



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL MEETING MINUTES

January 11, 2022

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Shantel Ivits (Vice-Chair)
David Wells
Heidi Parisotto
Ishaan Saini
Janita Schappert
Jessica Yeung
Jo-Ellen Zakoor
John Demeulemeester
Louise Dannhauer
Marcus Ng
Poshak Sachdeva
Sarah Kay
Shantel Ivits

Regrets

Dave McMullen
Lucy Griffith

Recording Secretary

Darija Rabadzija

Guests

Adrian Lipsett
Ali Oliver
Andrew Dunn
Andy Sellwood
Claire Sauvé
Clay Little
Dawn Cunningham Hall
Dennis Innes
Elle Ting
Jane Shin
Jennifer Gossen
Joy Dalla-Tina
Julie Gilbert
Nicole Degagne
Shaun Wong
Shirley Lew
Sydney Sullivan
Tannis Morgan
Taryn Thomson

1. CALL TO ORDER

- The meeting was called to order at 3:31 p.m. N. Mandryk welcomed EdCo Executive members and committee chairs elected at the December Education Council meeting: S. Ivits (Vice-Chair), L. Griffith and S. Kay (EdCo Executive), T. Rowlatt (Chair of Curriculum and Education Quality Committees), S. Kay (Chair of Education Policy Committee). N. Mandryk was elected Chair of Appeals Oversight Committee.

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional and unceded territories of the x^wməθk^wəy̓ əm (Musqueam), Sḵw̓x̓ wú7mesh (Squamish), and sə̓lilw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the January 11, 2022 agenda as amended.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

- N. Mandryk proposed new agenda item 6d) to discuss current developments around program delivery for the Winter Term.

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the December 7, 2021 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Strategic Innovation Plan (SIP) Implementation

- J. Shin presented an overview of the Strategic Innovation Plan (SIP) refresh process, which culminated in the approval of the refreshed plan last summer. The SIP is posted on a new [website](#), which also includes a historical timeline of VCC and the area back to pre-colonial times.
- Departments were invited to submit concrete objectives to advance the five SIP priorities and their associated goals, and to inform decisions on resource and budget allocation. A total of about 120 initial objectives were received. This list was refined and narrowed down to around 80 objectives based on various considerations (number of objectives; operational versus strategic initiatives; urgency; impact; financial requirements; complexity; and timelines). Objectives will be sequenced over the next three years, with varying timeframes and reassessment of available resources and capacity before a new activity is started. Reporting on completed objectives would take place at the end of each year.
- EdCo members commended the focus on feasibility and responsiveness to changes. It was requested that the list of objectives be shared with VCC's governance bodies, with a view to transparency and accountability. J. Shin laid out concerns about publishing the full list of objectives but will bring this feedback to the Senior Leadership Team. Objectives under the academic innovation priority could be outlined more explicitly in the Academic Master Plan.

b) Library Update

- Following up on questions by the VCCFA at the last meeting, T. Morgan presented an update on Library staffing. The Library plans to hire an Indigenous initiatives coordinator, advancing the Strategic Innovation Plan priorities of Indigenization and decolonization. This role was created in the context of a review of the different library coordinator positions and a retirement last year. Some Library operations needed to be shifted since no additional position was created, as originally proposed. T. Rowlatt commended T. Morgan for the collaborative process to reach this outcome and expressed the support of the Library team for this approach.
- There were questions about support for Indigenizing curriculum as faculty are eager to embark on this work. Efforts have begun to secure Indigenous curriculum development support.

c) Program Reset Working Group

- T. Morgan reported on the Program Reset Working Group, established last summer to prepare for the return to campus in September 2021, with some continued online/blended delivery. During the first phase of the project, two online developers were rehired to support faculty. The focus during Phase 2 (Sep 2021-March 2022) is on monitoring, and Phase 3 will see an evaluation of the project.
- Two subcommittees, led by A. Dunn and L. Apouchtine, respectively, will address emerging questions around quality and operational issues. The quality subgroup is reviewing data on both students' and instructors' experiences with blended delivery. Survey data from Institutional Research will be supplemented with information from focus groups planned for January and February. Findings will be shared in a report and may lead to, for example, additional training to address identified gaps.
- Members emphasized the importance of UDL (Universal Design for Learning) considerations and of continuing to serve students who are not able to study online. There was a discussion about

standardization and best practices (e.g., delineating the maximum duration of online sessions and appropriate breaks) and ensuring data is captured for specific programming areas such as trades.

d) Program Delivery Winter Term 2022

- N. Mandryk opened the floor to questions around program delivery for the Winter Term in view of the current pandemic situation. Different student preferences for online versus in-person delivery within a class present a challenge. D. Wells highlighted the importance of consulting with students if changes are made to the originally planned delivery mode. Important factors to consider are educational quality and continuity, as well as external requirements, such as IRCC rules impacting international students.

e) Annacis Island Update

- D. Wells reported that agreements were reached with BCIT regarding the lease, programming, and equipment, and implementation is in progress. A small part of the HMT program will return to VCC's Broadway campus. It was acknowledged that the situation is very challenging for affected faculty and staff.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: BIOL 1602 Human Anatomy & Physiology

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course BIOL 1602 Human Anatomy & Physiology

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

- T. Rowlatt presented the proposal to change the current course number from NURS 1602 to BIOL 1602; no other changes were made. This course is taught by the Science department and is an admission requirement for the Practical Nursing Diploma program.

ii) New course: PIDP 3351 & Program Update: Provincial Instructor Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course PIDP 3351 Feedback Strategies and the revision to the program content guide for the Provincial Instructor Diploma.

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

- T. Rowlatt presented the proposal for this new elective course in the Provincial Instructor Diploma program. Students need to complete seven elective courses, and a course on feedback strategies was requested by students. Curriculum Committee requested a few edits, which were completed.

iii) New Program: Applied Leadership and Business Management Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Applied Leadership and Business Management Certificate program, including 18 new courses, and recommend the Board of Governors approve the credential.

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

- Program Coordinator J. Dalla-Tina presented the proposal. Following the renewal and in consultation with industry stakeholders, the program was significantly redesigned and now consists of six core courses and additional electives grouped into five different specializations. The program is designed to be flexible; students can take individual courses à la carte, obtain microcredentials (awards of achievement) by completing all courses in one or more specialized areas, and/or complete the full certificate.

- T. Rowlett added that Curriculum Committee requested only a few edits, including removing the age requirement. There were questions about the lack of admission requirements; Curriculum Committee had discussed this point and felt comfortable not adding formal language requirements to make enrolling simple and flexible, particularly since students may decide to take only one course. Strong oral and written skills in English are listed under recommended characteristics of students.

iv) Minor Curriculum Changes

- b) T. Rowlett presented the biannual information note on minor curriculum changes approved by the committee.

c) Policy Committee

- S. Kay has taken over as committee chair; the group has not met since the last EdCo meeting.

d) Appeals Oversight Committee

- N. Mandryk reported that the committee has not met since the last EdCo meeting. The future of the committee's structure and work is under review; the next step will be a conversation with AVP Student & Enrolment Services C. Munro.

e) Education Quality Committee

i) CD Fund 2022-2023

- T. Rowlett reported that proposals are accepted until February 11; adjudication will take place in early March. The CTLR will host a workshop on CD Fund proposals on January 25.
- The guidelines for proposals are largely the same as last year. It was clarified that this year development of online teaching and learning materials will remain eligible for funding. This will be revisited next year in the context of the new Service Innovation and Enhancement Fund (SIEF), which also covers online development (limited to faculty).

8. RESEARCH REPORT

- E. Ting reported that the Research Advisory Committee reviewed its Terms of Reference in December. This group adjudicates the VCC Research Fund; the call for proposals will go out in February, with adjudication in mid-March. Successful applicants can start their research projects on April 1.
- The next VCC [Teaching, Learning, and Research Symposium](#) will be held on March 10 & 11, 2022 - Untangling and Weaving Our History, Knowledge, and Ways of Being: Co-Creating and Making Space for Indigenization and Decolonization in Teaching, Learning, and Research. Presentation proposals can be submitted until January 21, 2022.

9. CHAIR REPORT

- N. Mandryk announced the upcoming by-election for vacancies on Education Council: two faculty seats (CTLR/School of Instructor Education and Student Success) and two support staff seats. (Nomination period: January 17-28; campaign period: January 31-February 4; voting: February 9-15).

10. STUDENT REPORT

- Related to the conversation about online learning, S. Sullivan reported that SUVCC has started receiving feedback from students and will share updates with Education Council.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 8, 2022, 3:30-5:30 p.m.

MOTION: THAT Education Council adjourn the January 11, 2022 meeting.

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

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

APPROVED AT THE FEBRUARY 8, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Shantel Ivits (Vice-Chair)
Dave McMullen
David Wells
Heidi Parisotto
Ishaan Saini
Janita Schappert
Jessica Yeung
Jo-Ellen Zakoor
John Demeulemeester
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Dawn Cunningham Hall
Dennis Innes
Elle Ting
Francesco Barillaro
Jennifer Gossen
Mari Paz Vera
Milagros Palacios Infantas
Patris Aghakian
Pervin Fahim
Shaun Wong
Shirley Lew
Sydney Sullivan
Tannis Morgan
Taryn Thomson

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional and unceded territories of the x̱m̱əθḵ'əy̱ əm (Musqueam), S̱kw̱x̱ wú7mesh (Squamish), and səililw̱ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the February 8, 2022 agenda as amended.

Moved by J.-E. Zakoor, Seconded & CARRIED (Unanimously)

- N. Mandryk noted that the timing of item 6d) Annual Update on Affiliation Agreements may need to be adjusted.

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the January 11, 2022 minutes as presented.

Moved by S. Ivits, Seconded & CARRIED (Unanimously)

6. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on exchanges with Academic Governance Council members (Education Council Chairs from institutions across B.C.) around definitions of micro-credentials, as well as differentiation between revised and new programs at different institutions.
- N. Degagne's 2021 Policy Report was distributed to members before the meeting; this will be a regular annual item going forward.

7. BUSINESS ARISING

a) Annual Update – Deans and Directors

- Deans and directors presented their areas' accomplishments in 2021/22 and priorities for 2022/23. Presentations were made by D. Innes, Dean of Hospitality, Food Studies & Applied Business; S. Lew, Dean of Arts & Sciences; T. Morgan, Associate Vice-President Innovation, for Library, Teaching & Learning Services; J.-E. Zakoor, Dean of Health Sciences; and L. Griffith, Associate Director, Trades, Technology & Design.
- D. Innes reported that VCC is seeking membership in the Scottish Qualifications Authority ([SQA](#)), which would give the College access to curriculum, e.g., in supply chain management.

There was a discussion about Indigenization in the school, including as part of the Hospitality Management renewal. There are plans to reinvigorate collaborations with different First Nations in the Lower Mainland around Culinary and Baking & Pastry Arts. While the amount of food production has been reduced in these programs, a certain level of production is required to meet ITA requirements and prepare students for the workplace.

The school has conducted both formal and informal surveys to evaluate educational quality through the transition to online delivery. Enrolment has been steady, and feedback on online delivery has been positive overall.

A Hospitality Management micro-credential is in development, providing an orientation to main employment pathways in the industry.

- S. Lew responded to questions about marketing for developmental programs; prioritization of marketing resources will be discussed shortly.

There was a discussion about HyFlex learning (teaching students face-to-face and remotely at the same time) and challenges of online delivery for some student groups, such as students with disabilities; students tend to prefer either fully face-to-face or fully online delivery, with little interest in hybrid models. There is a need for training to prepare students for online learning.

- T. Morgan's presentation addressed Open Educational Resources (OER) and the currently favourable climate for OER development and adaptation.
- J.-E. Zakoor outlined efforts to develop a common vision for Indigenization across the School of Health Sciences. A course on Impacts of Colonization on the Health and Wellbeing of Indigenous People was developed for the new international HCA Diploma program, and there are conversations about an introductory module for all Health Sciences students.
- L. Griffith responded to questions about infrastructure requirements for new AR/VR and design programming; technology is becoming more and more accessible, and VCC will leverage its partnerships with other institutions and businesses.

The experience with online and hybrid/HyFlex learning in traditionally hands-on trades programs was discussed, with E-pprentice offerings in Automotive trades as one successful example.

b) Draft Enrolment Plan 2022-23

- P. Aghakian presented the draft Enrolment Plan. Actual numbers were retrieved from Banner; budgeted numbers were provided by Finance, based on their consultations with each school. Part 1 of the plan provides a summary at the school level, with more details outlined in Part 2. Budgeted numbers for Continuing Studies will be included in the final draft, which will be presented to Education

Council at a special meeting on March 16. Actual numbers are as of January 19 and will be updated for the next draft.

- J. Demeulemeester requested a review of some of the actual numbers; he will connect with D. Wells and P. Aghakian. There was a discussion about budgeted numbers and expectations for the next year, particularly in view of the large increases in UT, ABE and Hospitality & Food Studies. It was later clarified that some data was included in error; D. Wells will work with Finance to correct the numbers by the March 16 meeting.

8. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Business Management Post-Degree Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the program name change from Canadian Business Management Post-Degree Diploma to Business Management Post-Degree Diploma, related changes to the program content guide and 16 courses, and new course MGMT 2010 Fundamentals of Business Law.

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

- M. Palacios Infantas presented the proposal; the original plan was to rename the Canadian Business Management Post-Degree Diploma (PDD) to Global Business Management PDD. Following the Curriculum Committee meeting, the question was raised whether “Global” accurately represented the program content. The department, in consultation with the dean and International Education, ultimately decided on the name Business Management PDD. While the program targets international students, topics such as international finance and law or globalization are not covered. The department supports the changes that were made to widen the scope of the curriculum beyond the Canadian context.
- There were questions about Indigenization in the program; this was discussed at Curriculum Committee, and the department will take a more holistic look at Indigenization during the renewal starting in the next 1-2 years.
- T. Rowlatt adjusted the motion to approval of the name change to Business Management Post-Degree Diploma.

9. BUSINESS ARISING (continued)

a) Alternative Process for Curriculum Changes during COVID-19 Pandemic

MOTION: THAT Education Council approve ending the provisional process for curriculum changes necessitated by the COVID-19 pandemic at the end of March 2022.

Moved by S. Ivits, Seconded & CARRIED (Unanimously)

- N. Mandryk outlined the provisional process for curriculum changes, which was approved in May 2020, shortly after the start of the pandemic, and later extended until the end of March 2022. The goal was to provide more flexibility for certain changes during the transition to remote delivery. As this provision was not extensively used, N. Mandryk proposed ending the process at the previously approved end date of March 2022. There was no discussion.

b) Annual Update on Affiliation Agreements

- D. Wells provided the update. Most practicum placement agreements are ongoing/current or in the process of being renewed. In contrast, almost half of the education agreements are either expired or in a renewal state. Several questions and considerations around renewals were outlined:

- Some agreements are not captured under either C.3.10 Educational Affiliations (e.g., those included in the BC Transfer Guide) or C.3.5 Education Service Contract.
- The level of detail varies widely between agreements (e.g., very broad MOUs preceding more specific agreements; less detail on the VCC-side in partnerships in which other institutions provide benefits to VCC students or alumni).
- Questions around the process for renewing agreements classified as ongoing, which may remain substantially unchanged over the years.
- To address these points, D. Wells recommended revising policy and procedures C.3.10 to clarify the classification of agreements and outline appropriate processes for review and renewal of various agreement types. He requested input around reporting and level of detail Education Council would like to receive. It was suggested to improve tracking of existing agreements and renewal/review dates as a first step. The EdCo Executive will discuss the points raised before continuing the conversation at Education Council.

c) EdCo By-Election

- N. Mandryk reported that voting will take place from February 9–15; there are three nominees for two support staff seats, one nominee for the CTLR/School of Instructor Education faculty seat, and no Student Success faculty nominees.

10. COMMITTEE REPORTS (continued)

a) Policy Committee

- S. Kay reported that policy C.1.1 Grading, Progression and Withdrawal is still with the working group. Policy A.3.2 Policy Development and Management went out for community feedback and was reviewed by Administrative Policy Committee and Operations Council. This policy will move forward for Board approval.
- The committee will meet on February 9; R. Noel and S. Ivits will present on Gender-Based Analysis Plus (GBA+), and policy C.1.3 Granting of Credentials will be presented for initial feedback.

b) Appeals Oversight Committee

- No report.

c) Education Quality Committee

- No report.

11. RESEARCH REPORT

- E. Ting reported that the call for proposals for [VCC's Research Fund](#) will go out shortly. Individual projects are eligible for up to \$2,500, interdepartmental projects for up to \$5,000 in funding.
- The Research Ethics Board met last week and welcomed a new faculty member from Dental Hygiene and a physician as a community member. REB members have participated in various training opportunities, including the updated federal CORE-2022 training (Course on Research Ethics) to maintain certification; the OCAP® training (First Nations principles of ownership, control, access, and possession of data and information); and GBA+ training. BCcampus has added a guide for researchers to its Pulling Together series.
- VCC's [Teaching, Learning, and Research Symposium](#) will be held on March 10 & 11, 2022 - Untangling and Weaving Our History, Knowledge, and Ways of Being: Co-Creating and Making Space for Indigenization and Decolonization in Teaching, Learning, and Research.

12. CHAIR REPORT

- N. Mandryk reported that two new programs will be presented to the Board of Governors for approval on February 9: the Applied Leadership and Business Management Certificate and the Health Care Assistant Diploma (International Cohort).

13. STUDENT REPORT

- M. Ng reported on SUVCC's Lunar New Year activities. The union is working with the College to support gathering more student feedback on online learning. A week of action around Open Educational Resources (OER) is planned for March.

14. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 8, 2022, 3:30-5:30 p.m. A special meeting for approval of the Academic and Enrolment Plans will take place on March 16, 2022, 3:30-4:30 p.m.

MOTION: THAT Education Council adjourn the February 8, 2022 meeting.

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

- The meeting was adjourned at 5:37 p.m.

APPROVED AT THE MARCH 8, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Shantel Ivits (Vice-Chair)
Ali Oliver
Andy Sellwood
Dave McMullen
David Wells
Heidi Parisotto
Janita Schappert
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Dennis Innes
Elle Ting
Jamie Choi
Jane Jae Kyung Shin
Jennifer Gossen
KJ Hills
Lindsay Heller
Marcia Tanaka
Matthew Forster
Nicole Degagne
Reba Noel
Robert Daum
Shaun Wong
Shirley Lew
Sid Khullar
Sigrid Albert
Tannis Morgan
Taryn Thomson

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional and unceded territories of the x̱m̱əθḵ'əy̱ əm (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and səliłw̱ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

In the context of International Women's Day, attention was called to the National Inquiry into Missing and Murdered Indigenous Women and Girls' (MMIWG) [Calls for Justice](#).

- Newly elected EdCo members were welcomed: A. Sellwood (faculty, CTRL & SIE), V. Munroe (support staff), and returning member A. Oliver (support staff).

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 8, 2022 agenda as presented

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the February 8, 2022 minutes as presented.

Moved by S. Ivits, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- None.

6. BUSINESS ARISING

a) Institutional Readiness Assessment & Planning Report on Indigenization

- J. Shin and R. Noel presented on VCC's efforts towards Indigenization over the years, and the College's commitment to decolonization, Indigenization, and reconciliation as an institution-wide shared responsibility in the recently refreshed Strategic Innovation Plan. It was emphasized that there are different interpretations of the term Indigenization, and VCC has not adopted a specific definition.
- In September 2020, the College embarked on an institutional readiness assessment, led by consultants R. Daum and L. Heller, in preparation for the development of an Indigenization Framework at VCC. The goal was to identify current successful practices, develop recommendations for improvements, and envision new ideas. The process included extensive engagement with the College community, and external feedback will be sought from Elders, the Indigenous Advisory Committee, and First Nations.
- L. Heller and R. Daum introduced the approach taken and the structure of the report, informed by the report [Perspectives on Reconciliation: A Summer Institute](#). The report identifies work underway at VCC, exemplary practices, VCC community input, and opportunities for deeper contributions in areas such as governance, policy, curriculum, and research. The full report and presentation will be released after the March 30 Board of Governors meeting. Dialogue sessions will be held on April 11 and 12 to gather internal feedback on the report, and members were invited to attend.

b) Annual Update – Deans and Directors Part 1

- Deans and directors presented their areas' accomplishments in 2021/22 and priorities for 2022/23. R. Noel presented on Indigenous Education & Community Engagement, and S. Ivits spoke about the Equity, Diversity & Inclusion Advisory Committee (contact: ibelong@vcc.ca).

c) Budget Update

- J. Choi gave a presentation on the draft budget, which was previously shared at a recent town hall. Due to the pandemic, the ministry gave the post-secondary sector some flexibility to run limited budget deficits in the past two years, but the expectation is that 2022/23 budgets will be balanced.
- Principles and assumptions for the 2022/23 budget were outlined. There were some questions about software cost increases and strategies to balance the budget. Finalized numbers will be presented to the Board of Governors at its March 30 meeting.

d) Annual Update – Deans and Directors Part 2

- J. Gossen, Director of International Education, and C. Munro, AVP Students and Enrolment Services, presented on their areas.
- J. Gossen explained that efforts to diversify the international student base are continuing, which has been challenging due to the pandemic. The number of applications from Hong Kong, the Philippines

and Vietnam is increasing, and the College is looking to grow recruitment in South America. There was a discussion about student support and case management practices in International Education.

- C. Munro noted that there has been great demand for San'yas Indigenous Safety Training, which will continue to be offered (see [Learning for Life Guide](#)).
- Due to time constraints, A. Lipsett's and D. McMullen's presentations were deferred to the next meeting.

e) Concept Paper: Building Manager Certificate

- S. Khullar and C. Sauvé presented the concept paper for the redesign of the long-standing Building Manager program, based on recommendations from the 2019/20 program renewal. The process involved extensive consultations with industry stakeholders and PAC members to align the program with current and future industry needs. Students will learn foundational skills in areas such as building maintenance and cleaning, contracts, budgeting, building operations and technology, sustainability, risk management, and communication. There are opportunities to develop further programming in specialized fields, e.g., in healthcare building management. Students can complete the full certificate or exit after four courses with a short certificate.
- The flexible structure, including online or hybrid delivery, will make the program more accessible for students throughout the province. It was clarified that delivery used to be fully face-to-face before the shift to online delivery during the pandemic. Students preferred the online format; while the new program can be taught fully online, students may benefit from some in-person components.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: DHHE 0605-0609

MOTION: THAT Education Council approve, in the form presented at this meeting, five new courses: DHHE 0605 English for Academic & Workplace Access 5, DHHE 0606 English for Academic & Workplace Access 6, DHHE 0607 English for Academic & Workplace Access 7, DHHE 0608 English for Academic & Workplace Access 8, and DHHE 0609 English for Academic & Workplace Access 9.

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

- T. Rowlatt presented the proposal for five new courses, which were developed following the program renewal in 2019. The first group of English Foundations courses was approved last year; the proposed English for Academic & Workplace Access courses align with the Canadian Language Benchmarks for the Deaf (CLB) 5–9. Curriculum Committee commended the work done by A. Finley and requested only minor edits to simplify course learning outcomes.

ii) New Courses COMP 0736, 0986, 0987 & Program Update ABE Graduation Program Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, changes to the ABE Graduation Program Certificate program content guide and three new courses: COMP 0736 Online Learning Skills 10, COMP 0986 Digital Arts & Graphics and COMP 0987 Computer Programming.

Moved by S. Ivits, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal. The two new grade 12-level courses (COMP 0986 & 0987) will give students more options to complete the ABE Graduation Program Certificate. COMP 0736 Online Learning Skills 10 is an introductory course preparing students for online studies. Curriculum Committee suggested offering this course in August so students can improve their digital skills before starting their programs in September.

iii) New & Revised Digital Media Design Courses

MOTION: THAT Education Council approve, in the form presented at this meeting, 18 revised courses and 16 new courses in Digital Media Design.

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

- T. Rowlatt presented the proposal for new and revised courses that will form the revised Graphic Design Diploma program and four new programs in user interface and user experience (UI/UX) design. The Registrar's Office expressed concerns around operationalizing the proposed program structures, and discussions are ongoing. For this reason, only the courses were presented for approval at this time.
- The key consideration in developing this curriculum was to incorporate Justice, Equity, Diversity and Inclusion (JEDI) throughout the program; a separate course on EDI in design was included.
- Members commended the intentional approach and the excellent work done by A. Emberline.

iv) Changes to Grading Scales

MOTION: THAT Education Council approve changes to the grading scales in 21 programs, effective on the dates identified for each program.

Moved by D. McMullen, Seconded & CARRIED (Unanimously)

- T. Rowlatt reported that grading scales were reviewed by a working group (N. Mandryk, M. Schram, and T. Rowlatt) in the context of a review of policy C.1.1 Grading, Progression and Withdrawal. While the policy provides a recommended grading scale, there are 17 other scales in use at the College. The goal of the project was to reduce the number to 3 grading scales. The group connected with departments around consolidating their grading scales; the current proposal is for the first group of programs to be brought in alignment.

b) Policy Committee

- N. Mandryk presented on behalf of S. Kay. Policy D.3.10 Indigenous Education Enrolment will be reviewed by the committee in April.
- Three administrative policies are currently posted for feedback: C.3.7 Off-Campus Activity Involving Students; C.3.8 Transportation of Students; and D.4.2 Student Grievance. Comments can be sent to N. Degagne.

c) Appeals Oversight Committee

- No report.

d) Education Quality Committee

- T. Rowlatt reported that adjudication of the \$400,000 CD Fund took place the day before, and results will be announced shortly. In total, about \$800,000 in funding was requested.

8. RESEARCH REPORT

- E. Ting reported that the call for proposals for VCC's Research Fund closed; successful applicants will be informed by the end of the March.
- The Research Ethics Board is continuing its revision of REB review forms and hoping to move to an online format by summer.
- VCC's [Teaching, Learning, and Research Symposium](#) will be held on March 10 & 11, 2022 - Untangling and Weaving Our History, Knowledge, and Ways of Being: Co-Creating and Making Space for Indigenization and Decolonization in Teaching, Learning, and Research.

9. CHAIR REPORT

- N. Mandryk reported that the draft Enrolment Plan numbers presented to EdCo in February will be corrected in time for the March 16 special EdCo meeting.
- The EdCo Executive continued the conversation initiated by D. Wells around policy C.3.10 Educational Affiliations.
- As part of the revised policy framework, policy approval bodies were reviewed and updated, ensuring alignment with the College & Institute Act. N. Degagne and T. Rowlatt discussed these recommendations, and the list of approval bodies was presented to Senior Team, the Board of Governors, and Governance Committee. N. Mandryk reported on the changes affecting EdCo: the approval authority changed from EdCo to the Board of Governors (with EdCo advice) for two policies: C.3.11 Qualifications for Faculty Members and D.1.2 Selection of Library Materials.

10. STUDENT REPORT

- M. Ng reported on SUVCC's Menstrual Equity project in partnership with the EDI Advisory Committee. A bottle-free campus event will be held on March 22.

11. NEXT MEETING AND ADJOURNMENT

- A special meeting for approval of the Academic and Enrolment Plans will take place on March 16, 2022, 3:30-4:30 p.m. The next regular meeting is schedule for April 12, 2022, 4:30-5:30 p.m.

MOTION: THAT Education Council adjourn the March 8, 2022 meeting.

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

- The meeting was adjourned at 5:42 p.m.

APPROVED AT THE APRIL 12, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Shantel Ivits (Vice-Chair)
Ali Oliver
Dave McMullen
David Wells
Heidi Parisotto
Janita Schappert
Jessica Yeung
Jo-Ellen Zakoor
Marcus Ng
Sarah Kay
Todd Rowlatt
Vivian Munroe

Guests

Adrian Lipsett
Claire Sauvé
Dennis Innes
Elle Ting
Jane Jae Kyung Shin
Janet Latter
Jennifer Gossen
Michael Peterson
Patris Aghakian
Pervin Fahim
Reba Noel
Shirley Lew
Sydney Sullivan
Taryn Thomson

Regrets

Andy Sellwood
Ishaan Saini
John Demeulemeester
Louise Dannhauer
Lucy Griffith
Poshak Sachdeva

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional and unceded territories of the x̱m̱əθḵəy̱ əm (Musqueam), Sḵw̱x̱ wú7mesh (Squamish), and səliw̱ ətaʔṯ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 16, 2022 agenda as presented
Moved by D. Wells, Seconded & CARRIED (Unanimously)

4. BUSINESS ARISING

a) Enrolment Plan 2022-2023

MOTION: THAT Education Council recommend the Board of Governors approve the 2022–23 Enrolment Plan.
Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- D. Wells presented the Enrolment Plan. Updates were made to the first draft presented to EdCo in February; some inaccuracies were due to different cut-off dates.
- It was noted that the chart on page 3 shows an inaccurate drop for the School of Arts & Sciences (A&S), as some numbers were included under Library, Language, Teaching & Learning (LLTL); the data in the tables is accurate.
- Overview:
 - Trades, Technology & Design: Reduction in budgeted full-time equivalent (FTE) is almost entirely due to changes in Heavy Mechanical Trades. The other numbers are largely the same, except for some projected increases, such as in international registrations.
 - Arts & Sciences: Since the Language Instruction for Newcomers to Canada (LINC) contract is not included in projections, budgeted numbers appear significantly lower than last year; LINC numbers will be reported later under actual FTE. Overall, projections are at the same level or slightly lower than last year. Regarding areas with no budgeted FTE, it was clarified that VR/AR is still in its early stages, so no numbers are projected. The department will reconnect with Vancouver Film School to review the program; the first cohort is graduating this year. The Adult Basic Education Lab program underwent renewal, and the timeline for the new curriculum rollout had not yet been determined.
 - Library, Language, Teaching & Learning (LLTL): An increase in registrations in the Provincial Instructor Diploma Program (PIDP) is projected.
 - Hospitality, Food Studies & Applied Business (SHS): A significant increase in FTE is projected; several program areas are expecting increases of 10–15%. A large contributing factor are the new Marketing Technology and Accounting Diploma programs, which will go into their first full year of delivery.
 - Health Sciences: Budgeted FTE numbers are lower since contract delivery is not included in the forecast. Numbers depend on ministry contracts over the year. The increase in FTE for the Pharmacy Technician program is due to the resumption of delivering two cohorts; there was only one intake last year to allow time to move the program online.
- With regards to overall enrolment trends, domestic numbers are flat across the post-secondary sector; most projected growth is in international enrolment.
- There were questions about Basic Education; the number of projected registrations is consistent with last year, and there are no plans to decrease the size of the department. D. Wells will review the projected FTE number, which is lower than in previous years.

b) Academic Plan 2022-2025

- D. Wells gave a presentation on the Academic Plan (AP), which was reorganized to align with categories in the refreshed Strategic Innovation Plan (SIP):
 1. Indigenization by Decolonization & Reconciliation
 2. Justice, Equity, Diversity & Inclusion (JEDI)
 3. Student Experience
 4. Educational Delivery
 5. Fiscal Sustainability
- For each category, the AP's subcategories were outlined, as well as related SIP goals and associated risks identified in VCC's Risk Register. The goal is to restart the Academic Master Planning process, which was paused during the pandemic, and resume conversations with different stakeholder groups. It was clarified that Risk Register information was included to provide some background on potential risks and the rationale for prioritizing certain objectives.

- The goals of Indigenization and JEDI encompass people (retain Indigenous leaders and knowledge holders), actions (develop institutional literacy towards decolonization/EDI) and relationships (establish respectful institutional co-creation).
- It was acknowledged that there may not yet be a direct connection between these two higher-level goals and individual departments' objectives and action plans, as the College still needs to develop its Indigenization Planning Framework. Indigenization efforts will be shaped by the need to respond to the Declaration on the Rights of Indigenous Peoples Act, the *In Plain Sight* Report, and the anticipated Indigenous Post-Secondary Education and Skills Training Planning Framework. Some items from Indigenous Education and Community Engagement (IECE) were missing in the document and will be amended.
- R. Noel explained that the JEDI section was intentionally kept vague, as the EDI Advisory Committee aims to collaboratively establish an EDI Framework. There was a discussion about the process to develop the framework, including an equity audit.
- The Student Experience goal includes multiple projects in the Registrar's Office, including launch of an official online academic calendar and efforts to standardize terms, registration processes, and credit structures. D. McMullen provided further explanations on these multi-year projects and work already underway. It was recommended to prioritize objectives in this section, considering available capacity.
- The Educational Delivery goal encompasses multiple areas of the previous Academic Plan, including Prior Learning Assessment and Recognition (PLAR), educational technology, experiential learning, and applied research. PLAR was suggested as a topic of discussion at Education Council.
- Goals under Fiscal Sustainability pertain mostly to the program level. More discussion was requested around several objectives in this category, particularly
 - 5.1.3: Conduct needs assessment and determine viability and potential of existing programs that meet community need, provide pathways, take into consideration the labour market skills gap, and are relevant.
 - 5.1.7: Adapt academic structure and organization for the College to align with the academic programs and services.
 - 5.3.3: Evaluation and assessment of existing learning activities against target learning outcomes and sustainable operation.
- Overall, members appreciated the ideas in the plan but recommended reorganizing the plan's structure for clarity. The importance of prioritization was discussed, as well as the level of detail included. It was suggested that an iterative process, reconnecting with departments around priorities and risks, would be helpful to tie in departmental action plans with higher-level objectives.
- In view of requests for more discussion and restructuring of the plan, there were questions about the deadline for Education Council to provide advice to the Board of Governors regarding approval of the Academic Plan. The AP would typically be presented to the Board together with the Enrolment Plan before the end of the fiscal year (end of March). As AP objectives are not necessarily tied to the budget, D. Wells was open to presenting the AP at a later time, with the Board's approval.

MOTION: Move THAT Education Council recommends to the Board of Governors that discussion continue on the Academic Plan for return in Fall 2022.

Moved by N. Mandryk & Seconded. Motion pending. Quorum was lost at 4:50 p.m.

- There was further discussion about the implications of postponing the approval of the Academic Plan until the fall. Work on objectives included in department plans is already underway and would continue, but the Board's expectations and timelines need to be clarified.
- N. Mandryk noted that she would follow up with the Board. Education Council could either hold another special meeting or approve a consent resolution, should the AP need to be approved by the end of March.

5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on April 12, 2022, 3:30-5:30 p.m.
- The meeting was adjourned at 4:50 p.m.

APPROVED AT THE APRIL 12, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES

April 12, 2022

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Shantel Ivits (Vice-Chair)
Ali Oliver
Andy Sellwood
David Wells
Ishaan Saini
Janita Schappert
Jessica Yeung
Jo-Ellen Zakoor
John Demeulemeester
Lucy Griffith
Marcus Ng
Sarah Kay
Todd Rowlatt

Regrets

Dave McMullen
Heidi Parisotto
Louise Dannhauer
Poshak Sachdeva
Vivian Munroe

Recording Secretary

Darija Rabadzija

Guests

Adrian Lipsett
Clay Little
Dawn Cunningham Hall
Dennis Innes
Elle Ting
Jennifer Gossen
Keith Mew
Les Apouchtine
Margaret Buxton
Nahid Ghani
Nicole Degagne
Reba Noel
Shirley Lew
Susie Findlay
Sydney Sullivan
Taryn Thomson
Willy Aroca Aguirre

1. CALL TO ORDER

- The meeting was called to order at 3:32 p.m.

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College’s location on the traditional and unceded territories of the x^wməθk^wəy̓ əm (Musqueam), Sḵw̓x̓ wú7mesh (Squamish), and səilíw̓ ətaʔt̓ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely. She added a personal reflection on the importance of the relationship with the land.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the April 12, 2022 agenda as amended.

Moved by S. Ivits, Seconded & CARRIED (Unanimously)

- N. Mandryk noted that the timing of item 6c) Academic Plan may need to be adjusted.
D. McMullen’s annual update on the Registrar’s Office (item 6a) was deferred to the next meeting.

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the March 8 and March 16, 2022 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on enquiries from the EAL Pathways department and Education Council (EdCo) members regarding a recent significant reduction in English as an Additional Language (EAL) sections offered. There were questions about how this reduction is compatible with the recently approved Enrolment Plan and about the timing of the notification. Two EdCo members spoke to the importance of developmental programming for students, the community, and VCC's mission, and raised concerns around reducing access to programming and services. There were questions about the College's plans to support this program, including student recruitment and registration. A request was made to add this item to the May EdCo agenda; the EdCo Executive will discuss this at its next meeting.
- N. Mandryk reached out to the Academic Governance Council (Education Council Chairs from across B.C.) regarding their experiences around Indigenous representation on Education Council; a response was received from Camosun College (see item 6d).
- An EdCo member inquired about English language instruction and training for displaced Ukrainians; conversations are taking place at the senior administration level.

6. BUSINESS ARISING

a) Annual Update – Deans & Directors

- A. Lipsett presented the Centre for Continuing Studies' accomplishments in 2021/22 and priorities for 2022/23. Plans to increase administrative support for the Gladue Report Writing program were appreciated.

b) College Calendar

- L. Apouchtine, acting Deputy Registrar, presented on the new online College calendar (also called catalog), which is standard at other institutions. VCC already uses a compatible program from the same software suite (CourseLeaf) for its curriculum inventory management.
- The rationale and background for the introduction of the calendar were outlined. The target audience are current VCC students and employees; marketing program pages will continue to exist on the VCC website for recruitment purposes.
- The introduction of the calendar will impact curriculum approval timelines going forward, as the calendar will be published only once a year for the fall (with two addenda for winter and summer). As a result, new programs, or major changes to programs, will be publicized only once a year, with some flexibility for exceptions.
- The plan is to soft launch the calendar this summer for September 2022, with an official calendar to be published in March/early April 2023 for September 2023.
- The calendar will be presented at Curriculum Committee and Leader's Forum. Deans and departments were invited to contact L. Apouchtine with any questions. Members noted the importance of accessibility considerations and consultations with departments. After the soft launch, there will be opportunities for testing and feedback for both departments and students.

c) Academic Plan

- D. Wells presented updates to headings in the Academic Plan, which was previously discussed at the special EdCo meeting in March. Some headings originally mirrored specific objectives in the Strategic Innovation Plan (SIP); these headings were broadened to provide a higher-level structure. The overall

aim was to provide more clarity around the different categories, which can prompt discussions in Schools and departments.

- There was a discussion about points 5.1.3/5.14 (*“Conduct needs assessment and determine viability and potential of NEW/EXISTING programs that meet community need, provide pathways, take into consideration the labour market skills gap, and are relevant.”*). D. Wells clarified that the goal is to capture the actual cost of delivery in the context of the provincial post-secondary funding review and to provide this information to the province; e.g., some regulated programs have expanded in duration over the years without a corresponding increase in funding. It was suggested to revise the wording from “viability and potential” to “sustainability requirements,” as the intent is not to conduct an overarching viability audit. It was noted that there are already processes in place to address program viability issues due to various (including non-financial) factors (policy C.3.3 Suspension and/or Discontinuance of Programs).
- The updated Academic Plan headings will be shared with EdCo; the revised plan will return at the May meeting. D. Wells added that the Academic Master Plan will be renamed due to problematic connotations of the term “master.”

d) Indigenous Representation on Education Council

MOTION: THAT Education Council direct the EdCo Executive to develop a detailed case for adding Indigenous members to Education Council, including incorporation of consultation with Indigenous Education and Community Engagement, community feedback, and a legal opinion.

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

- N. Mandryk opened the conversation about adding dedicated seats for Indigenous representatives on Education Council to create a critical mass of Indigenous voices in governance. She acknowledged that this in itself does not constitute Indigenization but would create room for it.
- EdCo membership is stipulated in the College & Institute Act; while there is no provision specifically for Indigenous members, the act provides an opportunity to add additional voting members for renewable one-year terms under section 15(3). N. Mandryk inquired with Education Council Chairs of other institutions in B.C. about their practices; while Camosun College ultimately decided to add a non-voting Indigenous representative, VCC’s EdCo Executive is specifically proposing voting membership. D. Wells agreed to conduct legal research around section 15(3) of the College & Institute Act, and it was suggested to obtain a legal opinion.
- There was support for this idea in preliminary discussions with R. Noel, Dean of Indigenous Initiatives; D. Wells, VP Academic & Research; and the EdCo Executive. The proposal was put to Education Council members for discussion.
- Members expressed support for this initiative and emphasized the importance of creating readiness to embrace Indigenous voices on EdCo and begin the process of Indigenization. An inclusive, welcoming and safe environment will be crucial to sustain Indigenous representation over time.
- R. Noel noted that external conversations are taking place around amending the College & Institute Act and appreciated EdCo taking action within the current legislative framework. She emphasized the importance of a deliberate, thoughtful approach in preparing for the impacts of this change, which might lead to longer timelines to allow for relationship-building and consultations. Another consideration is from which College areas Indigenous EdCo members will be drawn; this could include a representative from Indigenous Education and Community Engagement (IECE), with its specific focus on Indigenization and decolonization.
- The EdCo Executive will prepare a detailed case to be presented to EdCo for decision; this will include consultation with IECE, seeking community feedback, and obtaining a legal opinion.

e) EdCo Planning Day

- N. Mandryk announced that planning has begun for the annual half-day EdCo planning session in June. Members were asked to complete a survey to determine the date and meeting format.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Automotive Collision and Refinishing Foundation Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Automotive Collision and Refinishing Foundation Certificate program content guide.

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

- K. Mew presented the proposal to remove Science 10 from the program admission requirements. Completion of Science 10 is not necessary for success in the program, and this requirement poses a barrier for some students. T. Rowlatt added that a few other minor changes were made, including updating the grading scale.

ii) New Course: ENSK 0858 Grammar Skills 11

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course ENSK 0858 English Grammar Skills 11.

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

- M. Buxton presented the proposal for this new College & Career Access (CCA) course, which was developed to improve students' grammar skills in preparation for grade 12-level English courses. T. Rowlatt added that Curriculum Committee discussed details of the evaluation plan, and some adjustments were made to reflect departmental practice.

iii) Program Revisions: Artisan Baking Certificate & Pastry Arts Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the curriculum for the significantly revised Artisan Baking Certificate and Pastry Arts Certificate, including 20 new courses, and recommend the Board of Governors approve the implementation of the two significantly revised programs.

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

- S. Findlay presented the proposal for major revisions arising from the 2018/19 program renewal. Revisions focused on improving program currency, reducing instructor changes to improve the student experience, increasing theoretical rigor, and aligning with institutional learning outcomes and ITA outcomes. During the consultation process, there was support for increasing the language requirement from English 10 to 11. The department will conduct research before considering this change.
- T. Rowlatt added that the Registrar's Office worked with the department around delivery of the program. Curriculum Committee requested only minor adjustments, which were completed.

iv) New Program: Hospitality Management Post-Degree Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Hospitality Management Post-Degree Diploma program, including 15 new courses, and recommend the Board of Governors approve the credential.

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

- W. Aroca Aguirre presented the proposal for this new program targeted at students who already hold a bachelor's degree and are looking to shift to a career in hospitality management. There is industry demand for graduates that are able to enter the field at a higher, more managerial level, compared to

graduates of the diploma program. T. Rowlatt added that Curriculum Committee discussed the distinction between the different programs in this field at length. An eight-week practicum is included at the end of the program; the relatively low number of credits in the program is partially explained by the fact that students will be primarily working for half a term.

v) Changes to Grading Scales

MOTION: THAT Education Council approve changes to the grading scales in 12 programs, effective on the dates identified for each program.

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

- T. Rowlatt presented the second and final round of adjustments to program grading scales, resulting from efforts to consolidate and standardize scales at the College in the context of a review of policy C.1.1 Grading, Progression and Withdrawal. A working group consisting of N. Mandryk, M. Schram, and T. Rowlatt connected with departments to make these changes, and the number of grading scales used at VCC has been reduced to three.

b) Policy Committee

- S. Kay reported that the Board of Governors approved the revised policy A.3.2 Policy Development and Management on March 30. This revision expands the committee's decision-making authority to send policies for College feedback and approve changes to procedures and policy definitions without additional EdCo approval. The impact on the committee's role will be discussed at the April 13 committee meeting. Other agenda items include an update to a definition in policy D.4.5 Academic Integrity (which can now be approved by the committee); review of revised policy D.3.10 Indigenous Education Enrolment (to be sent for College feedback); and discussion of policy C.1.3 Granting of Credentials.

c) Appeals Oversight Committee

- No report.

d) Education Quality Committee

i) Program and Education Services Renewal Schedules

- T. Rowlatt reported that D. Wells and C. Munro approved the Program and Education Services Renewal Schedules (included in the meeting package). T. Morgan was consulted to ensure sufficient capacity in the CTLR to support the scheduled renewals.

ii) CD Fund 2022-23

- T. Rowlatt presented the projects approved for CD funding, including several proposals to complete curriculum development work arising from program renewals. There were also proposals around themes of decolonization and equity.

8. RESEARCH REPORT

- E. Ting reported that the Research Ethics Board is discussing how to support research ethics education in the context of a recent change to the federal training program (CORE-2022). As this module was significantly condensed, the REB plans to create its own resources; a survey will be conducted to identify needs around research ethics education.
- The Canadian Association of Research Ethics Boards will hold its annual conference online from April 20-22.

9. CHAIR REPORT

- N. Mandryk reported that the Board of Governors discussed and approved the Enrolment Plan at its March 30 meeting.
- There are ongoing discussion about Indigenous representation in governance.

- The Board of Governors has begun a practice of rotating land acknowledgements; EdCo members were invited to share their own land acknowledgements at future EdCo meetings.

10. STUDENT REPORT

- M. Ng reported on a successful referendum to increase student union fees by \$2.50; this change still needs to be ratified by the SUVCC Board. Funds raised will be used for various student life initiatives, including an emergency food bank and emergency aid fund. There was a discussion about food insecurity among students. The Hospitality Management department recently hosted an event related to this issue.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on May 10, 2022, 3:30-5:30 p.m.
- The meeting was adjourned at 5:20 p.m.

APPROVED AT THE MAY 10, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Shantel Ivits (Vice-Chair)
Ali Oliver
Andy Sellwood
Dave McMullen
David Wells
Heidi Parisotto
Janita Schappert
Jessica Yeung
John Demeulemeester
Louise Dannhauer
Lucy Griffith
Marcus Ng
Sarah Kay
Todd Rowlatt
Vivian Munroe

Regrets

Ishaan Saini
Jo-Ellen Zakoor

Recording Secretary

Darija Rabadzija

Guests

Adrian Lipsett
Clay Little
Dawn Cunningham Hall
Dennis Innes
Elle Ting
Ian Humphreys
Jennifer Cummins
Jennifer Gossen
Jeremy White
Ken McMorris
Lorraine Rehnby
Pervin Fahim
Reza Nezami
Sara Yuen
Shirley Lew
Svetlana Mitrovic
Tannis Morgan
Tanya Cowie
Taryn Thomson
Trishna Nazareth
Valerie Kakurai

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- L. Griffith gave the following land acknowledgement:

I would like to honour the existence of the First Peoples by acknowledging that today's meeting is being held on the traditional land of the unceded traditional territory of the x̱m̱əθḵw̱əḷəm (Musqueam), Sḵw̱x̱w̱ú7mesh (Squamish), and Seḻílwitulh (Tsleil-Waututh) Nations who have been stewards of this land from time immemorial.

Today, I am joining you from traditional land of the unceded traditional territory of the Katzie, Semiahmoo, Kwantlen and other Coast Salish Peoples, known today as Surrey.

My ancestors and I are from the United Kingdom, Welsh and English, and I have lived in Canada since 2006 and have worked at VCC since 2009. My learning journey started around 9 years ago, when I had the pleasure of meeting with colleagues from Nicola Valley Institute of Technology, and I started to explore how trades training is delivered on and around Indigenous lands. Then in 2016 I started a Master's Degree, and in my final research project I explored components and implementation of a framework that outlines what aspects of a trade program should be adapted to meet the needs of an Indigenous cohort, which will allow for greater student success in Indigenous communities.

I appreciate the location I reside in because of its beauty, people and opportunity, and I would like to take this opportunity to share with you some history of the lands that I am joining you from, and where some of our students and YTIT (Youth Train in Trades) programs are situated.

This region's mountains, oceans, lakes, inlets, beaches, the Fraser River plain and delta, and lands surrounding the Salish Sea (Georgia Strait) make up the traditional territory of the Coast Salish Peoples. The Coast Salish peoples are a vast and diverse network of culturally and linguistically linked individual communities that comprise one of the largest Indigenous cultural groups in British Columbia. My location is nearest to Semiahmoo (meaning "Half Moon").

The Semiahmoo are a proud and determined trans-boundary nation located in both Canada and the United States. While the traditional territories are now divided between the two countries, they remain closely connected to the Lummi and Nooksack who live in the United States. They have inhabited extensive territory across Washington State, the Strait of Georgia (now known as the Salish Sea) and the Lower Mainland of British Columbia for thousands of years and are primarily tied through the common language of North Straits Salish, as well as traditional fishing methods and the use of common lands.

Before the arrival of European settlers, a peaceful way of life was oriented to the sea. While other nations focused more on land hunting and trapping, they were dominantly focused on fishing for sustenance.

The Spanish were the first Europeans to visit their ancestors in 1791, when two ships arrived to examine the Strait of Juan de Fuca. The next year, Captain George Vancouver explored the ancestral waters and reported finding ruins of a fishing camp on Point Roberts that were capable of containing 400 or 500 inhabitants.

They became a trans-boundary nation in 1846, when the Oregon Treaty was signed to define the border between the United States and British North America at the 49th parallel. The waters in the Strait of Juan de Fuca remained open to navigation by both parties. All of Vancouver Island was placed in Canada, but Point Roberts was claimed by the United States, a decision which isolated them from traditional village and fishing sites. After the division, many Semiahmoo members were forced to choose one membership between the Semiahmoo in Canada, and the Nooksack and Lummi in the United States.

The Point Elliot Treaty was signed between the United States government and the Native American tribes of the greater Puget Sound area. The treaty established, amongst others, the Lummi Reservation, and guaranteed fishing rights. The Semiahmoo were not a signatory, and while they existed as an entity prior to the treaty, their name was excluded from the maps after the treaty was signed. It was expected that Semiahmoo and Nooksack would ultimately join the Lummi on their reservation, which some did. Others moved to the Little Campbell River on the Semiahmoo Indian Reserve in British Columbia.

On the Canadian side of the border, they now reside in what is referred to as South Surrey on our Semiahmoo Reserve. Before 1850, winters were primarily spent out at Drayton Harbour, Birch Bay, Crescent Beach and Semiahmoo Bay. Summers were spent in what is now known as Tsawwassen and Point Roberts.

For generations, they have been working towards true economic independence. However, they are faced with challenges to achieving this goal. For example, they are the only community in the Metro Vancouver area without access to clean running water. They also lack adequate sewage services.

As a nation, they have been working towards charting their own economic and social destiny, with a strong desire to be fully autonomous. They simply want to have what their neighbouring communities have already enjoyed for decades – something Canada's Constitution entitles them to.

I am aware of the history of racism in Canada and its impacts on Indigenous and other racialized peoples. As a builder of the future, I am committed to working toward change, reconciliation, and healing. As a learner, I now understand that this place has significance to the First Peoples because of

the connection to the land and sea. I am committed to being honest, respectful and inclusive, and action-focused.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the May 10, 2022 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the April 12, 2022 minutes as presented.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Risk Registry

- VP Administration and International Development I. Humphreys presented on VCC's Risk Registry, which was first developed in 2013. A renewal project was undertaken, which identified information technology and data security as critical areas for risk management. Other significant risks relate to operations in the Registrar's Office. Mitigation strategies were developed and are being implemented.
- While many identified issues fall on the operational side, there were questions about risks impacting EdCo's work. One example is the lack of a standardized term structure across VCC programs, which could be one consideration when reviewing curriculum. There was interest in follow-up discussions with a focus on governance and quality assurance.

b) Annual Update - Deans & Directors

- D. McMullen presented the Registrar's Office's accomplishments in 2021/22 and priorities for 2022/23. He commended D. Cunningham Hall on her contributions in the new role of Assistant Registrar, Calendar & Curriculum. Work is underway with an external consultant to review institutional system structures; the final report will be submitted to the President.

c) Academic Year

MOTION: THAT Education Council recommends the Board approve the Academic Year 2022/2023, 2023/2024, and 2024/2025.

Moved by D. McMullen, Seconded & CARRIED (Unanimously)

- D. McMullen presented the Academic Year for approval. With the revision of policy C.3.13 Academic Year, key dates are planned out three years in advance; these include term start and end dates, exam periods, and grade submission deadlines.
- It was noted that not all programs have exam weeks, and there is variability in exam schedules across programs; the provided dates are intended as guidelines to support standardization. There were questions about the possibility of a reading break for students in November; this would require broader discussion and is currently not under consideration.

d) Academic Plan

- D. Wells presented the revised Academic Plan headings, incorporating feedback received after the last meeting. A key consideration was reviewing language from a lens of decolonization and JEDI (justice, equity, diversity and inclusion), particularly terminology related to relationships and partnerships, which needs to reflect the perspectives of all parties.

- Other edits were made to provide a higher-level structure and more clarity around the different categories. Some objectives, such as program renewals, could fit under either Goal 5.1 or Goal 5.3, as they relate both to educational quality and financial sustainability (e.g., tuition changes due to significant revisions following a renewal).
- There were questions about consultation with the College or community to gauge openness to and understanding of JEDI. S. Ivits responded that one of the top priorities for the EDI Advisory Committee is to conduct an environmental scan.
- It was requested to further clarify section 5.3.3 on academic targets/objectives; this heading could subsume, e.g., items related to student progression and completion or course articulation. D. Wells will review department submissions under this goal and clarify wording. 5.1.7 refers to larger organizational changes in school or department structures to better support programs, which may happen only every few years. As not every category of the plan will contain objectives every year, it was suggested to remove these blank areas from the final Academic Plan document each year.
- There were questions about points 5.1.2/5.1.3 (“*Conduct needs assessment and determine sustainability requirements of NEW/EXISTING programs that meet community need, provide pathways, take into consideration the labour market skills gap, and are relevant.*”). This was read as referring to an overarching viability audit, outside the program renewal process, which already incorporates financial sustainability considerations. D. Wells clarified that program renewals may lead to substantive changes and associated re-costing. Goals 5.1.2 and 5.1.3, on the other hand, aim to assess the true cost of running a program so this information can be provided to the province in the context of the funding model review. This includes capturing the complexity not just of programming but also of VCC’s diverse student body and the associated need for supports and services. It was suggested that the current wording may lead to concerns about certain programs being in jeopardy.
- The full Academic Plan will be provided to Education Council before the June meeting, at which EdCo will provide advice to the Board of Governors on its approval.

e) Continuing Studies Non-Credit Course Outlines

- A. Lipsett presented the annual update on Continuing Studies (CS) non-credit courses. Despite a reduction in new courses compared to the previous year, non-credit offerings still present a great opportunity for CS to bring forward innovative ideas and gauge community interest.
- Last year’s highlights included increased uptake in fully asynchronous LERN/UGotClass courses, as well as collaborations with the Music and Nursing departments.

f) EAL Pathways Update

- As noted at the last meeting, N. Mandryk received inquiries from several EdCo members about this topic and a request to add it to the May meeting agenda.
- S. Kay reported that the EAL department was notified of a 30% reduction in course offerings just before registration for the Spring term opened. This came as a surprise to the department, as issues around enrolment and retention were not raised during the recently completed comprehensive program renewal. There were concerns about this last-minute change disrupting students’ access to developmental programming and discouraging them from registering in the program.
- N. Mandryk emphasized that EdCo does not exert oversight over layoffs or the budget; however, EdCo provides oversight in an advisory role to the Board of Governors related to the Enrolment Plan. The question was raised regarding why these cuts were not addressed when the Enrolment Plan was presented to EdCo in March, prior to providing a recommendation for approval to the Board of Governors.
- Members inquired about the consultation process before the Enrolment Plan is presented to Education Council. D. Wells responded that conversations take place between November and February with schools, the Registrar’s Office, and Finance to create realistic projections for the next year. He

noted the importance of not over-projecting numbers, since this could result in a claw-back of provincial funding if registration targets are not met.

- With regards to consistency of the Enrolment Plan with the recent cuts to sections, D. Wells clarified that the Enrolment Plan is presented at the department or program code level, not at the detailed level of course sections. The current Enrolment Plan projects a modest increase in number of registrations compared to actual registrations last year. These registrations could be adequately supported and accommodated in fewer sections, since class sizes in recent terms have been smaller than maximum class capacity, partially due to the pandemic.
- Reducing the number of sections frees up faculty members to undertake the significant amount of curriculum development work arising from the recent program renewal. The renewal identified the need to adjust the program to the needs of a changed and more diverse student body; allocating more faculty resources to this work could move this project forward more quickly, particularly in view of otherwise limited funding available for curriculum development. S. Lew acknowledged that the last-minute timing of the communication was disruptive.
- Members also inquired about challenges for students attempting to register in classes, and how these are being addressed to support registration and enrolment numbers. D. McMullen responded that the Registrar's Office is streamlining processes to better serve students and remove barriers to registration. This includes improved communication between the department and the Registrar's Office, and proactively reaching out to students who were previously enrolled in courses. A challenge during the pandemic was the high volume of inquiries to the Registrar's Office, but this backlog has been cleared, and the office is in a better position to manage incoming communications.

g) EdCo Planning Day

- N. Mandryk reported that EdCo Planning Day will take place on June 6, 9:30 a.m. —12:30 p.m., in a HyFlex format (both in person and online).

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course & Program Update: Marketing Technology Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Marketing Technology Diploma and one (1) new course MKTG 2077 Data Analytics for Marketing.

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

- T. Rowlatt presented the proposal to replace one course in the Marketing Technology Diploma for both the current and future cohorts. The new courses approaches data analytics from a marketing perspective, rather than an accounting perspective, making it more relevant to marketing students. To facilitate implementation of this change for September, T. Rowlatt agreed, in consultation with Department Head J. White and the Registrar's Office, to bring this proposal straight to Education Council without going through Curriculum Committee. Following EdCo approval, this item will come to Curriculum Committee for information, and any committee feedback regarding the process will be reported to EdCo.

ii) Program Update: Computer Systems Technology Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Computer Systems Technology Diploma program, including one new and 23 revised course outlines.

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

- T. Rowlatt presented the proposal for updates to the Computer Systems Technology Diploma program. The curriculum was originally purchased from Saskatchewan Polytechnic and combined network/

systems administration and software development. Since students typically choose to pursue one of these two pathways, systems administration content was taken out of the program, creating a focus on software development. This change reduces the previously high number of program credits to 76, creating a more manageable workload for students.

- It was clarified that while some other IT programs are taught out of Continuing Studies, the Computer Systems Technology Diploma program is housed in the School of Trades, Technology & Design. There were questions about the impact of these changes on tuition; D. Wells responded that this is currently under review.

b) Policy Committee

- S. Kay reported on the agenda of the upcoming meeting on May 11. The committee will discuss updates to its terms of reference based on revisions to policy A.3.2 Policy Development and Management, as well as adjusting the meeting schedule to better align with EdCo meeting dates.
- The committee will discuss revisions to policies D.3.10 Indigenous Education Enrolment, D.4.5 Academic Integrity and C.1.3 Granting of Credentials.

c) Appeals Oversight Committee

- No report.

d) Education Quality Committee

i) Program Renewal Reports & Action Plans: ASL & Deaf Studies; CCA Computer Courses; ESL Pathways; Hospitality Management; Medical Office Assistant

- Renewal reports were included in the meeting package. T. Rowlett commended the outstanding work done on renewals by departments and Instructional Associates in the CTRL over the last year.

8. RESEARCH REPORT

- E. Ting reported that the REB West conference for research ethics boards from BC and other provinces will take place for the first time in 3 years from June 16-17 (online; free [registration](#)).

9. CHAIR REPORT

- N. Mandryk attended the Colleges and Institutes Canada (CICan) conference; highlights were discussions on sustainable development goals from a governance perspective.
- EdCo Planning Day preparations are underway.

10. STUDENT REPORT

- M. Ng reported on Welcome Day activities for the start of the new term. SUVCC is working with Indigenous Education and Community Engagement (IECE) on activities for the [Moose Hide Campaign](#) and National Indigenous Peoples Day on June 21.

11. NEXT MEETING AND ADJOURNMENT

- Education Council Planning Day will take place on June 6, 9:30 a.m. - 12:30 p.m. (HyFlex format; room 5025, BWY-A, or Zoom). The next regular Education Council meeting will take place on June 7, 2022, 3:30-5:30 p.m., via Zoom.
- The meeting was adjourned at 5:43 p.m.

APPROVED AT THE JUNE 7, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



June 7, 2022

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Shantel Ivits (Vice-Chair)
Ali Oliver
Andy Sellwood
Dave McMullen
David Wells
Janita Schappert
Jessica Yeung
Jo-Ellen Zakoor
John Demeulemeester
Louise Dannhauer
Marcus Ng
Sarah Kay
Todd Rowlatt

Regrets

Heidi Parisotto
Ishaan Saini
Lucy Griffith
Vivian Munroe

Guests

Adrian Lipsett
Clay Little
Dawn Cunningham Hall
Dennis Innes
Elle Ting
Jeremy White
Joy Dalla-Tina
Laurence Mollerup
Michael Yue
Nicole Degagne
Pam Khinda
Pervin Fahim
Shirley Lew
Sid Khullar

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- S. Kay acknowledged the College's location on the traditional and unceded territories of the x̱m̱əθḵəy̱ əm (Musqueam), S̱kw̱x̱ wú7mesh (Squamish), and sə̱ilw̱ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the June 7, 2022 agenda as presented.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the May 10, 2022 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Contract Training Update

- M. Yue and P. Khinda provided an update on 2021-22 contracts. While the Partnership Development Office (PDO) does not implement all contracts, it manages the contract repository to ensure all information is captured and stored. 32 new contracts started in the last fiscal year, with a budgeted value of \$ 5.1 million. Highlights included a pan-Canadian project for Supportive Care Assistant (SCA) training and the provincial Health Care Access (HCA) Pathway project, both addressing labour shortages in the healthcare sector. International Education worked on a partnership including VCC to support Kenyan institutions in developing gender-sensitive skills training programs.
- It was clarified that the SCA program does not involve VCC instructors, as the content is at a lower level than programs taught at VCC. The training is self-paced and can be delivered without an instructor, although students at VCC receive some support by an instructor from the B.C. Care Providers Association. Several departments—Jewellery Art & Design and Culinary Arts—are involved in the project in Kenya. The WeBWork open-source homework platform was implemented in the Math department with a grant provided by BCcampus. There was a discussion about the PDO's process to determine whether to partner with an external organization or a VCC department; this depends on the nature of the project and includes considerations of expertise available at the College.

b) Program Risk Review/Cost Analysis

- D. Wells presented on the program review/analysis in the context of the provincial funding model review. VCC will need to provide information to the province on its diverse program mix and student body, and related costs of delivery. The project also aligns with the College's Risk Registry and Strategic Innovation Plan (SIP) goals under the Academic Innovation pillar. Key data on all courses will be captured, including impacts and rationale for variances (particularly from the standard term structure), and remediation or mitigation strategies developed.
- Responding to questions about the timeline and involvement of departments, D. Wells explained that the plan is to finalize rubrics by the fall. Overall timelines have not yet been determined, but the goal is to gather data within the next 1–1.5 fiscal years and provide reports on the project every 3–6 months. Departments will be engaged in the process, which will include capturing data on benchmarks across the sector. There was a discussion about resources for specific student supports in areas such as International Education, Deaf and Hard of Hearing (DHH), and developmental programming.

c) Academic Plan

MOTION: THAT Education Council recommends the Board approve the 2022-2025 Academic Plan.

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

- D. Wells presented the Academic Plan. Categories were reviewed last month, and some adjustments made to language; the plan was then populated with action items from different departments.
- There were questions about two areas that were mostly left blank – 4.4.1 (*“Establish criteria for incorporating new experiential learning opportunities into programming”*) and 2.3 (*“Build appropriate and mutually beneficial relationships with diverse and equity-seeking communities to honour and respect our obligations and responsibilities”*). D. Wells explained that 4.4.1 falls under the VP Academic & Research/AVP Academic Innovation; this area is being explored and was intentionally left blank, since criteria have not yet been developed. Similarly, discussions around Justice, Equity, Diversity, and Inclusion (JEDI) are in progress, and there were no specific departmental action items that fit into this category this year. S. Ivits, Co-Chair of the EDI Advisory Committee, recommended including the committee in the Academic Plan process next year.

d) EdCo Planning Day Debrief

- N. Mandryk reflected on EdCo Planning Day held on June 6. C. Little and Elder Jean Wasegijig led a session around Indigenizing EdCo meeting practices. The discussion revolved around the role of Elders; land acknowledgements; talking circles; land as pedagogy (considering where to hold meetings); and cleansing and smudging. The emphasis was on learning to understand and respect ceremony and the role of Elders in mentoring and teaching.
- During the second session, members discussed Strategic Innovation Plan (SIP) goals and explored potential priorities for Education Council, both for its own internal processes and for its role at the College overall. Themes included academic quality, empowerment, inclusivity, and communication and engagement with the College and wider community. The next step will be to develop an EdCo planning document with goals and questions based on this conversation. The EdCo Executive will work on a document for further discussion in the fall.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Marketing Technology

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Marketing Technology Diploma, including six new and six revised course outlines.

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

- J. White presented the proposal, which was developed in consultation with industry experts to better prepare graduates for the job market. Several new courses were created and learning outcomes and assessments in existing courses adjusted. T. Rowlatt added that Curriculum Committee requested only minor edits. The first Marketing Technology Diploma cohort just finished its first year and will start its second year in September.

ii) New Program: Certificate in Preparatory Music

MOTION: THAT Education Council approve, in the form presented at this meeting, the new Preparatory Music Certificate, including six new and four revised courses, and recommend the Board of Governors approve the credential.

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

- L. Mollerup presented the proposal for a new 8-month Certificate in Preparatory Music, which will be accessible to all students, including international, and provide a clear pathway into the Music Diploma program. The program includes music ensemble, which was previously not available to students in preparatory offerings; students can either join the VCC Concert Choir or VCC's Indigenous Vocal Ensemble directed by Russell Wallace. The department will continue to offer online preparatory courses in the summer, managed by Continuing Studies. T. Rowlatt added that Curriculum Committee requested only minor adjustments.

iii) Program Update & New Program: Building Manager Certificate & Short Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the significantly revised Building Manager Certificate program and the new Building Manager Short Certificate, including nine new courses, and recommend the Board of Governors approve the credentials.

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

- S. Khullar presented the redesign of this long-standing program, following the program renewal in 2020, which included extensive internal and external stakeholder input. Students can complete all nine courses to obtain the full certificate or exit with a short certificate after four courses. Courses can also be taken individually and provide professional development opportunities for those already working in

the field. The program can be offered hybrid or fully online, expanding its geographic reach. A new course on sustainable buildings covers topic such as energy efficiency and green retrofitting, supporting climate change initiatives. T. Rowlatt added that Curriculum Committee discussed the use of percentage ranges in evaluation plans; ranges were adjusted to the 15% limit approved by Education Council.

iv) Minor Changes Update

- T. Rowlatt presented the biannual update on minor curriculum changes approved by Curriculum Committee from January to May. A significant number of courses, which were either superseded or not taught in years, were deactivated as part of clean-up efforts.

b) Policy Committee

i) Update to Committee Terms of Reference

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Education Policy Committee Terms of Reference.

Moved by S. Kay, Seconded & CARRIED (Unanimously)

- S. Kay presented revisions to the Education Policy Committee Terms of Reference (ToR), aligning them with recent updates to policy A.3.2 Policy Development and Management. The committee now has the authority to send procedures and policies for College feedback and approve updates to procedures and definitions. The ToR document was also slightly reorganized.
- It was suggested to integrate relational and substantive fairness into the ToR, as a step towards decolonization. The ToR currently only reference procedural fairness, a colonial legal construct. There was support to bring this recommendation back after further discussion and consultations. At this time, the ToR were approved in the form presented.

ii) Policies Approved for College Feedback

- S. Kay reported that discussions are ongoing around definitions in policy D.4.5 Academic Integrity related to contract cheating/selling of academic work and impersonation.
- Policies D.3.10 Indigenous Education Enrolment and C.1.3 Granting of Credentials are undergoing full scheduled reviews. Both policies were discussed at Education Policy Committee and posted for College feedback from May 12–June 2. Revisions to D.3.10 focused on clarifying that two designated seats are held for Indigenous learners, and stipulating timelines; this does not prevent programs from offering more seats. One key revision to policy C.1.3 (after the draft went for feedback) was to make credit ranges for different credentials required, rather than recommended, with exceptions approved by Education Council. Both policies will return to the committee on June 8.
- To streamline the timing of policy reviews and approvals, Education Policy Committee will meet on the first Wednesday of the month (the week before EdCo) starting in September.

c) Appeals Oversight Committee

- No report.

d) Education Quality Committee

- No report.

8. RESEARCH REPORT

- E. Ting reported that the Research Ethics Board (REB) continues to receive about two review request per month. There is one more meeting before the summer break. It was suggested to have a presentation on the REB's structure and work at EdCo in September.
- Research policies are undergoing a scheduled review, in the context of changes to federal guidelines and training. The REB is also looking at the appropriate scope of projects for review.

- The new CORE-2022 (Course on Research Ethics) training course needs to be implemented; the REB will consult on this at the upcoming REB West Conference (June 16–17).
- E. Ting congratulated KJ Hills for winning Nipissing University’s annual Three Minute Thesis (3MT®) presentation.

9. CHAIR REPORT & EDCO ANNUAL REPORT 2021

- N. Mandryk met with J. Shin to discuss sharing the Strategic Innovation Plan (SIP) objectives with Education Council. Objectives have not been shared due to concerns about putting pressure on departments to complete objectives, and because objectives are dynamic and might change. The Senior Team is working with Marketing on a communications strategy. EdCo is hoping to receive a pilot report on current and completed objectives in the fall, with more information to follow early next year.
- Members were invited to let N. Mandryk know if they would like to provide the land acknowledgement at an upcoming EdCo meeting; the goal is to rotate the acknowledgement.
- P. Sachdeva’s EdCo membership as a student representative ended in April 2022. J. Yeung and I. Saini will remain members until August, but this was their last meeting. N. Mandryk thanked student members for their work.

a) EdCo Annual Report 2021

- The annual summary report was included in the meeting package for information.

10. STUDENT REPORT

- M. Ng reported on the recent BC Federation of Students’ Skills Development Symposium in Victoria.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on September 13, 2022, 3:30-5:30 p.m., via Zoom.
- The meeting was adjourned at 5:25 p.m.

APPROVED AT THE SEPTEMBER 13, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



ATTENDANCE

Education Council Members

- Natasha Mandryk (Chair)
- Shantel Ivits (Vice-Chair)
- Ali Oliver
- Andy Sellwood
- Dave McMullen
- David Wells
- Heidi Parisotto
- Janita Schappert
- Jo-Ellen Zakoor
- John Demeulemeester
- Lucy Griffith
- Sarah Kay
- Todd Rowlatt
- Vivian Munroe

Guests

- Adrian Lipsett
- Carmen Kimoto
- Claire Sauvé
- Clay Little
- Dawn Cunningham Hall
- Dennis Innes
- Elena Kuzmina
- Ellen Squires
- Jennifer Gossen
- Joy Dalla-Tina
- Julie Gilbert
- Ling Lo Yan
- Monique Paassen
- Nicole Degagne
- Reba Noel
- Sarah Desbiens
- Shirley Lew
- Stefan Nielsen
- Tannis Morgan
- Virginia Adams
- Willy Aroca Aguirre

Regrets

- Louise Dannhauer
- Marcus Ng

Recording Secretary

- Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College’s location on the traditional and unceded territories of the x̣m̄məθk̄w̄əȳ əm (Musqueam), Sk̄w̄x̄ wú7mesh (Squamish), and səliłw̄ ətaʔt̄ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the September 13, 2022 agenda as presented.

Moved by S. Ivits, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the June 7, 2022 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Concept Paper: Event Management Short Certificate

- J. Dalla-Tina presented the concept paper for the new Event Management Short Certificate, following the renewal of the Leadership suite of programs in Continuing Studies. Based on industry recommendations, event management and wedding planning were separated from the other components of VCC's Leadership programming. With the post-pandemic surge in events, labour market demand for trained event management professional is growing, and several industry organizations submitted letters of support for the revised program.
- The redesigned short certificate program will consist of two streams – Wedding Planning and Event Operations – with four required common core courses. Students can also choose to complete only elective courses in one stream to obtain an Award of Achievement. The program would be the only credential in the area of wedding planning in BC offered by a recognized public institution. The only comparable certificate is a part-time sustainable event management certificate at BCIT.
- In terms of delivery format, the goal is to bring back in-person components, such as tours of event venues and participation in trade shows. Delivery will be blended or potentially fully in-person.
- There were questions about the proposed number of credits (7); the revised draft of policy C.1.3 Granting of Credentials stipulates a minimum of 9 credits for short certificates. J. Dalla-Tina noted that the program was pared down significantly, and additional material, e.g., on conferences and conventions, could easily be added to boost the number of credits.
- Regarding Indigenization and decolonization, it was noted that wedding planning touches on different cultures and includes an Indigenous component, which could be expanded. While there are currently no Indigenous representatives on the Program Advisory Committee (PAC), the department is open to this possibility.

b) Education Council & Standing Committees Meeting Schedule 2023

MOTION: THAT Education Council approve the 2023 Education Council and Standing Committees meeting schedule as presented.

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

c) Education Council Elections

- The terms of several faculty and student EdCo members are ending on October 31. Elections are taking place on the following timeline:
 - Nominations: Monday, September 12 to Friday, September 23, 2022 (4:00 p.m.).
 - Campaign Period: Monday, September 26 to Thursday, September 29, 2022.
 - Voting (online): Wednesday, October 5 to Tuesday, October 11.
 - Results: announced by October 14.

d) EdCo Planning Day November

- N. Mandryk invited members to suggest topics for EdCo Planning Day in November. The date is still to be determined.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Occupational/Physical Therapist Assistant Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Occupational & Physical Therapist Assistant Diploma.

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

- T. Rowlatt presented the proposal to adjust the English language requirements. Students will need to have either English 12 or provide proof of English Language Proficiency (ELP), not both. This was what the department originally intended. A few additional minor adjustments were made to clarify terminology. Curriculum Committee had questions around students' preparedness for the academic demands of the program in view of the updated language requirements. The department felt the required completion of Human Biology 12 within the last five years was sufficient to ensure students are academically prepared for the program.

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

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guides for the Bachelor of Science in Nursing (First Year Entry) and the Bachelor of Science in Nursing (Advanced Entry), four new courses (NURS 1150, NURS 1153, NURS 4064 and NURS 4165) and six revised courses.

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

- S. Desbiens presented the proposal, which included shifting hours and credits among courses to spend more time on pharmacotherapeutics and immunizations. Admission requirements were clarified, including math and English requirements. The Registrar's Office identified some issues around co-requisites and will work with the department to clarify co- and pre-requisites; changes will be presented for approval later in the fall.

iii) Program Update: Dental Reception Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Dental Reception Certificate program and five new courses: DREC 1111 Dental Practice Theory, DREC 1112 Dental Practice Communication and Professionalism, DREC 1113 Dental Practice Administration, DREC 1114 Dental Practice Software, and DREC 1121 Dental Practice Practicum.

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

- L. Lo Yan and E. Squires presented program revisions arising from the program renewal. Changes included reducing the length of the program from 5 months to 15 weeks, allowing it to be taught in one term. The number of credits was reduced from 40 to 20. The dental radiography module was removed since this falls outside the scope of typical dental reception work. (Students can choose to take this additional course after completing the program). Concepts of cultural safety, equity, and the impacts of colonialism on the health of Indigenous people in Canada were added to the program. In addition to these changes, the term "coordinator" was struck from the program name, in line with industry practice.
- Delivery will move from blended to fully online, followed by an in-person practicum. This approach will expand the program's reach beyond the Lower Mainland.
- T. Rowlatt added that Curriculum Committee requested only minor adjustments. There was a longer discussion about the number of quizzes and exams in evaluation plans, and the department will work on assessment options with J. Gilbert from the Centre for Teaching, Learning, and Research (CTLR).

iv) New Courses: Chef de Cuisine

MOTION: THAT Education Council approve, in the form presented at this meeting, six new Chef de Cuisine courses: CUIS 3201 to 3206.

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

- T. Rowlatt presented the proposal. The “Chef de Cuisine” designation is certified by the Canadian Culinary Institute (CCI) and is usually pursued by professionals already working in higher-level roles. In contrast to other institutions, VCC’s offering will be taught as a series of courses, rather than a program. Cooks could begin taking courses in earlier stages of their careers and upgrade their skills over time, eventually completing the certification and moving into management positions. CCI was consulted and agreed with this approach.
- Two of the six courses are designed to allow students to sign up for exams through VCC. No credits are attached to the courses since students obtain external certification through CCI. The offering will run through Continuing Studies. D. Innes added that these courses will provide chefs in BC with the opportunity to take CCC exams, for which they would currently have to go through institutions in Alberta.

v) Program Update: Hospitality Management Diploma & New Certificate Exit Credential

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Hospitality Management Diploma program content guide, 12 revised and 8 new courses, and recommend the Board of Governors approve the new Hospitality Management Certificate exit credential.

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

- W. Aroca Aguirre and M. Paassen presented the proposal for revisions following the program renewal. Changes made based on industry recommendations included an increased focus on business communications, training in Opera software to prepare students for front-office operations, and creation of an 8-week co-op course at the end of the program. Students will be trained in catering and event management to meet labour market demand around major events in Vancouver, such as the FIFA World Cup.
- T. Rowlatt added that Curriculum Committee requested mostly minor edits. While there are not a lot of specifics around Indigenization, the committee is working with C. Little, Associate Director, Indigenous Education and Community Engagement, to add depth in this area.
- There was a longer discussion about the benefits and challenges of the innovative approach to the program redesign: an intensive one-month curriculum development sprint. This pilot project included department faculty (during their assigned duty month), two external instructional designers, extensive internal consultations, and an industry panel. The process was highly collaborative and benefited from strong connections to industry. The goal is to set up another sprint next spring to continue working on course design.

vi) English Language Requirement Updates: Certified Dental Assisting (Distance & Onsite) and Dental Reception Coordinator

- T. Rowlatt reported that English language requirements for the Certified Dental Assisting (Distance & Onsite) and Dental Reception Coordinator programs were adjusted to reflect the departments’ original intent. These edits were completed as administrative changes during the summer and presented to Education Council for information. Members had no concerns about this approach. D. Cunningham Hall is working on clarifying and simplifying the English Language Proficiency website and equivalencies.

b) Policy Committee

i) C.1.3 Granting of Credentials

MOTION: THAT Education Council recommends the Board of Governors approve, with the change approved at this meeting, C.1.3 Granting of Credentials policy and procedures.

Moved by S. Kay, Seconded & CARRIED (Unanimously)

- S. Kay presented the revised policy and procedures that underwent a scheduled five-year review. A key change was to narrow credit ranges for different credentials to align with other post-secondary institutions. The original proposal was to make ranges recommended, rather than required. However, there were concerns that this could lead to proposals being rejected at a late stage in the approval process. Ultimately, credit ranges will be required, but Education Council can approve exceptions. Members requested a small edit: adding a range for Associate Degrees (60–65 credits).

ii) D.3.10 Indigenous Education Enrolment

MOTION: THAT Education Council recommends the Board of Governors approve, with changes approved at this meeting, D.3.10 Indigenous Education Enrolment policy and procedures.

Moved by S. Kay, Seconded & CARRIED (Unanimously)

- S. Kay presented the policy, which had also gone through a scheduled review and was revised in collaboration between Indigenous Education and Community Engagement and the Registrar's Office and. A key change was to specify that two designated seats are held in every program or course, and to outline associated timelines. These changes are intended to set accurate expectations and provide a clear path for Indigenous learners; mitigate potential risk to the College; and improve consistency across departments serving students.
- The registration system used in Continuing Studies currently does not have the capability to hold designated seats; options are being explored. In the meantime, Indigenous learners have priority registration in courses (2 days before the general registration period opens).
- Members requested two edits:
 - Policy principle #2: VCC is committed to redressing the underrepresentation of Indigenous learners **in its classrooms**.
 - Procedure #2 d: "...before withdrawing the **completed** application of an Indigenous learner."

iii) D.1.3 Copyright

- S. Kay presented the fully reviewed policy. The main change was to add recognition of Indigenous Peoples' rights regarding Indigenous knowledge as outlined in the [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#). Education Policy Committee requested inclusion of intellectual property in policy principle #2. The suggestion of creating a separate policy on Indigenous knowledge and intellectual property was brought forward.
- As this policy is solely approved by the Board, it was presented to EdCo for information only.
- At its last meeting, the committee discussed edits to policy and procedures D.3.5 Prior Learning Assessment and Recognition and voted to post the drafts for College feedback. However, as this policy will now undergo a full review instead, it will not be posted for feedback at this time.

c) Appeals Oversight Committee

- N. Mandryk and C. Munro, Associate Vice President Students & Enrolment Services, have been discussing the possible dissolution of the Appeals Oversight Committee and distribution of its work and responsibilities among Education Council and Student Services. These conversations are ongoing.

d) Education Quality Committee

- No report. There were no meetings over the summer; the committee will reconvene on September 28.

8. RESEARCH REPORT

- D. Wells reported that the Research Ethics Board (REB) will meet on September 22 and vote for a new chair. The Research Advisory Committee (RAC) will also meet to formally approve its terms of reference. A presentation to Education Council on the RAC was requested.

9. CHAIR REPORT

- N. Mandryk reported on conversations with D. Wells about a new program creation and renewal framework, which is in its early stages. More information will be shared with Education Council as the framework evolves.
- Members were encouraged to share giving the land acknowledgement at EdCo meetings. C. Little, Associate Director, Indigenous Education & Community Engagement, can provide support around preparing land acknowledgements.

10. STUDENT REPORT

- S. Nielsen, new SUVCC Organizer, Advocacy and Governance, introduced himself. He is taking on some duties from the previous SUVCC Executive Director and representing students on several EdCo standing committees.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 11, 2022, 3:30-5:30 p.m., via Zoom.
- The meeting was adjourned at 4:34 p.m.

APPROVED AT THE OCTOBER 11, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES

October 11, 2022

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Andy Sellwood
Dave McMullen
David Wells
Heidi Parisotto
Janita Schappert
Jo-Ellen Zakoor
John Demeulemeester
Louise Dannhauer
Lucy Griffith
Marcus Ng
Sarah Kay
Todd Rowlatt
Vivian Munroe

Guests

Aerin Hack
Clay Little
Dawn Cunningham Hall
Dennis Innes
Domingo Salviejo
Ian Humphreys
Mari Paz Vera
Nahid Ghani
Pervin Fahim
Reza Nezami
Shirley Lew
Stefan Nielsen
Susie Findlay
Taryn Thomson

Regrets

Ali Oliver
Shantel Ivits (Vice-Chair)

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- A. Sellwood acknowledged the College’s location on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱wú7mesh (Squamish), and səliłw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 11, 2022 agenda as presented.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the September 13, 2022 minutes as amended. C. Little’s title was corrected.

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

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on correspondence received from S. Kay on behalf of EAL (English as an Additional Language) faculty. The EAL and LINC (Language Instruction for Newcomers) departments were informed that their spring term will change from April–June to May–July in 2023 to align with standard terms. S. Kay shared faculty concerns from an equity lens about the impact on EAL/LINC

students with school-aged children, and the potential impact on enrolment. The email was shared with EdCo members after the meeting.

6. BUSINESS ARISING

a) Campus Plan Update

- I. Humphreys provided an update on the Campus Plan. The overall goal is to redevelop VCC's properties at Broadway and downtown to create new campus facilities, as well as housing and commercial developments that will benefit the community and provide sustainable funding for the College.
- The first stage of the project is to build the Centre for Clean Energy & Automotive Innovation (CCEAI) on the parking lot at Great Northern Way (GNW). The business case has been submitted to the ministry for review and will subsequently move to the treasury board for consideration. No funding decision has been made at this time. While awaiting this decision, the design process is continuing.
- A Knowledge Keepers workshop was held in May to assist the architects in understanding the significance of the land to the x^wməθk^wəy əm (Musqueam), Skwx̓ wú7mesh (Squamish), and səililw̓ ətaʔt (Tsleil-Waututh) host nations and to honour its cultural history in the building design. The CCEAI was designed to resemble a canoe with its concrete, glass, and mass timber construction. The redesigned VCC campus will become part of a "cultural ribbon" along GNW.
- The sequence of the plan changed following the approval of the City of Vancouver's Broadway Plan in May 2022. Originally, the plan was to move operations from the Dunsmuir Tower at the Downtown Campus to the CCEAI, followed by redevelopment of the downtown site. Revenue raised by this development would have been used to build a second new building at GNW to house operations currently located in Building A at Broadway. Finally, affordable housing would have been developed at the Broadway site.
- Adoption of the Broadway Plan by City Council offers an opportunity to construct a second VCC building on Great Northern Way sooner than anticipated. If the College's development plan is approved, it will allow for housing development on the Broadway side of the campus earlier than originally planned. This is in line with the city's priority of increasing density around SkyTrain stations. The College is in discussions with BC Housing around options for affordable housing.

b) RFQ Academic Process Overview – Part 1: Program Cost Review

- D. Wells presented the RFQ Academic process (Operational Risk, Financial Sustainability, Educational Quality), a framework encompassing the entire lifecycle of programs, including new program development, program renewal, accreditation, etc. The three aspects of the framework will be discussed in dialogues at Education Council and Leaders' Forum over the next few months; meetings with different schools and departments will take place from November 2022 to March 2023.
- This first presentation focused on financial sustainability/program cost review, in the context of BC's public post-secondary funding review, for which submissions were made by [VCC](#), the VCC Faculty Association ([VCCFA](#)), and the Students' Union ([SUVCC](#)); VCC's Campus Plan; and the return to the requirement for a balanced budget (following more relaxed provincial rules during the pandemic).
- The first step is to accurately capture the cost of program delivery and communicate this information to the province. This data is also crucial for schools/departments considering changes (e.g., expanding delivery, program renewal). The process includes clear differentiation between new programs, program expansions, and contract delivery, as well as between direct and indirect costs. Enrolment planning will be linked more closely with financial planning.
- There were questions about the start of the cost review; while dialogues with departments will continue into spring 2023, some of this work is already underway or will happen sooner, e.g., in departments undergoing renewal. Regarding potential apprehension in program areas with a high cost of delivery, D. Wells noted that there will be conversations with departments. He reiterated the

purpose of the process to capture and provide information to the ministry; VCC's delivery costs will not be reviewed in isolation, but in comparison to other institutions offering similar programming.

c) Research Advisory Council

- D. Wells reported that the Research Advisory Council (RAC) met on September 22 to review and revise its terms of reference. The draft document was presented; the revised version still needs to be approved by RAC. The committee is chaired by the VP, Academic & Research. The group's duties include establishment of research priorities for VCC, work on research-related policies and procedures, and adjudication of internal research funding.
- As applied research is becoming more of a priority for the ministry, the goal is to build foundational capacity at VCC and to pursue external research funding opportunities.

d) Memoranda of Understanding (MOUs): National Chung Cheng University, Shu-Te University, Hungkuang University and Atlantic Technological University

- D. Wells reported that VCC signed three Memoranda of Understanding (MOUs) with post-secondary institutions in Taiwan, following an international education conference earlier in the year. These MOUs are high-level agreements to explore opportunities for collaboration, such as exchange of faculty and students. For any more formal commitments, e.g., around transfer, an affiliation agreement would need to be developed in the future. VCC also signed an MOU with Atlantic Technological University (ATU) in Ireland; ATU is an amalgamation of three institutions VCC already had agreements with. Copies of the MOUs will be provided to Education Council for information (as per policy C.3.10 Educational Affiliations).

e) EdCo Planning Calendar

- N. Mandryk presented the 2023 Education Council Planning Calendar for information and invited feedback from members. Some items related to appeals and the Appeals Oversight Committee may need to be adjusted (see discussion under item 7c).

f) EdCo Planning Day

- EdCo Planning Day will be held on November 25 in a HyFlex format (online and in person at the Broadway Campus). The morning session will be followed by lunch with standing committee members and afternoon planning sessions for Education Policy and Curriculum Committees. Members were invited to suggest topics for discussion.

g) EdCo Elections

- Voting closed today, and results will be announced by the end of the week. N. Mandryk thanked departing EdCo members J. Demeulemeester and S. Ivits, EdCo Vice-Chair, for their work and contributions over the years.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Baking Foundation Certificate

MOTION: THAT Education Council approve, with amendments presented at this meeting, the significantly revised program content guide for the Baking Foundation Certificate and recommend the Board of Governors approve the implementation of the significantly revised program.

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

- S. Findlay presented the proposal. The 11-month Artisan Baking and Pastry Arts Certificate were recently revised, which included creation of new courses. The current proposal is to align the Baking Foundation Certificate with these changes so that it mirrors the first 6 months of the longer certificate programs.

- T. Rowlett added that one more change was made to the program content guide after distribution of the meeting package: the program learning outcomes were updated to align more closely with the language in the other two certificates.
- The tuition change proposal for the 11-month programs is currently under review by the ministry; the two significantly revised programs will then move forward to the Board of Governors for approval of tuition and implementation. As this will also apply to the Baking Foundation Certificate, the motion was amended to recommend approval to the Board of Governors.

b) Policy Committee

- No report; the committee did not meet this month.

c) Appeals Oversight Committee

- N. Mandryk re-opened the conversation about the Appeals Oversight Committee (AOC) and considerations to carry on the work of this EdCo standing committee in a different structure.
- The committee's duties were reviewed, which include recruitment and training of individuals to serve on appeals committees/panels; collection of anonymous data on appeals and outcomes; review and recommendations to the College on resources required to adequately respond to appeals; and providing feedback to Education Council on the overall functionality of VCC's appeals processes.
 - Training: The original (later abandoned) plan was to form an appeal hearing committee that would meet monthly; a significant number of individuals needed to be trained to serve on this committee. However, there are very few appeals to Education Council (two appeals in the last two years); most academic appeals are managed at the dean's level. An online [Moodle training course](#) has been developed, reducing the need for in-person training.
 - Data collection: Education Council keeps data only on appeals to EdCo. Some data on other academic appeals has been tracked in the School of Health Sciences. N. Mandryk plans to discuss a suitable process for data collection with Student Services and the Registrar's Office.
 - Review and recommendations on resources & feedback to EdCo on appeals processes: N. Mandryk suggested moving this aspect into a separate working group consisting initially of the EdCo Chair, the AVP Students & Enrolment Services, a Students' Union (SUVCC) representative, and the Arbiter of Student Issues.
- It was noted that Education Council's key responsibility related to appeals is to "set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals" (College and Institute Act, RSBC 1996, c 52, s 24(e)). In addition to this, N. Mandryk suggested EdCo retain the responsibility to maintain training materials and add this as an action item on the annual planning calendar. The next step will be to form the working group and continue conversations with Student Services and other areas around data collection, appeals practices, and feedback.
- There were questions about related policies. D.4.2 Student Grievance will be rescinded once a webpage for student complaints has been set up. Policy C.1.2 Appeal of Final Grade was last revised in 2016 and is up for review. N. Mandryk will follow up on this policy.
- During previous discussions of policy A.2.1 Appeal to Education Council on Educational Matters, the question of defining academic matters was raised. This will be discussed during the policy review. Currently, students can appeal matters to EdCo that pertain to two policies: C.1.2 Appeal of Final Grade and D.4.5 Academic Integrity.

d) Education Quality Committee

i) Annual Program Reviews – Summary Report

- T. Rowlatt presented the annual report summarizing conversations with all deans on annual program reviews. Themes included adjustments to COVID-19 and efforts around decolonization and Indigenization, as well as mental health and well-being. Areas identified for further exploration include the College's capacity for innovation; recruitment and retention of employees; and quality in online and blended delivery.

ii) Program Renewal/Accreditation Reports: CACE Computer Applications and CAD & BIM Technician

- Reports from the CACE Computer Applications renewal and CAD & BIM Technician accreditation were presented for information.

8. RESEARCH REPORT

- No report.

9. CHAIR REPORT

- N. Mandryk reiterated the invitation to members to share the land acknowledgement and thanked C. Little for his support in this area.
- Policy A.2.1 Appeal to Education Council on Educational Matters is up for review. N. Mandryk and S. Kay have started reviewing documents created by a previous working group that looked at the policy and appeals processes. The plan is to use an EDI assessment tool created by the EDI Committee in this policy review to ensure an equitable approach to final academic appeals.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on November 8, 2022, 3:30-5:30 p.m., via Zoom.
- EdCo Planning Day is scheduled for November 25, 9 a.m. to 12 noon, followed by lunch and planning sessions for Curriculum Committee and Education Policy Committee in the afternoon (1-3 p.m.)
- The meeting was adjourned at 5:29 p.m.

APPROVED AT THE NOVEMBER 8, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Andy Sellwood
Belinda Kaplan
Dave McMullen
David Wells
Derek Sproston
Gabby Sarnoh
Louise Dannhauer
Marcus Ng
Sarah Kay
Sonal Singh
Todd Rowlett
Vivian Munroe

Guests

Aamra Bilal
Adrian Lipsett
Alison Woods
Clay Little
Jay Baik
Jennifer Gossen
John Demeulemeester
Julie Gilbert
Karen Wilson
Kate Dickerson
Ken McMorris
Les Apouchtine
Nicole Degagne
Reza Nezami
Stefan Nielsen
Tannis Morgan
Taryn Thomson

Regrets

Ali Oliver
Heidi Parisotto
Janita Schappert
Jo-Ellen Zakoor
Lucy Griffith

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College's location on the traditional and unceded territories of the x^wməθk^wəy̓ əm (Musqueam), Sḵw̓x̓ wú7mesh (Squamish), and səilíw̓ ətaʔt̓ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely. M. Ng also contributed a land acknowledgement during the meeting.
- New EdCo members were welcomed: B. Kaplan, D. Sproston, G. Sarnoh, and S. Singh.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 8, 2022 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the October 11, 2022 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on correspondence from S. Kay regarding potential changes in the EAL (English as an Additional Language) term structure. The first inquiry related to communication and operational timelines; the second inquiry related to EdCo's responsibility to advise the Board of Governors on policies related to the academic schedule. N. Mandryk will continue the conversation with S. Kay and report at the next EdCo meeting.

6. BUSINESS ARISING

a) Micro-Credential Approval Process

- T. Rowlatt presented the micro-credential approval process developed by the micro-credential working group. Other group members include T. Morgan, A. Lipsett, L. Apouchtine, C. Sauv , E. Lenz, and F. Barillaro.
- There are efforts across Canada to better define and standardize micro-credentials, which generally consist of short programming closely tied to industry needs. Awards of Achievement, one type of micro-credential, are already offered by VCC and approved by the Dean of Continuing Studies, since they are not for credit. The proposed approval process is in line with existing policy. Any credit-bearing offerings or micro-credentials embedded into programs will require standard governance approval.
- The process will be piloted over the next year. All micro-credentials will be run out of Continuing Studies, utilizing the CS registration system. A key requirement for proposed offerings is cost recovery.
- Work on B.C.'s provincial micro-credential framework is expected to resume and may lead to greater standardization of different types of micro-credentials.
- The Registrar's Office is developing a badging system using the MyCreds system, owned by the Association of Registrars of the Universities and Colleges of Canada (ARUCC). Badges are a type of micro-credential students can access digitally and, e.g., add to their LinkedIn profile.
- It was clarified that a "PCG lite" will be required for micro-credentials; this would be a pared down version of a program content guide for Awards of Achievement, primarily for internal tracking and documentation purposes.

b) Strategic Innovation Plan (SIP) Objectives Update

- K. Dickerson presented an update on Strategic Innovation Plan (SIP) objectives, which align with the five priorities in the [Strategic Innovation Plan](#) (SIP). The plan officially launched in January 2022. The update included a list of objectives that are completed or in progress as of October 2022.
- The agile approach to addressing the 97 identified SIP objectives was outlined. This includes review and adjustments of priorities, as needed, as well as reporting to the College community in regular intervals. A report on Year 1 will be provided to the Board of Governors and the College community in March 2023.
- There were questions about the inventory of access and community programs, which aims to collect stories about VCC's work with the community and partners, as well as about the annual performance management program for administrators, which will be aligned with the SIP. It was confirmed that all strategic projects include evaluation and assessment components.
- There was a discussion about how the SIP priorities are infusing the work of departments, particularly around decolonization and reconciliation, and justice, equity, diversity and inclusion (JEDI). VCC has

has completed an [Indigenization readiness assessment](#), and one of the next steps will be to hire a new Dean of Indigenous Initiatives.

- Feedback on initiatives can be brought forward through deans and other leaders at this time. Marketing is working on a one-page summary document to create more awareness of the SIP, and feedback options will be explored.

c) RFQ Academic Process Overview – Part 2: Enrolment Risk Review

- D. Wells presented the RFQ Academic process (Operational Risk, Financial Sustainability, Educational Quality), a framework encompassing the entire lifecycle of programs, including new program development, program renewal, accreditation, etc. This presentation focused on the enrolment risk review, which is largely operational but also impacts educational quality.
- The risk review focuses on the format of delivery and considers external requirements (ministry, third party obligations) and impacts on students (international student status, eligibility for funding, etc.). The goal is to identify both legal and operational risks and either remediate or mitigate them. For this purpose, detailed data on all courses will be collected and analyzed. There were questions about the data collection process. Information will be pulled from various systems and discussed with departments. D. McMullen recently met with the first department.

d) Election: Interim Vice-Chair and Executive Committee Member

- D. McMullen conducted the election of an interim Vice-Chair (November-December 2022), since S. Ivits' term on EdCo has ended.
N. Mandryk nominated S. Kay. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, S. Kay was announced interim Vice-Chair of Education Council.
- As this appointment created a vacancy on the EdCo Executive Committee, nominations were taken to fill this position.
S. Kay and M. Ng nominated L. Dannhauer. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, L. Dannhauer was announced interim Executive Committee Member of Education Council.

e) Notice of Elections

- N. Mandryk announced elections taking place at the December EdCo meeting for the following positions: EdCo Chair and Vice-Chair; two EdCo Executive members; and EdCo Standing Committee Chairs.

f) EdCo Planning Day

- EdCo Planning Day will take place on November 25.

7. COMMITTEE REPORTS – PART 1

a) Curriculum Committee

i) Course Updates: BIOL 0983 & 0993, CHEM 0861 & 0871

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to four courses: BIOL 0983, BIOL 0993, CHEM 0861 and CHEM 0871.

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

- T. Rowlatt presented proposed revisions to four courses, including adjustments to assessments, and creating a self-paced option for the chemistry courses.

- It was clarified that total hours (96) are listed under both lecture and self-paced category, since the courses can be delivered in either format. The lab hours were added in consultation with the Registrar’s Office to facilitate scheduling. It was suggested to separate the evaluation plans for the self-paced and class-based options. The CourseLeaf CIM system does not allow for this distinction on the course form. It is practice at VCC to use combined course outline for both delivery options, since students’ learning outcomes are the same.

ii) Program Updates: ESL Pathways Standard Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the ESL Pathways Standard Certificate and nine revised course outlines.

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

- T. Rowlatt presented revisions based on the program renewal. “Standard” was added to the program name to differentiate it more clearly from the advanced certificate. The most significant change was to add Level 8 courses into the program, which are articulated (English for Academic Purposes (EAP), Level IV) and provide a better exit point for students. As the program will not be re-costed, the proposal does not require Board of Governors approval.
- Moving Level 8 to the standard certificate reduced the credits in the advanced program below the minimum required for an advanced certificate as per policy C.1.3 Granting of Credentials. Discussions about the advanced credential are in progress.

8. BUSINESS ARISING – CONTINUED

b) Brand and Web Project (BAWP) Update

- K. Wilson presented an update on two major marketing projects: the brand refresh and new website content management system. The work was put on hold due to the pandemic but has now resumed.
- The College community will have an opportunity to provide feedback through surveys and focus groups. Anyone interested in participating in interviews and user testing should connect with K. Wilson.

9. COMMITTEE REPORTS – CONTINUED

a) Policy Committee

i) C.1.3 Granting of Credentials

- S. Kay reported that the committee did not meet last month. However, the Prior Learning Assessment and Recognition (PLAR) working group recently proposed a change to draft policy C.1.3 Granting of Credentials. The policy was previously reviewed by Education Policy Committee and EdCo and is slated to move forward to the Board of Governors for approval. One proposed change was to count Prior Learning Assessment and Recognition (PLAR) towards the residency requirement.
- Based on further research on PLAR practices in BC’s post-secondary sector, the working group is now proposing reverting back to the current model, in which neither PLAR nor transfer credit count towards the residency requirement.
- To prevent a delay in the approval of this policy, the proposal was presented to Education Council for information at this meeting. Education Policy Committee will discuss the policy at its November 9 meeting and make a recommendation to EdCo. Education Council will then make a decision via consent resolution; if the proposal is not approved, it will come to a future Education Council meeting.

b) Appeals Oversight Committee

- Following the preliminary discussion at the last meeting, N. Mandryk announced a vote for the December EdCo meeting on dissolving the Appeals Oversight Committee as a standing committee of EdCo. The continuance of this work in other forms will be discussed at that meeting.

c) Education Quality Committee

i) 2022 Annual Program Reviews

- T. Rowlett reported that notification of this year's annual program reviews was sent out to department heads. The CTLR ran a well-attended training session on Monday. The annual program review form was shortened, and the process streamlined; departments will need to complete only the form and the department plan, which was aligned with the Academic Plan.

10. RESEARCH REPORT

- D. Wells reported that the Research Ethics Board is seeking new members from the College community; a call for expressions of interest was sent out.

11. CHAIR REPORT

- N. Mandryk reported that Curriculum Committee approved a change to the admission requirements for the Medical Laboratory Assistant Certificate program. Going forward, either English 12 or proof of English Language Proficiency is required, not both. Since this was the original intent of the department, it was agreed at the meeting to treat this as a correction, approved by Curriculum Committee, rather than moving it forward for EdCo approval. Members had no concerns about this approach.
- N. Mandryk was consulted in the review of policy C.3.14 Curriculum Development and Approval. Discussions are taking place around concept papers as well as minor and major curriculum changes.

12. STUDENT REPORT

- G. Sarnoh outlined challenges faced by students around online delivery and adapting to online learning; one particular concern was scheduling of online sessions for extended time periods (up to four hours). N. Mandryk will follow up with G. Sarnoh.

13. NEXT MEETING AND ADJOURNMENT

- EdCo Planning Day is scheduled for November 25, 9 a.m. to 12 noon, followed by lunch and planning sessions for Curriculum Committee and Education Policy Committee in the afternoon (1–3 p.m.)
- The next regular meeting will be held on December 6, 3:30–5:30 p.m.
- The meeting was adjourned at 5:36 p.m.

APPROVED AT THE DECEMBER 6, 2022 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)
Ali Oliver
Andy Sellwood
Belinda Kaplan
Dave McMullen
David Wells
Gabby Sarnoh
Janita Schappert
Jo-Ellen Zakoor
Lucy Griffith
Marcus Ng
Sarah Kay
Todd Rowlatt
Vivian Munroe

Guests

Adrian Lipsett
Andrew Dunn
Brynn Joyce
Claire Sauv e
Clay Little
Dennis Innes
Herbie Atwal
Jillian Lefavre
Kelly Wightman
Ken McMorris
Margaret Buxton
Nahid Ghani
Reza Nezami
Ronald Palma
Shannon O'Keefe-Mandarino
Shirley Lew
Taryn Thomson
Trishna Nazareth
Valerie Kakurai

Regrets

Derek Sproston
Heidi Parisotto
Louise Dannhauer
Sonal Singh

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:32 p.m.

2. ACKNOWLEDGEMENT

- V. Munroe acknowledged the College's location on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłw̓ ətaʔt (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the December 6, 2022 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the November 8, 2022 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on ongoing conversations regarding EAL Pathways scheduling (see item 6b).

6. BUSINESS ARISING

a) Blended Learning Quality Evaluation Pilot

- A. Dunn, Manager, Online Learning Strategy & Design, presented on the Blended Learning Quality Evaluation conducted as part of the Program Reset Working Group (PRWG). Feedback was sought from both students (via focus groups) and instructors (via online survey) on their experiences with blended delivery. This project followed a previous student survey from December 2021, with the goal of gathering more in-depth information on the student experience and develop best practices around blended teaching and learning. This work will also inform the updated Online Learning Strategy (OLS 2.0).
- Student feedback on blended delivery was mostly positive; none of the students in the focus groups wanted to return to fully face-to-face learning. Participants represented most programming areas, except for Arts & Sciences, although the sample size was small. Additional data was available from the previous student survey with about 400 responses from students in blended courses.
- The full report and infographics outlining recommended practices are available on the [CTLR website](#). These are general recommendations, which may not all be suitable in all contexts. There was a discussion about ways to disseminate these findings across the College. As this was a qualitative study, there was a discussion about examples of quantitative research to evaluate outcomes based on delivery modes.
- It was noted that operational factors need to be considered in planning for different delivery modes (e.g., informing the Registrar's Office so it can support student registration; reporting to the ministry on space utilization). A more systematic approach and clear definitions of different delivery modes would give students a more accurate idea of what their schedule will look like.

b) EAL Pathways Scheduling

- N. Mandryk previously reported on a letter from EAL (English as an Additional Language) faculty to EdCo with concerns around scheduling. Terms for EAL and LINC (Language Instruction for Newcomers) will move from April–June to May–July in 2023. The department expressed concern about reduced access to programming for those caring for school-aged children and a potential drop in registrations, in the context of low enrolment, a reduction in sections, and faculty layoffs. In view of Education Council's advisory role regarding the academic schedule, S. Lew, Dean of Arts & Sciences, was invited to speak to the decision-making process.
- S. Lew explained that this change is taking place in the context of College-wide initiatives to address enrolment risks by standardizing terms. The Student Experience Improvement Project identified negative impacts of non-standard terms on students, including financial and tax implications. Standardizing term start and end dates would also allow for automation of manual processes in operational areas, such as the Registrar's Office, and free up resources to provide more support to students. Starting the new term in May rather than April also extends the previously compressed transition time from the term ending in March.
- Conversations with EAL and LINC department heads began earlier in the year. Students and faculty in both areas were surveyed in late spring, with inconclusive results. Faculty concerns around student access and enrolment were weighed against the benefits of standardizing the term structure, and the

decision was made to move forward in 2023. The impact of the term change will be evaluated through student and faculty surveys, and enrolment numbers will be monitored. An option that could be explored would be switching to two-month terms, either by compressing programming or by splitting up one course. Similar models are in place at other colleges.

- There were questions about support for the department around this change and responsiveness to a potential drop in enrolment. It was clarified that students can continue registering in courses after the Education Planner BC deadline by contacting the Registrar's Office. It was suggested to engage with Marketing to ensure clear communication to students on the rationale and benefits of this change. There was a discussion about the possibility of moving to a two-month term, including considerations around curriculum development and operational impacts. Next steps will be informed by the evaluation after the May 2023 term.
- A follow-up with Education Council was requested. It was suggested to broaden the conversation to include other programming areas and scheduling in general.

c) RFQ Academic Process Overview – Part 3: Quality Review

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

d) Dissolving Appeals Oversight Committee

MOTION: THAT Education Council dissolve the Appeals Oversight Standing Committee.

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

- N. Mandryk presented the proposal to dissolve the Appeals Oversight Committee (AOC); notice of this motion was provided at the last meeting. Education Council will continue to fulfill its mandate under the College & Institute Act related to policies and procedures and establishing a tribunal for final appeals on academic matters. While the AOC trained panelists and provided recommendations around academic appeals, its dissolution will not hinder EdCo from fulfilling its mandate.
- A new working group was established outside of EdCo to continue work around appeals (both academic and non-academic). The EdCo Chair is part of this group.

e) EdCo Planning Day Debrief

- N. Mandryk summarized the November 25 Planning Day session. In the morning, members discussed the results of the EdCo self-evaluation survey and an EdCo planning document. There was a presentation of VCC's [EDI Impact Assessment Tool](#) and discussion about incorporating it into policy and curriculum review. The afternoon session for Education Policy and Curriculum Committee revolved around anti-racism in policy; justice, equity, diversity, and inclusion in curriculum; and Universal Design for Learning (UDL).

7. ELECTIONS

a. Education Council Chair

- D. McMullen conducted the elections.
- M. Ng nominated N. Mandryk. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, N. Mandryk was announced Chair of Education Council.

b. Education Council Vice-Chair

- T. Rowlett nominated S. Kay. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, S. Kay was announced Vice-Chair of Education Council.

c. Two Executive Committee Members

- N. Mandryk nominated A. Sellwood and L. Dannhauer. A. Sellwood accepted the nomination. L. Dannhauer was not in attendance but had indicated her acceptance of a nomination before the meeting. Second and third call for nominations: There were none.

By acclamation, A. Sellwood and L. Dannhauer were elected Executive Committee Members of Education Council.

d. Standing Committee Chairs

i. Curriculum Committee

- A. Oliver and M. Ng 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

- N. Mandryk nominated S. Kay. Nomination accepted. Second and third call for nominations: There were none. By acclamation, S. Kay was announced Chair of Education Policy Committee.

iii. Education Quality Committee

- S. Kay 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

- No election, since EdCo voted to dissolve the committee.

8. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: SOSC 0861 Social Science 11

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course SOSC 0861 Social Science 11.

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

- J. Lefavre presented the proposal for this self-paced advanced social science course in the ABE Youth area. This course can be used as an elective for the BC Adult Graduation Diploma, VCC's ABE certificates and the Ministry of Education's high school graduation requirements. At Curriculum Committee, the department's plans to incorporate Indigenous knowledge and ways of knowing were discussed. About 50% of students in this area are Indigenous.

ii) New Course: SOSC 0999 Social Justice 12

MOTION: THAT Education Council approve, in the form presented at this meeting, new course SOSC 0999 Social Justice 12.

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

- M. Buxton presented the proposal for this course, which can be used as an elective for the BC Adult Graduation Diploma, VCC's ABE certificates and the Ministry of Education's high school graduation requirements. Students have been requesting more electives in the humanities for years. The course will be offered in a self-paced format but could be delivered in a class-based model in the future.

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 program content guide for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and seven new courses.

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

- R. Palma and K. Wightman presented the proposal for a second-year Steel Construction Modelling option in the CAD & BIM Diploma, making all four specializations available in both years of the program. There has been interest in adding this option for some time. The first year focuses on Computer-Aided Drafting (CAD), and the second year on Building Information Modelling (BIM); students select a different specialization for each year.
- T. Rowlatt noted that the one concern raised by International Education related to the term structure and communication with Immigration, Refugees and Citizenship Canada (IRCC) around it. The program fulfills IRCC's credit requirement for international students (min. 9 credits per term), but wording in the PCG may need to be adjusted. There was agreement to approve the proposal and finalize these details after the meeting. D. McMullen noted that IRCC is getting stricter in its requirements around terms and documentation.

iv) New Program: Event Management Short Certificate

OTION: THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Event Management Short Certificate and 11 new course outlines, and recommend the Board of Governors approve the implementation of the program.

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

- C. Sauvé presented the proposal. During the renewal of the leadership suite of programs, industry experts recommended splitting event management and wedding planning off from leadership and management, due to the specific skills required in this sector. The Event Management Short Certificate consists of five core courses and two elective streams (three courses each): wedding planning and event operations. Students who complete all three courses in a stream will receive an Award of Achievement (micro-credential). The program will be offered in a part-time format in the evenings and on weekends.
- Curriculum Committee discussed the proposal twice; feedback was incorporated, including adjustment of learning outcomes to better reflect that there is no practicum or work placement in this program.
- B. Kaplan will connect with C. Sauvé, as event management is also part of VCC's hospitality management offerings.

b) Policy Committee

i) C.1.3 Granting of Credentials

MOTION: THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, revised policy C.1.3 Granting of Credentials.

Moved by S. Kay, Seconded & CARRIED (Unanimously)

- S. Kay presented proposed revisions to the policy draft. Following a five-year review, the policy went through Education Policy Committee, Education Council, and Governance Committee. Before the policy moved to the Board for approval, the PLAR (Prior Learning Assessment and Recognition) working group recommended one more change – reverting to the previous model of not counting PLAR towards residency. The working group identified during an environmental scan that most BC

institutions do not count PLAR towards the residency requirement. Education Policy Committee unanimously recommended this revision for approval.

- A consent resolution was distributed to EdCo members, in order to meet the deadline for the Governance Committee meeting. Since this meeting was postponed to January, the proposal is being presented for a regular vote instead. Members had no questions or concerns.
- S. Kay reported that two policies were approved at the last Board meeting: D.1.3. Copyright and D.3.10 Indigenous Education Enrolment.

c) Education Quality Committee

i) Renewal Report: Medical Transcription Certificate

- The Medical Transcription Certificate renewal report was included in the meeting package for information. T. Rowlatt commended the Applied Business department for its recent work on multiple program renewals.
- At its last meeting, the committee discussed the program renewal process and recommended trialing a cohort model, facilitated by Instructional Associates in the CTLR. The goal would be to build a community of practice among different departments going through renewal at the same time. Thompson Rivers University is taking a similar approach and has published a [handbook](#) on the process. The committee also recommended finalizing the renewal schedule earlier so orientation for departments could take place in February, before the official start of the renewal process in April.

9. RESEARCH REPORT

- A. Copp, interim Chair of the Research Ethics Board (REB), provided the report.
- Policy F.1.1 Ethical Conduct for Research Involving Humans will return to Education Policy Committee on December 7. Updates of policies F.1.2 Ethics and Integrity in Research and Scholarly Activity and F.1.3 Conflict of Interest Related to Research are in progress. Key changes to policy F.1.1 include establishment of an appeals process, which involves a Memorandum of Understanding with Kwantlen Polytechnic University; a new section addressing research involving Indigenous people; and revised language around REB membership. The group is seeking an Indigenous community member; a honorarium will be provided. Course-based approval were included in the policy, and a related form is being developed.
- Other activities include training on First Nations Principles of OCAP (ownership, control, access and possession of data) and an upcoming meeting with Research Ethics BC about a harmonized system for multi-jurisdictional health research.
- Following a call-out for REB members, 5–6 new members will be appointed for January.

10. CHAIR REPORT

- N. Mandryk reported that this was J.-E. Zakoors and L. Griffith's last meeting as administrative representatives on EdCo. Both were recognized and thanked for their service to Education Council. D. Innes and S. Lew were appointed to EdCo and will start their terms in January.

11. STUDENT REPORT

- M. Ng reported on SUVCC activities for students including sessions with therapy dogs.

12. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 10, 3:30–5:30 p.m.
- The meeting was adjourned at 5:29 p.m.

APPROVED AT THE JANUARY 10, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council