, access to newer technologies, and more comprehensive business training. Some specialized techniques were removed; the plan is to develop an optional third year for students interested in these specializations. A part-time option is now available (except for the first term), which is expected to increase accessibility and improve retention. Curriculum Committee commended K. Jones for her work developing this curriculum.

v) Update: Provisional Approval of New Programs Ad Hoc Committee

- T. Rowlatt reported that the committee met several times to discuss the provisionally approved Electronics Repair Technology Diploma program, and approved minor adjustments to assessments and learning outcomes in the first five courses. The first program intake was postponed from September 2020 to January 2021 due to enrolment challenges for this hands-on program in the current pandemic. The committee will continue to meet during the first run of the program. T. Rowlatt felt the committee was able to provided valuable support to the new department leader.

vi) Program and Course Deactivations: Administrative Assistant Certificate

- T. Rowlatt reported that the Administrative Assistant Certificate and associated courses were deactivated in CourseLeaf and thus removed from the website, due to replacement by new programs: the Administrative Professional 1 & 2 Certificates and the Administrative Professional Certificate (International). He inquired whether EdCo agreed with receiving this item for information only, considering approval of the new programs as implicit approval to deactivate the old program. EdCo members had no concerns regarding this approach.

b) Policy Committee

i) C.3.13 Academic Year (formerly Academic Schedule)

> **MOTION:** THAT Education Council recommend, in the form presented at this meeting, C.3.13 Academic Year policy and procedures for approval by the Board of Governors.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- N. Mandryk presented the related policies C.3.13 and C.3.15. Policy C.3.13 Academic Year addresses high-level planning of important dates. The major change is to publish dates 3 years in advance, rather than 18 months, which simplifies enrollment planning and scheduling.

ii) C.3.15 Academic Schedule (formerly Academic Timetable & Room Booking)

> **MOTION:** THAT Education Council recommend, in the form presented at this meeting, C.3.15 Academic Schedule policy and procedures for approval by the Board of Governors.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- N. Mandryk presented the policy, which was revised by an Administrative Policy Committee working group. The policy addresses program-level planning. The most significant change is establishing four-month terms as the general standard (Sept-Dec, Jan-Apr, May-Aug), while still allowing exceptions for programs that cannot fit within this structure. This change reflects the Registrar's Office's efforts to simplify and streamline program structures as part of its Student Experience project.

iii) C.3.10 Educational Affiliations (formerly Affiliation Agreements (Education))

> **MOTION:** THAT Education Council approve sending C.3.10 Educational Affiliations policy and procedures out for community feedback.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- N. Mandryk presented the policy, which was revised by T. Rowlatt as part of the regular policy review cycle. The policy applies to partnerships between VCC and another post-secondary institution (or other partner organization) involving joint provision of an educational experience to students, typically involving issuance of a credential. A major policy change is the inclusion of joint research projects. Agreements *outside* the scope of this policy include articulation agreements in the B.C. Transfer Guide and agreements for the sole purpose of providing practicums.

- Procedures were also clarified and streamlined, informed by the recent process of establishing an affiliation agreement with Vancouver Film School (VFS).

c) Appeals Oversight Committee

i) Update to Terms of Reference

> **MOTION:** THAT Education Council approve the updated Appeals Oversight Committee Terms of Reference.
>
> **Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

- L. Griffith reported that two working groups were struck to develop a protocol for appeals and an appeals tracking process. She thanked E. Ting and H. Parisotto for their participation in these subcommittees, and will provide updates on the progress to Education Council.

- The committee's terms of reference were revised to update position titles and add representatives from Indigenous Education and Community Engagement, International Education, and support staff; new members from these areas have been appointed.

d) Education Quality Committee

i) Annual Program Reviews 2020

- T. Rowlatt reported that committee discussed with D. Wells whether to conduct annual program reviews this year in view of the COVID-19 pandemic. The decision was made to move forward with reviews, as they provides a valuable opportunity for departments to reflect and debrief, and the resulting action plans feed into the Academic Plan. The program review form was slightly modified to add questions specific to the impacts of COVID-19, and timelines for completion extended to November/December.

8. RESEARCH REPORT

- The Research Ethics Board (REB) continues to receive an increasing number of inquiries regarding course-based reviews, which cover all student projects within a course.

- A working group was established to plan an event combining Research Day (postponed due to COVID-19) and the Teaching and Learning Symposium for next spring.

- The CTLR submitted a successful proposal to BCcampus for a project implementing alternative assessments as a means of protecting academic integrity. The proposal was selected for an 18-month BCcampus Research Fellowship.

9. CHAIR REPORT

- E. Ting reported that the EdCo Executive is planning a half-day online session for EdCo Planning Day in November, and will reach out to council members to share ideas and suggest topics.

10. STUDENT REPORT

- P. Patigdas reported that SUVCC is re-opening its offices (Broadway Campus: Mon & Tue, Downtown Campus: Wed & Thu, 10 – 4 p.m.). Outside of office hours, a virtual helpdesk is available; students can continue to contact SUVCC via email and social media. Students can reserve handbooks (agendas) and schedule a pick-up or have them mailed.

- Planning for SUVCC elections is well underway; students will be informed via posters and social media.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 13, 2020, 3:30-5:30 p.m.

> **MOTION:** THAT Education Council adjourn the September 8, 2020 meeting.
>
> **Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:09 p.m.

APPROVED AT THE OCTOBER 13, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Andy Sellwood
Ali Oliver	Bonnie Chan
Brett Griffiths	Claire Sauvé
David Wells	Dennis Innes
Denise Beerwald	Jennifer Gossen
Heidi Parisotto	Kalli Cartwright
Jessica Yeung	Les Apouchtine
Jo-Ellen Zakoor	Louise Dannhauer
John Demeulemeester	Nicole Degagne
Julie Gilbert	Phoebe Patigdas
Lisa Hunter	Rebeccah Bennett
Lucy Griffith	Shirley Lew
Nona Coles	Taryn Thomson
Shane McGowan	
Todd Rowlatt	

Regrets	Recording Secretary
Dave McMullen	Darija Rabadzija
Marcus Ng	
Natasha Mandryk (Vice-Chair)	
Sukhmanjot Singh	

1. CALL TO ORDER

- The meeting was called to order at 3:33 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), x̱ʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 13, 2020 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the September 8, 2020 minutes as presented.

Moved by N. Coles, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- E. Ting received enquiries from the Academic Governance Council (AGC), which represents Education Councils across B.C. Questions were related to program review and renewal processes and QAPA. The AGC will meet in a few weeks and continue the discussion.

6. BUSINESS ARISING

a) Online Experience Student Survey

- D. Wells presented results from the survey conducted in July (previously presented to Education Quality Committee). The goal was to evaluate students' level of comfort and preparedness for online learning, and to identify key concerns and barriers. Questions built on surveys at other institutions, as well as a previous survey conducted by VCC's Student Success area to identify which devices students have available to access online content. The survey response rate was about 18%. It was noted that this survey is separate from course evaluations.

- A follow-up survey is planned for the Winter Term (January/February) to capture changes after students have completed a full term of online instruction, and instructors have had additional support from the CTLR and its online learning developers & leaders. D. Wells invited feedback to refine questions for the next survey in order to identify the priorities of VCC students in more detail. The plan is to gather data on student demographics and different schools/program areas going forward.

- Suggested areas to include in the follow-up survey:
  - Experience with asynchronous (Moodle) vs. synchronous (Zoom) delivery; expectations around scheduling/time spent online
  - Engagement/soft skills
  - Technical support for students

- J. Demeulemeester inquired about the Duolingo English test pilot; at the September EdCo meeting, D. McMullen had reported that the timeline for accepting Duolingo as an assessment option to demonstrate English Language Proficiency was extended. D. Wells noted that EAL Pathways student outcomes in terms of progression/completion in the Spring/Summer Term were comparable to last year; student outcomes will continue to be monitored. J. Demeulemeester emphasized that acceptance of the Duolingo assessment was proposed as a temporary pilot and voiced concerns about contracting out faculty work to a third party.

b) Update: Online Learning Classroom Agreement

- S. Lew and A. Sellwood presented an update to the cover letter and agreement presented at the last EdCo meeting. Based on EdCo feedback, the documents were revised to clarify that implementation of the agreement is faculty led. Some content was moved from the agreement to the cover letter, and language simplified. The revised documents were shared at Leaders' Forum and are posted on the CTLR website.

- J. Demeulemeester felt the agreement, which was presented for information, should be voted on by Education Council. There was a longer discussion; while not strictly opposed to the suggestion, several EdCo members felt a vote was not required, since the documents summarize and clarify existing policies, but do not establish new policy nor restrict the authority of instructors. In addition, other classroom agreements do not come to EdCo for approval. EdCo accepted the item for information.

c) Concept Paper: Nail Technology Certificate

- B. Griffith and L. Dannhauer presented the concept paper. The field of nail technology is growing, and there is demand for training in this area (which used to be part of the Esthetics program). The proposed certificate consists of two courses and can be taken as a standalone program; graduates of the Esthetics and Spa Therapy Certificate wishing to obtain skills in nail technology can enrol directly in the second course. The proposed program is the only offering of its kind at a public institution, and presents an opportunity to expand public-facing services offered at VCC's Salon & Spa.

- Responding to questions, L. Dannhauer noted that nail services are in high demand despite the pandemic. Ventilation requirements can be fulfilled using portable ventilators, which students will purchase as part of their kits; no facilities upgrade is required.

d) Program Discontinuance: Interior Design Certificate

> **MOTION:** THAT Education Council recommend the Board of Governors approve discontinuance of the Interior Design Certificate program.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- C. Sauvé reported that the program was suspended in February 2019. There was a steady drop in enrolment over the years due to changes in the industry, with a bachelor's degree becoming the minimum requirement for a "registered interior designer (R.I.D.)" designation through the Interior Designers Institute of British Columbia (IDIBC). VCC is unable to compete with other institutions (including KPU and BCIT) that have more suitable facilities for this program area.

- A program renewal was completed to explore possible programming alternatives. One idea is to offer Business for Creatives courses in Continuing Studies; other options, such as interior decorating and eco/green design programming, were not considered viable due to a lack of market demand and appropriate facilities, respectively. The recommendation was to discontinue the program in its current form.

e) Program Suspension: Renal Dialysis Technician Short Certificate

> **MOTION:** THAT Education Council recommend the Board of Governors approve suspension of the Renal Dialysis Technician Short Certificate program.
>
> **Moved by D. Wells, Seconded & CARRIED (Unanimously)**

- C. Sauvé and R. Bennett presented the proposal to suspend the Renal Dialysis Technician Short Certificate. VCC has offered the program inconsistently since 2013, since local hospitals are increasingly delivering their own in-house training. The department has reached out to local health authorities, but it is unclear when the program will run again. There are currently 50 students on the waitlist, and the department receives numerous enquiries about the program. The proposal is to suspend the program until there is more clarity, with interested students being directed to other health programs at VCC, such as the Medical Device Reprocessing Technician program. There are also discussions about connecting students on the waitlist with health authorities conducting training.

f) EdCo Annual Planning Calendar 2021

- E. Ting presented the planning calendar and invited EdCo members to provide feedback.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Updates: Network Technology Administration and Security Post-Degree Diploma and Network Security Advanced Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the program content guides for the Network Technology Administration and Security Post-Degree Diploma and the Network Security Advanced Certificate.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented minor revisions to two networking programs. The list of courses was organized into terms, which was requested by International Education to clarify the program structure for international students studying in cohorts. Part-time (domestic) students can complete the courses in any order.

ii) New Program: Accounting Diploma

> **MOTION:** THAT Education Council provisionally approve, in the form presented at this meeting, the curriculum for the Accounting Diploma program, including nine new courses, and recommend the Board of Governors approve the credential.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- D. Innes presented the proposal for two new programs: the Accounting and Marketing Technology Diplomas (see 7aiii), open to both international and domestic students. The curriculum partially overlaps with the Canadian Business Management (CBM) and Business and Project Management (BPM) Post-Degree Diploma programs. Newly developed content includes a course on Indigenous business. D. Innes requested both programs go through the provisional approval process, which will provide additional support to the new department that will be established.

- Curriculum Committee requested changes to evaluation plans to reduce the emphasis on exams and quizzes. While some changes were made, there is still a large focus on tests. D. Innes explained that the curriculum developers viewed the ability to demonstrate accuracy under pressure as a crucial component of the work. Additional small changes were made for alignment in connected courses.

- Associate Registrar L. Apouchtine expressed concerns related to the overlap of about 50% of courses in the new diploma programs and the existing post-degree diplomas. Questions were raised regarding the higher admission requirements for the post-degree diplomas (completed bachelor's degree), as well as the differentiation in content between the diploma and more advanced post-degree programs. With the current proposal, diploma graduates would already have completed 50% of credits towards a post-degree diploma. D. Innes responded that VCC worked with Okanagan College (OC) in developing the programs, and this structure has proven successful at OC. Since international students typically enter post-degree programs without work experience and with university degrees in fields unrelated to business, foundational courses are necessary to introduce the Canadian business context and prepare students for more advanced content in the second year. The post-degree programs offer more advanced management-level courses, while the diploma programs are more applied and prepare graduates for entry-level positions.

- N. Coles inquired about the background for introducing a new accounting program, since VCC's Accounting Certificate program was cancelled in 2008. D. Innes and D. Wells responded that a major change in the landscape was the consolidation of various accrediting bodies into one organization: CPA Canada (Chartered Professional Accountants). VCC is working towards CPA accreditation; the goal is to enable graduates to ladder into a degree and receive credit for CPA programs if they pursue a CPA designation. In addition, diploma graduates are qualified for accounting technician positions, which are in great demand in Metro Vancouver.

- L. Apouchtine recommended that tuition for common courses be aligned with rates in the post-degree diploma programs; D. Innes confirmed this will be taken into consideration when tuition is set.

iii) New Program: Marketing Technology Diploma

> **MOTION:** THAT Education Council provisionally approve, in the form presented at this meeting, the curriculum for the Marketing Technology Diploma program, including one revised and seven new courses, and recommend the Board of Governors approve the credential.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- See discussion under 7aii)

iv) Curriculum Documentation Approval Time Frame 2021

- This document was included for information.

b) Policy Committee

- No report; N. Mandryk sent regrets.

c) Appeals Oversight Committee

- L. Griffith reported that committee welcomed new members based on the updated terms of reference. Two subcommittees are working on developing a process for tracking appeals and a protocol around hearings. There are ongoing conversations around the committee mandate.

- The online Tribunal Training course has been well received, with about 50 registrants over the last 1.5 years. L. Griffith thanked everyone involved in this work.

d) Education Quality Committee

- T. Rowlatt provided an update on the committee's working groups. One subcommittee is undertaking a gap analysis between program renewal and accreditation processes. A second group is reviewing course evaluation surveys, with the goal of incorporating questions around online learning.

8. RESEARCH REPORT

- E. Ting reported that the REB is reviewing its membership and is looking to add two more members.

- Six review requests were received last month (four new projects and two amendments).

- February 25 & 26 have been set as tentative dates for the combined Research Day/Teaching and Learning Symposium in 2021.

9. CHAIR REPORT

- E. Ting reported that voting in EdCo elections closed today. She thanked departing members D. Beerwald, N. Coles, J. Yeung, S. Singh, and L. Hunter for their contributions to Education Council.

- Policies C.3.13 Academic Year and C.3.15 Academic Schedule went through Governance Committee on October 7 and will be presented to the Board for approval on November 25.

- The Academic Governance Council will meet before the next EdCo meeting; members were encouraged to bring forward topics for discussion.

10. STUDENT REPORT

- P. Patigdas reported on SUVCC membership outreach activities, including very successful online yoga and financial literacy workshops.

- SUVCC held elections for its Board of Directors, with new terms starting at the end of October. There has been a lot of outreach on different platforms to engage students in the upcoming provincial election, including encouraging students to submit pledges and share issues of concern on the takeitover.ca site. SUVCC is also planning to hold class talks to further engage students.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on November 10, 2020, 3:30-5:30 p.m. EdCo Planning Day is scheduled for November 20, 9:00 a.m.-12:00 p.m.

> **MOTION:** THAT Education Council adjourn the October 13, 2020 meeting.
>
> **Moved by E. Ting, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:06 p.m.

APPROVED AT THE NOVEMBER 10, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Adrian Lipsett
Natasha Mandryk (Vice-Chair)	Bonnie Chan
Ajay Patel (ex officio)	Dee Duncan
Blair McLean	Dennis Innes
Brett Griffiths	Ian Humphreys
Dave McMullen	Jennifer Gossen
David Wells	Keith Mew
Heidi Parisotto	Lisa Beveridge
Jo-Ellen Zakoor	Louise Dannhauer
John Demeulemeester	Pervin Fahim
Julie Gilbert	Phoebe Patigdas
Lucy Griffith	Reba Noel
Marcus Ng	Ria Salonga
Natasha (Student Representative)	Taryn Thomson
Sarah Kay	Yulia Gracheva
Shantel Ivits	
Todd Rowlatt	

Regrets	Recording Secretary
Ali Oliver	Darija Rabadzija
Julia Skye Summers	
Shane McGowan	

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

▪ E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

▪ E. Ting welcomed new EdCo faculty representatives S. Kay, B. McLean and S. Ivits; student representatives J. Summers and Natasha; and returning members J. Demeulemeester, M. Ng and N. Mandryk.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the November 10, 2020 agenda as presented.
>
> **Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

4. APPROVE PAST MINUTES

> **MOTION:** THAT Education Council approve the October 13, 2020 minutes as presented.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

5. ENQUIRIES & CORRESPONDENCE

- E. Ting received a request for an update on the Duolingo English Test pilot. Since a report is expected in January/February 2021, this item will be revisited at that time.
- Douglas College is in the process of revising its EdCo bylaws and has approached VCC for advice.

6. BUSINESS ARISING

a) Campus Master Plan

- A. Patel congratulated elected EdCo members and thanked everyone for their work in these difficult times. He provided a brief update on the different components of the Strategic Innovation Plan, with the current main focus on the Campus Master Plan (CMP). The plan was approved in principle by the Board of Governors last November. The focus is now on leveraging VCC's real estate to secure the College's sustainability into the future. A. Patel acknowledged I. Humphreys' work in moving this multi-year project forward despite the pandemic.

- I. Humphreys presented excerpts of the CMP presentation made to the Ministry of Advanced Education, Skills and Training in September. Key points included
  - Overview of VCC's history as the oldest post-secondary institution in B.C. and its crucial role in the establishment of other institutions in Vancouver.
  - VCC's impact in Metro Vancouver: community engagement, program mix (access and developmental programming; trades and career programs; health programs), and affordability. Delivery of high-value/high-cost programs presents challenges for financial sustainability.
  - CMP proposes to leverage the College's real estate assets to create revenue to rebuild infrastructure and support programs into the future.
  - High value of the College's real estate due to the location of both Broadway and Downtown campuses near current and future transit lines and growing innovation and technology hubs.
  - Current College infrastructure is aging and needs to be replaced (except for Broadway Building B) due to the high cost of maintenance compared to current replacement value.
  - Estimated total space required for current and future programs: 700,000 sq. ft. of built space; development opportunity to build another 1.2–2.0 million sq. ft. of additional space.
  - The first step is a proposal from the five-year capital plan to build a Clean Energy and Automotive Innovation building on the east side of the Broadway campus parking lot. VCC is asking for about $250 million in funding from the ministry for this project. This proposal ties in with B.C.'s Zero-Emission Vehicles Act (ZEV Act) passed last year, which requires all vehicles in B.C. to be zero-emission vehicles by 2040. This change creates the need to train technicians in these new technologies and to expand VCC's program offerings.
  - After construction of this building, several programs would be relocated from the Downtown campus towers; the new building will also include events spaces, freeing up room in Building B to move in dental and health programs from Downtown.
  - The Downtown campus could then be redeveloped, retaining about 200,000 sq. ft. for programming and developing 800,000 sq. ft. of high-tech office space to create $250-300 million in revenue. These funds would be used for another new building at the Broadway campus on Great Northern Way to accommodate services currently housed in Building A.
  - The final step would be redeveloping the space currently occupied by Building A into a mixed-use development with affordable housing and community amenities.
  - Initial responses from the ministry and the City of Vancouver have been positive, and the $250 million investment would pay off significantly both in economic/financial terms and in positive social impacts. However, it was emphasized that this ask is much higher than any funding received by postsecondary institutions in the past.

- Responding to questions, A. Patel and I. Humphreys clarified that, while long-term leases are preferred over the sale of land, either option is possible, depending on the amount of funds raised. Any decision on disposal of land (either lease or sale) must be approved by the Ministry of Finance.
- There was a discussion about poor utilization of current campus spaces, as well as the importance of incorporating new technologies into the design of new spaces to support future programming. There will be conversations and engagement with the College community on these issues, and trade-offs will be required.
- The question was raised whether the College is exploring federal research funding (e.g., Technology Access Centres Grants through NSERC). At this point, the College is not seeking federal funding; the current focus is on obtaining provincial support as a first step.

b) Concept Paper: Health Care Assistant Diploma (International Cohort)

- L. Beveridge presented the concept paper for this new 2-year diploma program, unique in B.C., designed for international students looking to work in the Canadian health care sector. The program combines the existing Health Care Assistant (HCA) Certificate curriculum with enhanced training in interpersonal communication, intercultural awareness, and information technology. Graduates will qualify for a three-year postgraduate work permit, allowing them to complete the 600 hours of work experience required to enter VCC's Access to Practical Nursing program. The work permit is a pathway to permanent residency in Canada and a requirement for international students to qualify for a BC Care Aide Registry number, which is required for work in public care institutions.
- The BC Care Aide Registry supports this program, which addresses the gap in qualified HCAs resulting from increased demand due to demographic change and the COVID-19 pandemic, coupled with declining domestic enrolment. The government is working on a pilot project to increase domestic enrolment. VCC has sufficient capacity to run full domestic and international cohorts.
- There was a longer discussion about differences between the domestic certificate and the extended international diploma program. There are considerations to incorporate some of the additional content, e.g. in information technology, into the domestic program. Other components added to the diploma are microcredentials that would typically be completed in advance as admission requirements (e.g. CPR training, FOODSAFE). It was emphasized that the core curriculum is articulated and identical for both programs, which is expected to lead to a faster review process and recognition by the BC Care Aide Registry.
- There was a discussion about expected tuition and student debt load in view of future earning potential. The average hourly wage for HCAs is $23, although incomes vary, e.g. in unionized versus non-unionized environments, and the high demand for HCAs may positively impact wages in the future. Tuition will be finalized at a later stage in consultation with International Education and Finance. It was noted that the program offers a pathway into a career in the Canadian health care sector and laddering options up to a Bachelor of Science in Nursing.

c) Notice of Elections

- Elections for the EdCo Chair and Vice-Chair, Standing Committee Chairs, and EdCo Executive members will take place at the December 8 EdCo meeting. Members interested in running for a position were asked to inform E. Ting and D. McMullen in advance if they are unable to attend, in order to allow for alternate arrangements.

d) EdCo Planning Day

- The agenda was distributed to EdCo members; presenters include A. Dunn, Manager of Online Learning Strategy & Design, and consultants R. Daum and L. Heller, who are guiding VCC's Indigenization Planning Framework process.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Course Deactivations: ACED 0701 & 0706

> **MOTION:** THAT Education Council approve deactivation of ACED 0701 Assessment & Career Options and ACED 0706 Effective Communication effective November 2020.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal to deactivate two CCA courses that have been replaced by other courses.

ii) Program Update: Bachelor of Science in Nursing (First Year Entry)

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Bachelor of Science in Nursing (First Year Entry) admission requirements.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- D. Duncan and J.-E. Zakoor presented the proposal to introduce a competitive selection process for admission based on GPA and CASPer test results. The goal is to reduce currently high attrition rates by selecting students that are ready for the heavy academic demands of the program and exhibit personal competencies required for success in a nursing program (e.g. collaboration, communication, self-awareness, and problem solving) and in the workplace. These non-academic competencies are assessed through the CASPer test, which is used by numerous other institutions for admission to health programs. Annual competitive selection will also eliminate waitlists, which have been long and challenging to manage under the current first-come-first-served system.

- T. Rowlatt reported that Curriculum Committee extensively discussed the CASPer test and suggested adding a third assessment criterion, such as a personal essay. However, the department currently does not have the capacity to manage and evaluate essays due to a shortage of nursing faculty; the introduction of CASPer is a pilot, and the effectiveness of this new approach will be evaluated.

- D. McMullen added that all other nursing programs in B.C. have moved to more competitive admissions processes, and experiences at McGill with CASPer have been positive. Responding to questions, D. Duncan noted that the development of soft skills is interwoven throughout the program. In addition, two faculty members are involved in a research study with JIBC on increasing student resilience in health care.

- Questions were raised regarding possible bias in the CASPer test and ways to ensure equity and inclusion in the admissions process (e.g. through an admissions interview, essay, or the option to submit additional information to the admissions committee). J.-E. Zakoor noted the lack of capacity in the department to manage additional components, as well as the difficulty of ascertaining authorship of essays in an online environment. The company providing the CASPer test is working on addressing equity issues and minimizing bias. It was emphasized that the introduction of the CASPer test is a one-year pilot, and student success/attrition will be tracked. EdCo requested an update on the first cohort in the spring of 2021.

iii) Program Update: Administrative Professional Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Administrative Professional Certificate program.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal. The 8-month Administrative Assistant Certificate program was recently restructured into two 4-month certificates for domestic students, while the 8-month

structure was maintained for international students. The current proposal is to return to the 8-month model for domestic students, based on faculty and student feedback after one term was taught in the new structure. The foundational skills taught in the first four months have not proven sufficient to qualify graduates for employment. The only proposed change is to remove the term "international" from the program name and program content guide.

(D. McMullen left the meeting at 5:30 p.m.)

iv) New Program: Nail Technology Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Nail Technology Certificate program, and recommend the Board of Governors approve the credential and implementation of the program.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal for this new program in the in-demand area of nail technology. The program consists of two courses; students with requisite experience or those who have completed VCC's Esthetics and Spa Therapy Certificate program can register directly in the second course. Curriculum Committee requested clarification of Prior Learning Assessment & Recognition (PLAR); requested edits were completed.

v) New Program: Automotive Collision and Refinishing Foundation Certificate &

vi) New Program: Automotive Collision and Refinishing Foundation Certificate (E-pprentice)

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Automotive Collision and Refinishing Foundation Certificate program, the new Automotive Collision and Refinishing Foundation Certificate (E-pprentice) program, and 22 new courses, and recommend the Board of Governors approve the credentials.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposed curriculum changes, resulting from the national harmonization process for Automotive Collision Repair and Refinishing trades, which will share a common first-level curriculum in both foundation and apprentice offerings. The department also formalized its alternate delivery (E-pprentice) version of this training. Since the curriculum is harmonized, there were limitations on the amount of changes possible; Curriculum Committee requested minor adjustments to evaluation plans and recommended characteristics of students. Curriculum developer R. Popow was acknowledged and commended for his work on these proposals.

vii) New Course: ACRP 1101 - Automotive Collision and Refinish Common Core Apprentice Level 1

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course ACRP 1101 Automotive Collision and Refinishing Common Core Apprentice Level 1.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- This proposal contains the first new harmonized apprentice course (see 7v and iv); the remaining apprentice courses will be presented at the next meeting.

viii) Program & Course Deactivations: Automotive Programs

> **MOTION:** THAT Education Council approve the deactivation of ACAP 1001 Auto Collision Repair Technician Apprentice Level 1, ARAP 1001 Auto Refinishing Prep Technician Apprentice Level, three (3) programs (Auto Collision Repair Technician Certificate, Auto Collision Repair Technician Certificate

(High School Cohort) and Auto Refinishing Prep Technician Certificate), and 29 courses.

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

- The programs and courses presented for deactivation are being replaced by the new harmonized curriculum (see 7v-7vii).

ix) Deactivation of Programs and Courses

- Due to time constraints, this item was deferred to the next meeting.

b) Policy Committee

i) C.3.10 Educational Affiliations

MOTION: THAT Education Council approve C.3.10 Educational Affiliations Policy and Procedures and recommend approval of C.3.10 Educational Affiliations Policy and Procedures to the Board of Governors.

Moved by N. Mandryk, Seconded & CARRIED (Unanimously)

- N. Mandryk reported that the committee is engaging in higher-level discussions about its work, as well as resources and support for policy writers.

- Policy C.3.10 was revised as part of the five-year policy review cycle by T. Rowlatt as the policy writer. Processes were clarified and streamlined based on experiences from the recent establishment of an agreement with Vancouver Film School. Policy Committee suggested some edits at its August meeting. The policy was then posted for community feedback; no comments were received. A minor edit was made at the last Policy Committee meeting, replacing "instructors" with "employees" in the Scope and Limits section.

c) Appeals Oversight Committee

- L. Griffith reported that the November and January meetings were cancelled to allow two subcommittees to continue their work on appeals tracking and protocols. She thanked working group members for their contributions.

d) Education Quality Committee

- No report; the October meeting was cancelled.

8. RESEARCH REPORT

- E. Ting reported that the REB added two new members: A. Copp and L. Griffith. Former Applied Business representative H. Roberts retired and will stay on the REB as a community member.

- The VCC Teaching, Learning, and Research Symposium will take place on February 25-26, 2021. Proposals for presentations can be submitted until January 8, 2021.

9. CHAIR REPORT

- E. Ting reported that the next Academic Governance Council meeting is still being planned; members were invited to bring forward items for discussion.

10. STUDENT REPORT

- P. Patigdas reported that SUVCC wrapped up its Take it Over campaign encouraging voting in the recent provincial elections. SUVCC recently held its AGM; a report outlining last year's initiatives, campaigns and events is available to students and employees. The new Board of Directors was welcomed last weekend.

11. NEXT MEETING AND ADJOURNMENT

- EdCo Planning Day will take place on November 20, 9:00 a.m.-12:00 p.m. The next regular Education Council meeting will be held on December 8, 2020, 3:30-5:30 p.m.

> **MOTION:**   THAT Education Council adjourn the November 10, 2020 meeting.
>
> **Moved by B. Griffiths, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:43 p.m.

APPROVED AT THE DECEMBER 8, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council

ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Adrian Lipsett
Natasha Mandryk (Vice-Chair)	Alayna Finley
Ali Oliver	Bonnie Chan
Dave McMullen	Bruce McGarvie
David Wells	Clay Little
Heidi Parisotto	Dennis Innes
John Demeulemeester	Jennifer Gossen
Julie Gilbert	Kalli Cartwright
Lucy Griffith	Keith Mew
Marcus Ng	Les Apouchtine
Natasha (Student Representative)	Marcia Tanaka
Shantel Ivits	Phoebe Patigdas
Todd Rowlatt	Shirley Lew
	Taryn Thomson

Regrets	Recording Secretary
Blair McLean	Darija Rabadzija
Brett Griffiths	
Jo-Ellen Zakoor	
Julia Skye Summers	
Sarah Kay	
Shane McGowan	

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the December 8, 2020 agenda as presented.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

4. APPROVE PAST MINUTES

> **MOTION:** THAT Education Council approve the November 10, 2020 minutes as presented.
>
> **Moved by D. Wells, Seconded & CARRIED (Unanimously)**

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Academic Plan

- D. Wells presented a draft of the Academic Plan 2021-2024. The template is similar to the previous version, with some items shifted to different categories and new numbering. Some of the previously planned projects could not be completed due to COVID-19. Work is in progress on the five pillars, including development of an Indigenization Planning Framework *(Prioritize diverse ways of being)*; work in the area of PLAR *(Democratize the acquisition of knowledge, skills, and competencies)*; microcredentials and badging *(Create alternative pathways to competencies)*; online/blended delivery, especially in the context of the current pandemic *(Ensure platform agnostic learning)*; and Work-Integrated Learning (WIL).

- The draft document has been distributed to departments for discussion with deans; the goal is to bring a final version to Education Council in March.

- There was a discussion about timelines and the process of annual program reviews feeding into department plans and the Academic Plan. Department-level plans tend to be more granular, while only higher-level items are brought forward for the Academic Plan. While timelines are set up to allow information from annual program reviews to feed into the Academic Plan, it was acknowledged that program reviews currently do not explicitly capture the five pillars of the Academic Plan. It was suggested that the Education Quality Committee revise program review documents to align them more clearly with the priorities in the Academic Plan. Planning documents are posted on the VP Academic page on [myVCC](#).

b) Planning Day Debrief

- E. Ting reported from the half-day EdCo planning session on November 20 and thanked members for participating. Members discussed quality assurance for online courses, led by A. Dunn; academic integrity in the online environment; and fighting isolation and building community in online teaching and learning.

- R. Daum and L. Heller led a discussion on Indigenizing and decolonizing curriculum, and introduced their equity, diversity, and inclusion (EDI) readiness assessment project. Additional sessions with R. Daum and L. Heller will be scheduled to continue this conversation and discuss Indigenization related to governance and policy. The next session will take place at the December 16 Curriculum Committee meeting; a special EdCo session is scheduled for January 13.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: DHHE 0600, 0610, 0620, 0630 & 0640

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, five (5) new courses: DHHE 0600 English Foundations – Bridge, DHHE 0601 English Foundations 1, DHHE 0602 English Foundations 2, DHHE 0603 English Foundations 3, and DHHE 0604 English Foundations 4.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- A. Finley presented the proposal for five new English Foundations courses, which were developed based on recommendations from the 2019 Deaf & Hard of Hearing (DHH) program renewal: a bridge course, followed by Foundations 1–4, which align with Canadian Language Benchmarks for the Deaf 1–4. Students will use both ASL and English in these courses. The new structure was designed to meet articulation guidelines to allow for transferability to other institutions.

- T. Rowlatt noted that Curriculum Committee provided some feedback regarding portfolios. Course numbers were changed in consultation with the Registrar's Office to DHHE 0600–0604 after distribution of the EdCo package. Several old courses will be replaced and need to be deactivated.

- Responding to questions, A. Finley clarified that there is no standardized approach for teaching English to the Deaf and hard of hearing in the K-12 system. The department researched different resources for DHH students and incorporated these into the course design. There was a discussion about the terminology used in learning outcomes (aligned with CLB language), which may be difficult for students to understand. A. Finley responded that ASL videos will be developed and posted online, providing additional information to students communicating via ASL. T. Rowlatt added that Curriculum Committee was comfortable with the language as presented.

ii) **New Courses: Automotive Apprentice & E-pprentice (ACRP 1102; ACAP 2002, 2003, 3002, 3003, 4002, 4003; APAP 2002, APAP 2003)**

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, nine (9) new apprentice courses for Auto Collision and Refinishing Technician: ACAP 2002, ACAP 2003, ACAP 3002, ACAP 3003, ACAP 4002, ACAP 4003, ACRP 1102, APAP 2002, and APAP 2003.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- K. Mew presented the second part of proposals based on the national harmonization of Automotive Collision Repair and Refinishing standards. The first group of proposals was approved at the last EdCo meeting; the current proposal encompasses the remaining nine apprentice and E-pprentice (online delivery) courses.

- In response to a question about the decision note, it was clarified that the point on inclusion and diversity refers to an ITA learning outcome combining mentorship and support for a diverse and inclusive work environment; this point was added as a separate learning outcome.

iii) **Program Update: Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma**

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma, adding the mechanical specialty, and 32 new courses.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- B. McGarvie presented the proposal to add a new mechanical specialty to the CAD & BIM Technician Diploma program. VCC's previous mechanical drafting program was discontinued in 2004, as sawmill and pulp and paper industries declined. Current industry developments, such as LNG projects in northern B.C., have led to renewed and growing demand for mechanical technicians to work in the mining industry, chemical process plants, energy infrastructure, oil and gas, as well as mechanical systems for buildings. The curriculum aligns with the learning outcomes outlined in the accreditation standards for Applied Science Technologists and Technicians of BC (ASTTBC) and Technology Accreditations Canada (TAC).

- Curriculum Committee requested a minor adjustment to evaluation plans, which was completed after distribution of the meeting package: participation grades were reduced from 20% to 10%, and 10% added to quizzes/tests (courses DRFT 1364–1367 and 1394–1396).

iv) **Deactivation of Programs and Courses**

> **MOTION:** THAT Education Council approve Curriculum Committee as the approval body for course and program deactivations within Courseleaf CIM, except for those programs and courses that are within the process of suspension and/or discontinuance as governed by Policy C.3.3.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposal to give Curriculum Committee the authority to deactivate courses and programs, in order to standardize and streamline this process. Deactivations may become

necessary if offerings are replaced by new programs, course numbers change, or courses have not been taught in years. The goal of the proposal is to establish a consistent process going forward, ensure appropriate documentation, and reduce redundancy. The proposed deactivation process will not apply to programming that falls under the processes outlined in policy C.3.3 Suspension and/or Discontinuance of Programs. EdCo members had no concerns.

b) Policy Committee

- N. Mandryk reported that both student conduct policies (D.4.3 and D.4.5) went through another round of revisions, based on substantive committee feedback submitted in August. The November committee meeting was cancelled to allow time for this work, and the updated drafts will be discussed at the committee meeting tomorrow.

c) Appeals Oversight Committee

- L. Griffith reported that the last committee meeting was cancelled; the subcommittees are continuing their work on developing appeals tracking processes and protocols for appeals.

d) Education Quality Committee

i) Course Evaluation Surveys – Additional Questions on Online Learning

- T. Rowlatt presented new survey questions related to online learning, which were developed in the context of the move to online delivery due to the pandemic. These questions will be added to existing course evaluation surveys after consultation with the VCCFA. (A minor grammatical edit was suggested.)

- While the surveys are intended to evaluate courses, not instructors, concerns were raised about responses being attributable to individual instructors for courses taught by only one or a small number of faculty members. T. Rowlatt noted that the goal is not to provide data immediately, but to aggregate results over several years in order to inform program renewals. There are other survey tools that provide both formative evaluations (sent directly to individual instructors) and aggregated data (on the department level). The plan is to explore these tools in the next few years, dependent on the College's budget.

8. RESEARCH REPORT

- E. Ting reported that many more REB inquiries are coming in from outside B.C., and in the last month or so, two requests have been received from overseas (UK).

- The VCC Teaching, Learning, and Research Symposium will take place on February 25-26, 2021. Proposals for presentations can be submitted until January 8, 2021.

9. CHAIR REPORT

- E. Ting reported that the Academic Governance Council held a half-day meeting on November 18 to discuss institutional challenges due to the pandemic. Another meeting is planned before the winter break. At the November 25 Board of Governors meeting, several concept papers were presented for information, and all program proposals were approved.

10. STUDENT REPORT

- P. Phoebe reported on SUVCC activities around Transgender Awareness Week and Transgender Day of Remembrance, as well as the International Day for the Elimination of Violence against Women. The first online Stress Busters event was a success. SUVCC is encouraging students to get engaged in the ongoing Fund It, Fix it campaign on funding for the post-secondary education system.

- SUVCC office locations will be closed from December 11 to January 4; the virtual helpdesk will remain available throughout the upcoming week.

11. ELECTIONS

a. Education Council Chair

- D. McMullen thanked everyone who served in leadership capacities on EdCo and committees, before resuming the elections.
- N. Mandryk nominated E. Ting. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, E. Ting was announced Chair of Education Council.

b. Education Council Vice-Chair

- E. Ting nominated N. Mandryk. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, N. Mandryk was announced Vice-Chair of Education Council.

c. Two Executive Committee Members

- L. Griffith nominated T. Rowlatt. Nomination accepted.
  T. Rowlatt nominated L. Griffith. Nomination accepted.
  Second and third calls for nominations: There were none.

  By acclamation, T. Rowlatt and L. Griffith were announced Executive Committee Members of Education Council.

d. Standing Committee Chairs

i. Curriculum Committee

- J. Gilbert nominated T. Rowlatt. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, T. Rowlatt was announced Chair of Curriculum Committee.

ii. Education Policy Committee

- J. Demeulemeester nominated N. Mandryk. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, N. Mandryk was announced Chair of Education Policy Committee.

iii. Education Quality Committee

- H. Parisotto nominated T. Rowlatt. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, T. Rowlatt was announced Chair of Education Quality Committee.

iv. Appeals Oversight Committee

- H. Parisotto nominated L. Griffith. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, L. Griffith was announced Chair of Appeals Oversight Committee.

12. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 12, 2021, 3:30-5:30 p.m. E. Ting thanked everyone for their work and contributions this year.

  > **MOTION:** THAT Education Council adjourn the December 8, 2020 meeting.
  >
  > **Moved by D. McMullen , Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 4:43 p.m.

APPROVED AT THE JANUARY 12, 2021 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council