



Vancouver Community College Education Council
 Meeting Agenda
 December 7, 2021
 3:30–5:30 p.m. Videoconference
<https://vcc.zoom.us/j/62085130129>

Item	Topic	Action	Speaker	Time	Attachment	Page
1.	CALL TO ORDER		T. Rowlatt	1 min		
2.	ACKNOWLEDGEMENT		T. Rowlatt	1 min		
3.	ADOPT AGENDA	Approval	T. Rowlatt	1 min	✓	1-2
4.	APPROVE PAST MINUTES	Approval	T. Rowlatt	1 min	✓	3-6
5.	ENQUIRIES & CORRESPONDENCE	Info	T. Rowlatt	1 min		
6.	BUSINESS ARISING					
	a. Annacis Island Update	Info	D. Wells	5 min		
	b. Academic Master Plan Update	Info	D. Wells	15 min		
	c. Program Reset Working Group	Info	T. Morgan	10 min		
	d. Duolingo Score Recalibration & Extension	Approval	D. McMullen	20 min	✓	7-11
	e. EdCo Meeting Time	Decision	T. Rowlatt	5 min		
	f. EdCo Planning Day Debrief	Info	T. Rowlatt	5 min		
	g. EdCo Annual Planning Calendar	Info	T. Rowlatt	2 min	✓	12
7.	COMMITTEE REPORTS					
	a. Curriculum Committee					
	i. New Course: BUSI 1334	Approval	J. Dalla-Tina	10 min	✓	13-19
	ii. Program Update: Jewellery Art & Design Diploma	Approval	K. Jones	5 min	✓	20-33
	iii. Program Updates: Fashion Design & Production Certificate and Diploma	Approval	S. Murray	5 min	✓	34-144
	iv. New Program: Health Care Assistant Diploma (International Cohort)	Approval	L. Beveridge	10 min	✓	145-217
	b. Policy Committee					
	i. A.3.2 Policy Development and Management	Info	N. Mandryk	10 min	✓	218-227
	c. Appeals Oversight Committee	Info	L. Griffith	2 min		

d. Education Quality Committee

i. CD Fund 2022 Info T. Rowlatt 2 min

8. RESEARCH REPORT Info E. Ting 2 min

9. CHAIR REPORT Info T. Rowlatt 2 min

10. STUDENT REPORT Info P. Sachdeva 2 min

11. ELECTIONS Decision D. McMullen 15 min

a. EdCo Chair

b. EdCo Vice-Chair

c. Two Executive Committee
Members

d. Standing Committee Chairs

i. Curriculum Committee

ii. Education Policy Committee

iii. Education Quality Committee

iv. Appeals Oversight Committee

12. NEXT MEETING & ADJOURNMENT Info T. Rowlatt 1 min

Next Meeting: January 11, 2022

**ATTENDANCE****Education Council Members**

Todd Rowlatt (Chair)
 Natasha Mandryk (Vice-Chair)
 Brett Griffiths
 Dave McMullen
 David Wells
 Ishaan Saini
 Janita Schappert
 Jessica Yeung
 John Demeulemeester
 Louise Dannhauer
 Lucy Griffith
 Marcus Ng
 Poshak Sachdeva
 Shantel Ivits

Guests

Adrian Lipsett
 Ali Oliver
 Amber Ariss
 Andrew Dunn
 Claire Sauvé
 Clay Little
 Daniel Warlock
 Dawn Cunningham Hall
 Elle Ting
 Ian Humphreys
 Jennifer Gossen
 Joy Dalla- Tina
 Reza Nezami
 Sarah Murray
 Shane McGowan
 Tannis Morgan
 Taryn Thomson

Regrets

Heidi Parisotto
 Jo-Ellen Zakoor
 Sarah Kay

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m. New EdCo members were welcomed: I. Saini, J. Schappert, J. Yeung, L. Dannhauer, and P. Sachdeva.

2. ACKNOWLEDGEMENT

- T. Rowlatt acknowledged that the College is located on the traditional unceded territory of the Sḵwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples, and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 9, 2021 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the October 12, 2021 minutes as presented.

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

6. ENQUIRIES & CORRESPONDENCE

- There were none. E. Ting's term on Education Council ended on October 31, and T. Rowlatt is interim EdCo Chair until the end of December.

7. BUSINESS ARISING

a) Annacis Island Update

- D. Wells provided a brief update; main considerations at this time relate to HMT faculty and staff, as well as equipment.

b) Continuing Studies Mandate

- Prompted by conversations related to the new Optician Diploma over the summer, A. Lipsett presented on the mandate of Continuing Studies (CS) at VCC. CS aims to open opportunities for learners through relevant, flexible, high-quality training; develop innovative programming in response to emerging trends; and contribute to revenue generation at the College.
- CS is expanding its programming from upskilling courses targeted at working professionals to longer certificate and diploma programs, including offerings for international students. Connecting with industry to develop relevant micro-credentials is one area of focus.
- It was emphasized that CS programming is meant to complement and expand the spectrum of offerings at VCC, but not compete with existing VCC programs.
- There was a discussion about the provincial base funding system, as well as trends in Continuing Studies at other post-secondary institutions.

c) Campus Master Plan Update

- I. Humphreys provided an update on the Campus Master Plan (CMP). The plan proposes to leverage the College's real estate assets at the Downtown and Broadway campuses to create revenue to rebuild infrastructure and support the College's future financial sustainability. The first step would be to build the Centre for Clean Energy and Automotive Innovation at Great Northern Way (Broadway), which would provide space to move programs and allow further development at both campuses. VCC is part of broader discussions about the city's vision for the Broadway corridor/Great Northern Way, and there is interest in starting development of affordable housing at the Broadway campus site at an earlier stage. The next step for VCC is to develop a full business case to receive funding from the ministry.

d) EdCo Planning Day

- T. Rowlatt announced the agenda for EdCo Planning Day on November 26; topics will include Equity, Diversity, and Inclusion; the Mental Health and Well-being Framework; Universal Design for Learning; and a presentation on pathways for delivery methods. The afternoon Curriculum Committee session will be facilitated by Capilano University's Indigenous Advisor D. Kirk.

e) EdCo Meeting Time

- Members continued the discussion about the meeting time for next year. While some members preferred an earlier meeting time, students had concerns about the proposed change. This item will be brought back at the next meeting.

f) Notice of Chair Elections

- T. Rowlatt 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.

8. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: ECOM 1001, 1002, 1003

MOTION: THAT Education Council approve, in the form presented at this meeting, three new courses: ECOM 1001 Developing Ecommerce, ECOM 1002 Maintaining Ecommerce, and ECOM 1003 Growing Ecommerce.

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

- S. Murray and J. Dalla-Tina presented the proposal. These courses can be taken as a standalone micro-credential, or as electives in the Applied Leadership and Business Management Certificate program currently in development.

ii) Program Update: Dental Hygiene Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide and 16 revised course outlines for the Dental Hygiene Diploma program.

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

- A. Ariss presented initial revisions in preparation for an external accreditation process and an expected change to the national entry-to-practice (ETP) competencies. The curriculum will be significantly revised over the next two years.

b) Policy Committee

- N. Mandryk reported that a working group has begun the review of policy C.1.1 Grading, Progression and Withdrawal. Revisions to policy A.3.2 Policy Development and Management will be reviewed by both Education and Administrative Policy Committees.

c) Appeals Oversight Committee

- L. Griffith summarized discussions with committee members and EdCo about the committee's shifted role, and the proposal to dissolve the committee. L. Griffith met with C. Munro to discuss outstanding items. The committee will meet on November 10 to continue the conversation. More information will be presented at the next Education Council meeting.

d) Education Quality Committee

i) Annual Program Reviews 2021

- T. Rowlatt reported that the committee considered pausing Annual Program Reviews this year due to pandemic-related challenges, but felt it was still valuable to move forward with the process. Departments were notified; the report format is unchanged from last year, but the submission timeline was slightly extended. The committee is reviewing how to improve the process and will seek feedback at Leaders' Forum in January. L. Griffith added that the CTLR recorded a presentation on the APR process for department heads, which is available upon request.

9. RESEARCH REPORT

- E. Ting reported that the Research Ethics Board (REB) held its first meeting this year on October 29; the group is working on making forms and processes more user-friendly. There are discussions about considerations for action research.
- The number of course-based reviews is increasing, and instructors teaching courses that include student research were encouraged to connect with the REB.

10. CHAIR REPORT

- T. Rowlatt and N. Mandryk attended the Board of Governors retreat with Senior Team members on November 8.

11. STUDENT REPORT

- No report.

12. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on December 7, 2021, 3:30–5:30 p.m. EdCo Planning Day will take place on November 26, 9 a.m.-12 noon.

MOTION: THAT Education Council adjourn the November 9, 2021 meeting.

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

- The meeting was adjourned at 5:15 p.m.

Todd Rowlatt
Chair, VCC Education Council



PROPOSAL

PREPARED FOR: Education Council

DATE: December 7, 2021

ISSUE: English language assessment: Duolingo score recalibration

BACKGROUND:

On March 20, 2020, EDCO approved a pilot program to accept the online Duolingo English Test as an alternative way to assess English Language Proficiency. This decision provided a means for English language assessments to continue despite the temporary closure of the VCC Assessment Centre.

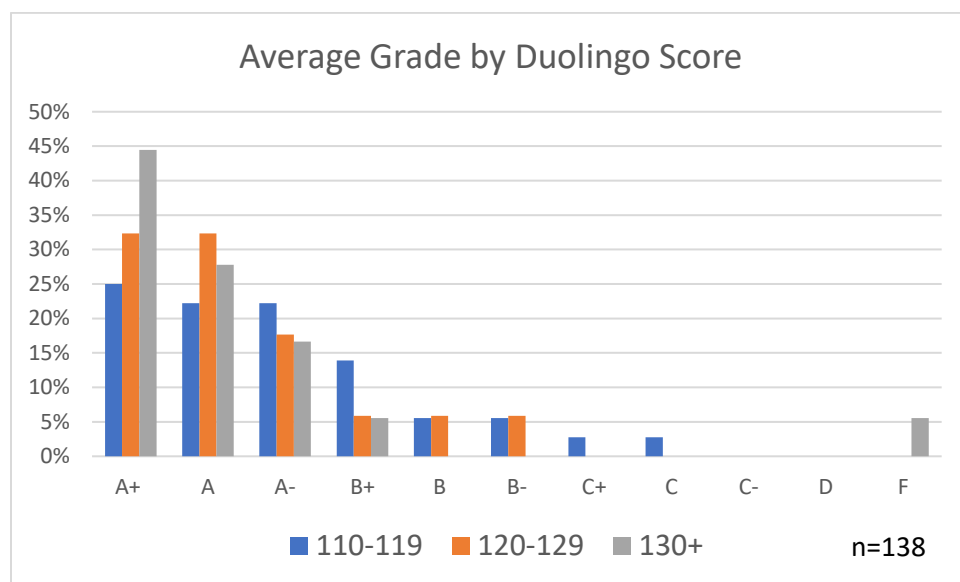
Throughout the pilot phase of this initiative, the full range of benefits of using the Duolingo assessment have become apparent. These include:

- **Location:** Applicants can take the test at a location of their choice; no need to travel
- **Time:** The test takes approximately 1 hour to complete; results are received within two days; applicants can take the test on demand; no need to book a time slot
- **Cost to applicant:** At approximately \$60 CAD (versus \$250-300 for TOEFL or IELTS), the test is affordable for most applicants
- **Resources:** There are no administrative or resource costs to VCC, making this a cost-efficient solution

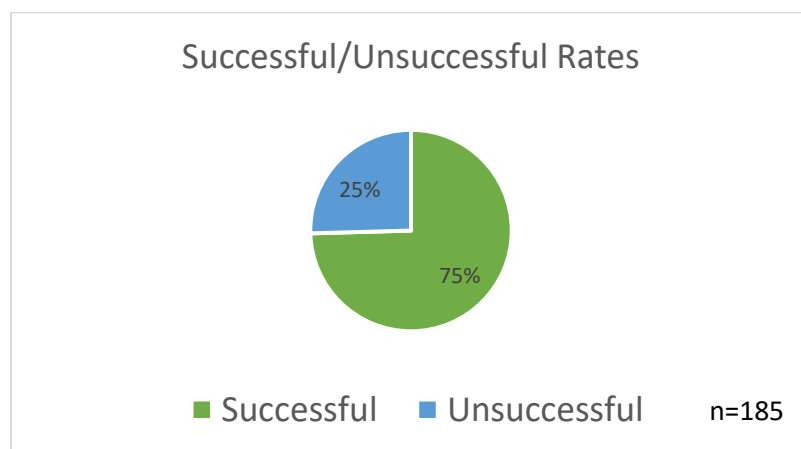
The minimum scores used during the pilot phase were based on the recommendations provided by Duolingo. Duolingo recommends that institutions review minimum thresholds: “When setting minimum thresholds, it is useful to set scores flexibly and conduct periodic reviews of score requirements” ([Duolingo](#), n.d.).

The review process was conducted in consultation with faculty from the English as an Additional Language department, College and Career Access, and Humanities. The Assessment Centre also provided feedback on the Duolingo test in comparison to other assessment tools. All faculty consulted believed the low Duolingo thresholds were a contributing factor in students’ difficulties in class and were unanimously in favour of increasing the minimum scores. Based on the recommendations of faculty, a review of other institutions’ policies, and an evaluation of student outcomes, the Registrar’s Office recommends recalibrating the minimum scores as follows.

Average VCC Grade Achieved by Students with Duolingo Scores 110-119, 120-129, and 130+ for Courses with Percentage or Letter Grades



Rates of Successful/Unsuccessful Grades Achieved by Students who Entered VCC Using a Duolingo Score, for Courses with S/U grades



Comparison of Minimum Duolingo Scores in BC Post-Secondary Institutions

INSTITUTION	BC HIGH SCHOOL ENG 12	DUOLINGO*
VCC (2020-2021)	64%	110
UBC	70% prov. exam	125
BCIT	73%, 67%, 50%	120, 115, 105
KPU	67%	110
Langara	70%, 50%	110, 110

Duolingo English Test. (n.d.). Available at: <https://englishtest.duolingo.com/scores>.

Average Outcomes by Program for Students who Entered VCC Using a Duolingo Score

A+	A	A-
ABE – CCAC (n=2)	Admin. Prof. 2 (n=4)	ABE – CF (n=14)
CAD & BIM Arch. (n=1)	Computer Sys. Tech. Diploma (n=1)	Admin. Prof. 1 (n=3)
CAD & BIM Steel (n=1)	Early Childhood (n=3)	Certified Dental Assisting (n=3)
Counselling Skills (n=2)	Early Childhood (Int.) (n=2)	Dental Reception Coord. (n=9)
Medical Transcriptionist (n=1)	Health Unit Coord. (n=4)	UT Arts Cert. (n=2)
PT Sign Language (n=2)	Legal Admin. Assistant (n=2)	UT Comp Science (n=4)
	Medical Device Reprocessing (n=39)	UT Engineering (n=2)
	Prof. Cook 1 Plus (n=5)	
	UT Science Certificate (n=5)	

B+	B	B-
Culinary Arts (n=3)	Admin. Professional (n=4)	CAD & BIM Civil/Str. (n=1)
Dent Assisting (Online) (n=10)		
ESL Pathways (n=2)		
Graphic Design (n=2)		
Hairstylist Cert. (n=1)		
Medical Office Assistant (n=4)		
UT Pathway to Health Science (n=5)		

C+ / C / C-	D	F
NA	NA	Hospitality Management (n=1)

Historical Information

ELA Stats (Feb 1, 2019 – Dec 31, 2019)

Duolingo English Test. (n.d.). Available at: <https://englishtest.duolingo.com/scores>.

Total of 37 out of 308 students who wrote the ELA met the English 12 requirements for their applied programs.

Program	%Success on the ELA
Counselling Skills	33%
Dental Assisting	13%
Dental Receptionist	13%
Early Childhood Ed.	2%
HUC	20%
Legal Admin.	100%
MDRT	16%
Medical Lab Asst.	10%
Medical Office Asst.	9%
Paralegal	50%
OPTA	25%

Recommended Minimum Scores for Base Programs[†]

BC HIGH SCHOOL	DUOLINGO
Eng.12 (B)	120
Eng. 12 (C+, C, Pass)	115
Eng. 11	105
Eng. 10	95

[†]Previously: 110, 105, 95, 85

Recommended Minimum Scores for Pathways Courses[±]

ENTRY INTO	DUOLINGO
ELSK 0915, ELSK 0920, ELSK 0925	115-120 (min. 115 in both Conversation and Literacy)
ELSK 0815	105-110 in Conversation
ELSK 0820	105-110 in Literacy
ELSK 0715	95-100 in Conversation

Duolingo English Test. (n.d.). Available at: <https://englishtest.duolingo.com/scores>.

ELSK 0720	95-100 in Literacy
ELSK 0615	75-90 in Conversation
ELSK 0620	75-90 in Literacy
ELSK 0515	55-70 in Conversation
ELSK 0520	55-70 in Literacy

±Previous range: 45-110

EXPECTED IMPACT:

By recalibrating the Duolingo minimum scores, it is expected that student experiences will be improved. By aligning the scores more closely with BC high school equivalencies, students will be set up for success instead of potential frustration and failure. Applicants who do not meet minimum requirements for their program of interest will be encouraged to begin their VCC educational journey with our Pathways and upgrading programs.

RECOMMENDATION:

MOVE THAT Education Council approve the revised minimum scores for base programs and Pathways courses, and extend the use of Duolingo as an approved method for demonstrating English proficiency to any programs starting before or during the January-April 2023 term.

PREPARED BY: Dave McMullen, Registrar

DATE: November 29, 2021



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 7, 2021

ISSUE: New course: BUSI 1334 Foundations of Business

BACKGROUND:

Continuing Studies is proposing a new course that centres a gamified learning experience. Students assume the role of an entrepreneur running a retail store and work to apply knowledge and skills within a virtual context. Students also participate in an online course environment with a facilitator, discussion boards and a series of activities and assessments. The online game was developed by instructors at Lambton College in Ontario, in a company called ODEA. The College has licensed the software and facilitator, as have numerous other colleges in Ontario.

DISCUSSION:

The proposal was presented by Claire Sauv , Associate Director of Continuing Studies, and Joy Dallatina, Program Coordinator of Leadership and Business. The Committee requested a few minor changes, but most of the discussion was about two issues:

1. Credits. The course is proposed as a 3-credit, 45-hour course. The Committee asked a number of questions around how learning was structured in the course, particularly the self-paced components. Students will put in 45 hours within the game itself, but Claire and Joy clarified that additional learning took place in the online course, through discussion, and in projects outside of the game. The "Instructional Strategies" section was edited to better reflect these elements. Similar courses in Ontario have been established as 3-credit, 45-hour courses.
2. As part of the licensing agreement with ODEA, VCC gets access to the game itself and a trained facilitator who will perform the duties of the instructor within the course. This includes facilitation and assessment, but also aspects of technical support. The "Instructional Strategies" section and "Assessment" sections were adjusted to better reflect the duties of the facilitator.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the new course BUSI 1334 Foundations of Business.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 30, 2021

Course Change Request

New Course Proposal

Date Submitted: 10/26/21 1:16 pm

Viewing: **BUSI 1334 : Foundations of Business**

Last edit: 11/30/21 1:18 pm

Changes proposed by: jdallatina

Course Name:

Foundations of Business

Effective Date: April 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Small Business (6068)

Contact(s)

In Workflow

1. **6068 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee Chair**
5. **EDCO Chair**
6. CS Associate Registrar
7. Banner

Approval Path

1. 10/26/21 1:21 pm
Joy Dalla-Tina (jdallatina): Approved for 6068 Leader
2. 10/29/21 8:40 am
Claire Sauve (csauve): Approved for Senior PC
3. 11/09/21 8:55 am
Adrian Lipsett (alipsett): Approved for CCS Dean
4. 11/30/21 1:18 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Joy Dalla-Tina	jdallatina@vcc.ca	8671

Banner Course Name:	Foundations of Business
Subject Code:	BUSI - Business
Course Number	1334
Year of Study	1st Year Post-secondary
Credits:	3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Foundations of Business is a gamified business simulation where students assume the role of an entrepreneur pursuing their passion of selling clothing online and in their retail store. The player subscribes to the guidance of a business coach and will build a successful venture in a virtual neighbourhood. The player can upgrade their store and operations by completing learning modules and testing.

Through self-paced gameplay, instructional guides, presentations, and discussion topics, students learn important concepts from Finance, Human Resources, Marketing, Health and Safety, Risk Management, and more. In the process, they acquire the skills to effectively run a business as they upgrade their operation by completing learning modules and quizzes. Each student has a unique playing experience via in-game customizations, such as avatar creation, store design, and random quiz selection.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:

Upon successful completion of this course, students will be able to:

CLO #1	Entrepreneurial Spirit: Apply characteristics of entrepreneurs and key factors that influence them to assess your suitability as an entrepreneur.
CLO #2	Product and Inventory: Examine characteristics that make products unique and the key factors of the product life cycle.
CLO #3	E-commerce: Evaluate opportunities that online retail and technology offer an expanding business.
CLO #4	Legal: Examine the legal and regulatory requirements necessary when starting a new business.
CLO #5	Staffing: Examine the staffing needs and identify the roles and responsibilities of business personnel.
CLO #6	Risk Management: Assess potential areas for risk in a new business and methods to reduce them.
CLO #7	Marketing & Advertising: Examine the criteria involved in successful marketing and advertising campaigns, and understand their impact on the business.
CLO #8	Expansion: Discuss business expansion and its impact on retail sales and efficiency.
CLO #9	Health and Safety: Apply key criteria for establishing a safe workplace for staff and customers.
CLO #10	Finance: Examine financial opportunities and actions and how they impact the success of a business.

Instructional

Strategies:

This course is delivered in a hybrid facilitator-led and online method. The online method (gamified simulation) is delivered entirely through an internet program platform. Students gain access to the platform via log-in credentials provided to upon enrollment in the course.

The simulated game involves creating an avatar and interacting with a business coach (simulated) while interacting with various real-life small business scenarios; for example, interacting with customers, troubleshooting unforeseen scenarios, managing human resources, and multi-tasking. The game is paced, and is played in no-more-than 45-minute chunks with at least 12 hours of store closure in between sessions.

The course is accompanied by an LMS (Moodle shell). Learning activities and assessments are completed outside of game play and include content modules (expert videos and readings), case studies, assignments, discussions, and quizzes. Content is released weekly as students progress through the course material.

Evaluation and Grading

Grading System: Letter Grade (A-F)
64% (C+)

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	70%	10 Key Modules worth 7% each, delivered outside of the game
Project	30%	Situational scenarios - During gameplay, students will have the opportunity to participate in a number of situational scenarios depending on their progress through the course. The best 30 will be used to determine the overall grade for this component of the course's evaluation. The maximum value of each scenario is 1% which contributes up to a maximum of 30% of the overall course grade. Students will have 50 attempts to achieve the top mark.

Hours by Learning Environment Type

Total Hours 45

Lecture, Seminar, Online

45

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Course Topics:

Entrepreneurial Spirit
Product and Inventory
Ecommerce
Legal
Staffing
Risk Management
Marketing & Advertising
Expansion
Health and Safety
Finance

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Students require access to a device that will support the operation of the computer program and interact with the computer program. Included in this will be access to the internet in order to connect with the computer platform. The following are the minimum technical requirements:

- Operating System: Windows 7 or MAC 10.9 Maverick
- RAM: 4GB
- CPU: Intel Core -i5-4210U
- GPU: Intel HD Graphics Family
- Browser: Latest version of Chrome, Safari or Firefox

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

No

Provide a rationale
for this proposal:

This gamification course introduces an innovative approach for the learner to interact with the content and to attain the outcomes. As a completely online, self-paced, and gamified learning experience, it will be VCC's first course of its kind. This course assists in developing lifelong essential employability skills that lead clearly and effectively to practical application beyond the course: 1) Respond to written, spoken, or visual messages in a manner that ensures effective communication, 2) execute mathematical operations accurately, 3) apply a systematic approach to solve problems, 4) use a variety of thinking skills to anticipate and solve problems, 5) analyze, evaluate and apply relevant information from a variety of sources, 6) show respect for diverse opinions,

values, belief systems and contributions of others, 7) manage the use of time and other resources to complete projects, and 8) take responsibility for one's own actions, decisions, and consequences.

Are there any expected costs as a result of this proposal?

Consultations

Consulted Areas	Consultation Comments
Centre for Teaching, Learning, and Research (CTRLR)	Working with Andy Sellwood and Francesco Barillaro to incorporate into the Business and Leadership Program Renewal.
Faculty/Department	Instructors have been consulted regarding this course in the context of the Leadership Program Renewal.
Disabilities Services	As this course is to be included as an elective in the updated Leadership Program, Disability Services' input will be solicited as part of the whole program renewal.
Information Technology (IT)	Privacy Impact Assessment is in progress in consultation with IT.
Finance	Costing is currently being finalized in consultation with Erin Lenz, Operations Manager and Finance.
Indigenous Education & Community Engagement (IECE)	Will be included in the whole program renewal.
Marketing & Communications	Will be included in the whole program renewal.

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Reviewer Comments



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 7, 2021

ISSUE: New Jewellery course: JADE 1128 History and Culture of Jewellery 2

BACKGROUND:

The Jewellery department completed a major revision of their diploma program last year. At that time, one of the new courses was missed while going through the governance process. That last course – JADE 1128 History and Culture of Jewellery 2 – is proposed for approval now.

JADE 1128 familiarizes students with Western art and design movements (e.g. Art Nouveau, Art Deco, Cubism) and places contemporary jewellery within these contexts. It builds on JADE 1122 History and Culture of Jewellery 1, which explores jewellery in a diverse and global context, including Northwest Coast Indigenous design. The course takes an explicitly decolonized approach and teaches the influence of non-Western cultures on the development of major movements in Western art and design.

The launch of the revised diploma is planned for September 2022, as it was delayed by Ministry discussion around tuition.

DISCUSSION:

The proposal was presented by Karin Jones, Department Head of Jewellery Art and Design. The Committee had a discussion about the program's decolonized approach to Western art and design in the context of contemporary jewellery design. Members discussed the concept of cultural appropriation; while cultural appropriation is not covered in this course, it is integrated into other design courses in the program.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised Jewellery Art & Design Diploma program content guide and one (1) new course: JADE 1128 History and Culture of Jewellery 2.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 18, 2021

Course Change Request

New Course Proposal

Date Submitted: 11/02/21 3:07 pm

Viewing: **JADE 1128 : History&Culture of Jewellery 2**

Last edit: 11/17/21 4:38 pm

Changes proposed by: kjones

Programs
referencing this
course

[151: Jewellery Art & Design Diploma](#)

Course Name:

History and Culture of Jewellery 2

Effective Date:

September 2022

School/Centre:

Trades, Technology & Design

Department:

Jewellery Art & Design (4202)

Contact(s)

In Workflow

1. **4202 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 11/02/21 3:08 pm
Karin Jones (kjones):
Approved for 4202
Leader
2. 11/05/21 1:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 11/18/21 1:09 pm
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Karin Jones	kjones@vcc.ca	8367

Banner Course
Name:

History&Culture of Jewellery 2

Subject Code:

JADE - Jewellery Art & Design

Course Number

1128

Year of Study

1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

The second level of History and Culture of Jewellery familiarizes students with the development of movements in contemporary design and jewellery from the Nineteenth Century to the present. As global trade and travel increased, cross-cultural exchange and modernization led to the rise of many design movements whose influences are still being felt today. As traditional roles of craft, art and design were rejected, handmade objects became vehicles for individual expression, innovation, and even social critique. Through this course, students will be able to apply knowledge of historic design movements to their own design work, and also learn to understand the possibilities of jewellery beyond its commercial and aesthetic uses.

Course Pre-Requisites (if applicable):

JADE 1122.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Place contemporary jewellery within the context of the histories of Western Art and Design
CLO #2	Identify the connections between jewellery design and major art movements
CLO #3	Recognize the influence of non-Western cultures on the development of major movements in Western art and design
CLO #4	Draw from the art movements of the past as a source of inspiration for their designs
CLO #5	Recognize the possibilities of jewellery beyond its commercial and aesthetic uses

Instructional

Strategies:

Lecture, group discussions, readings, videos, guest speakers, creative projects, group projects

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	40	2-4 assignments worth 10-20 % each
Participation	10	
Project	30	Research Project
Final Exam	20	

Hours by Learning Environment Type

Total Hours 37.5

Lecture, Seminar, Online

37.5

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Impressionism and Post-Impressionism

Fauvism

Cubism

Futurism

Arts and Crafts

Course Topics:

Art Nouveau

Art Deco

Dada and Surrealism

Abstract Expressionism

Pop Art

Modernism- Bauhaus

Postmodernism – earth works, public art, photo/video

Studio craft movement

Contemporary jewellery

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

No

Provide a rationale
for this proposal:

This course was developed by the JAD team when developing curriculum for the new 2 year diploma program. Somehow it was not entered into Courseleaf, so I am adding it to complete the full curriculum and PCG.

Are there any
expected costs as a
result of this
proposal?

No facilities or equipment costs, just faculty hours

Consultations

Consulted Areas	Consultation Comments
Faculty/Department	Developed the course together

Consulted Areas	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Input on development of course

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website: No

Program Change Request

Date Submitted: 11/04/21 10:44 am

Viewing: **Jewellery Art & Design Diploma**

Last approved: 07/08/21 10:43 am

Last edit: 11/04/21 10:43 am

Changes proposed by: drabadzija

In Workflow

1. **4202 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**

Program Name:

Jewellery Art & Design Diploma

Credential Level: Diploma

Effective Date: September 2022

Effective Catalog Edition:

School/Centre: Trades, Technology & Design

Department: Jewellery Art & Design (4202)

Contact(s)

Approval Path

1. 11/04/21 11:04 am
Karin Jones (kjones):
Approved for 4202 Leader
2. 11/05/21 1:16 pm
Brett Griffiths (bgriffiths):
Approved for CTT Dean
3. 11/18/21 1:08 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

History

1. Jul 8, 2021 by Karin Jones (kjones)

Name	E-mail	Phone/Ext.
Karin Jones	kjones@vcc.ca	8571

Program Content Guide

Mission: *“Vancouver Community College’s unique two-year diploma program offers hands-on technical, design, and career training for students aiming to enter the jewellery profession.”*

Vision: *“VCC Jewellery Art & Design seeks to guide students to a life of creativity, technical excellence, and career success in the jewellery field.”*

A career in jewellery requires a combination of technical skill, creativity, knowledge of materials and process, business skills, design capabilities and critical thinking. Through this program, which can be completed through two years of full-time study or part-time over up to five years, students will acquire the skills to work as bench goldsmiths, independent artisans, or jewellery artists.

Admission to the Jewellery Art and Design program is on a competitive selection basis. Applicants must have completed Grade 12 or acceptable equivalent. In addition, an interview will be arranged with the selection committee.

Candidates should bring to the interview:

Portfolio*

Resumé

Letter of Intent

A **portfolio** is a collection of images of showing artistic ability, technical aptitude and/or hand-eye coordination. It should be saved as a PDF and sent to the Department in advance of the interview. It should include 10-20 pieces, and could include examples of any of the following:

Drawing and Painting

Photography

Collage

Sculpture

Jewellery

Textile and fibre arts

Metal and/or wood work

Ceramics

Any other art or craft demonstrating creativity and/or manual dexterity

Portfolios will be judged on the degree to which they show creativity and/or hand-eye coordination.

The **resumé** should include previous education and work experience.

The **letter of intent** should outline why the applicant has chosen to apply for the program, and could also include career and/or artistic goals, and other areas of interest.

A major focus of the **interview** is on establishing the applicant's ability to succeed in the program with consideration given to ability and willingness to accept and grow in a learning environment, ability to interact with others, commitment to the total program, attention span, and previous art/design related training and experience. Successfully chosen candidates may be offered seats to the program.

*The Department recognizes that not all applicants will have previous experience in art, craft, or design.

Applicants who do not have a portfolio are asked to bring a collection of found images of jewellery, and be prepared to discuss what makes them examples of fine craftsmanship or effective design.

Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

There are two options for achieving a credential in this program:

Full-time option: Students attend classes full time for two years. Students whose studies are interrupted must complete the program within five years.

Part-time option: Students attend the first term full-time, and then complete the rest of the courses part-time over the course of several years up to a maximum of five years.

Students who complete all courses in Term 1 and Term 2 may choose to exit the program with a Certificate in Jewellery Art & Design. Students may return to complete the Diploma at a later date if a seat is available. All courses must be completed within a five year period to receive the Diploma.

Program Learning Outcomes

Students who successfully complete the program will be able to:

Actualize original design ideas from concept to reality

Demonstrate technical excellence to produce jewellery to current industry standards

Apply basic knowledge of gemmology and metallurgy to the creation of jewellery

Design and produce jewellery using the latest digital technologies

Communicate ideas using a variety of visual media

Demonstrate visual awareness of craft, art, and design

Apply knowledge of the jewellery field to establish a viable home- or studio-based business

Communicate effectively using the language and vocabulary of the jewellery field

Place the meanings and functions of jewellery within diverse historical and cultural contexts

Utilize materials, tools and equipment safely, sustainably and ethically

Recognize the contributions of Indigenous peoples to the fields of art, craft, and design.

Identify and solve problems creatively and independently

Demonstrate professionalism in all areas of their career and education

Analyze and evaluate the quality of their own technique and skills development

Instructional Strategies, Design, and Delivery Mode

Jewellery Art & Design is a highly technical program, and in any given semester, 75-90% of time is spent in the workshops, where students watch technical demonstrations by faculty, gain skills through technical assignments and exercises, and synthesize processes by designing and producing creative jewellery projects. Many of the theory courses also include hands-on activities, in addition to lectures, group discussions, independent research projects, lab days, field trips and guest speakers. Most classes are conducted face-to-face in a classroom or workshop setting, although a small number of courses may be offered online.

Evaluation of Student Learning

Student learning is evaluated in a variety of ways including, but not limited to, presentations, individual and group projects, exams, research, assignments, lab work and portfolios. Students will also engage in peer- and self-assessment and reflective practice.

Students must achieve a minimum grade of C (60%) to successfully complete each course.

90% attendance is mandatory to successfully complete each course.

Recommended Characteristics of Students

Open-mindedness

Excellent problem-solving skills

Creativity

Manual dexterity

Strong work ethic

Good eyesight (corrected vision is accepted)

Patience

Attention to detail

Curiosity

Enthusiasm

Commitment

Appreciation of fine craftsmanship and design

Courses

Plan of Study Grid

Term One	Credits
JADE 1120 Metal Techniques 1: Foundations of Goldsmithing	12
JADE 1121 Drawing 1	1.5
JADE 1122 History and Culture of Jewellery 1	1.5
Credits	15
Term Two	Credits
JADE 1123 Metal Techniques 2: Wax Modeling and Casting	6
JADE 1124 Gemstone Settings 1	3
JADE 1125 Design 1	1.5
JADE 1126 Practical Gemmology 1	2
JADE 1128 History and Culture of Jewellery 2	1.5
JADE 1127 Year One Capstone Project	3
Credits	17
Term Three	Credits
JADE 2220 Metal Techniques 3: Advanced Fabrication	6

<u>JADE 2221</u> Gemstone Settings 2	3
<u>JADE 2222</u> Drawing 2	1.5
<u>JADE 2223</u> Practical Gemmology 2	2
<u>JADE 2224</u> Digital Jewellery Design 1	1.5
Credits	14
Term Four	
<u>JADE 2225</u> Metal Techniques 4: Specialized Jewellery Processes	6
<u>JADE 2226</u> Gemstone Settings 3	3
<u>JADE 2227</u> Design 2	1.5
<u>JADE 2228</u> Digital Jewellery Design 2	1.5
<u>JADE 2229</u> Business Practices for Jewellers	2.5
<u>JADE 2230</u> Diploma Project	3
Credits	17.5
Total Credits	63.5

This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	95-100		4.33
A	90-94		4.00
A-	85-89		3.67
B+	80-84		3.33
B	75-79		3.00
B-	70-74		2.67
C+	65-69		2.33
C	60-64	Minimum Pass	2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A

Course

Standings

R	Audit. No Credits	N/A
EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA

Rationale and Consultations

Provide a rationale for this proposal.

Course JADE 1128 was developed by the JAD team when developing curriculum for the new 2 year diploma program. Somehow it was not entered into Courseleaf, so I am adding it to complete the full curriculum and PCG.

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for: Domestic
 International

Marketing Description

Get hands-on experience in the design and fabrication of jewellery through intensive courses in metal techniques, drawing, design, history of jewellery, gemmology, digital jewellery design, and business management.



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 7, 2021

ISSUE: Fashion Design & Production Diploma and Certificate – minor revisions to programs

BACKGROUND:

The Fashion department is proposing a series of smaller revisions to its certificate and diploma programs and courses. The revisions are primarily grammatical fixes and very small changes to course hours to simplify scheduling of courses.

DISCUSSION:

The proposal was presented by Andrea Korens, Program Coordinator of Fashion Design & Production. She explained that when the programs were first developed, the hours were set to exactly match the credit ratio VCC uses to translate hours to credits. This caused some annoying scheduling issues. By increasing the hours slightly, those issues will be resolved without requiring any credit changes.

The Registrar's Office requested the pre-requisites be reviewed and streamlined. That work has been completed.

Typically, when hours change, the RO requires new course numbers. As the changes are very small, the RO is fine with keeping the same numbers.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised Fashion Design and Production Certificate and Diploma program content guides and 23 revised course outlines.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 18, 2021

Program Change Request

Date Submitted: 10/04/21 12:02 pm

Viewing: **Fashion Design & Production Certificate**

Last approved: 10/17/19 4:19 pm

Last edit: 10/04/21 12:02 pm

Changes proposed by: akorens

Catalog Pages Using
this Program

[Fashion Design & Production Certificate](#)

Program Name:

Fashion Design & Production Certificate

Credential Level: Certificate

Effective Date: September ~~2016~~ **2022**

Effective Catalog
Edition: 2021-2022

School/Centre: Continuing Studies

Department Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**

Approval Path

1. 10/04/21 12:06 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 10/25/21 10:04 am
Claire Sauve
(csauve): Approved
for Senior PC
3. 10/25/21 10:19 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:08 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

History

1. Dec 18, 2017 by
clmig-jwehrheim
2. May 28, 2018 by
Nicole Degagne
(ndegagne)

3. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
4. Oct 17, 2019 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661 8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Program Content Guide

Purpose

The Fashion Design & Production Certificate credential is a possible early exit for students who have entered the Fashion Design & Production Diploma program. This program prepares students for career success and further education in the fashion and apparel industries by developing creative and technical skills and knowledge, and providing industry experience.

Fundamental skills are put into immediate context through a series of five fashion cycles that **allow** ~~allows~~ students to experience a fast-paced production process, from design conception to sales.

Students will graduate with the ability to pursue entrepreneurship or a career in small or large apparel companies.

An integrated practicum ~~Integrated practica~~ will allow students to graduate with real-life experience and a solid foundation for their professional network.

Admission is a competitive selection based on the following criteria:

Grade 12 graduation, or equivalent

English 12 (C grade), or equivalent

Letter of Intent (500 words or less)

~~Resume~~ Two Letters of Reference

Portfolio:

~~Artistic portfolio:~~ Two pieces of original artwork ~~with accompanying description~~

Sketch book including a minimum of 20 fashion-related drawings

~~Sketch book~~ Two sewn items

~~Interview with selection committee~~ Proficiency in Microsoft Word and Excel (testing to be performed onsite) **Interview with selection committee**

VCC recognizes that some applicants may not possess a detailed portfolio or sewing experience. A demonstrated interest in fashion through hobby, education, portfolio, or work experience are acknowledged and seriously considered by the department. These applicants will still need to submit all other documentation, participate in an interview, and potentially take sewing and/or drawing courses prior to ~~the~~ starting the program.

Prior Learning Assessment & Recognition (PLAR)

VCC recognizes Prior Learning Assessment and Recognition (PLAR) as one of multiple pathways for students to complete their individual course of study.

PLAR is available for some courses in this program and will be assessed by the Department according to standardized practice and using one or more of the following components: project, professional portfolio, demonstration, or interview.

See Course Outlines for availability.

PLAR fees for every course apply without exception. The maximum number of credits of PLAR that a student may receive towards the certificate is 23.5.

Program Duration & Maximum Time for Completion

The Fashion Design & Production Certificate has 20 courses (**918** ~~(912.5)~~ hours) and students must successfully complete all courses in this program to be eligible for the certificate.

There are two options for completion:

One-year program. This is a full-time, daytime offering. After successfully completing the nineteen courses in Year One and a 120-hour practicum, students will have met the requirements for a Fashion Design & Production Certificate.

Two-year program. This is a part-time, **daytime evening** offering. After successfully completing nineteen courses over two years and a 120-hour practicum, students will have met the requirements for a Fashion Design & Production Certificate.

If students wish to continue on to the Fashion Design & Production Diploma, they may join the **third-year** full-time **diploma** cohort. Upon successful completion of the final eight courses, students will have met the requirements for the Fashion Design & Production Diploma. Entry into the full-time final year must be done within **two years** ~~one year~~ of completing the first nineteen courses.

The maximum allowable completion time for the certificate program is three years.

Program Learning Outcomes

Upon completion of the program, students will be able to:

Draft patterns with an eye to fit and function

Interpret and execute garment construction

Express a creative vision in design

Engage in real-world business environments

Practice the art of communication

Demonstrate professional excellence

Instructional Strategies, Design, and Delivery Mode

The Fashion Design & Production Certificate curriculum is designed to provide context and mimic the real-world fashion industry.

Courses are delivered through a combination of instructional activities including, but not limited to, lectures, practical labs, seminars, demonstrations, guest lectures, videos, team activities, production simulations, computer labs, and field trips. To support the development of motivation and self-discipline, some of the theoretical and technical aspects of the program involve independent learning components.

The program concludes with a practicum.

Evaluation of Student Learning

Student learning is evaluated in a variety of ways including, but not limited to, presentations, individual and group projects, exams, research, assignments, and lab work. Students will also engage in peer- and self-assessment and reflective practice.

Students must achieve a minimum grade of C (60%) to successfully complete each course.

90% attendance is mandatory to successfully complete each course.

Recommended Characteristics of Students

Imagination and creativity

An aesthetic point of view

~~A good aesthetic sense~~ Comfort with a fast paced environment

Good communication skills, both verbal and written

The ability to **receive, consider, and incorporate feedback** ~~handle criticism~~

The ability to work well with a wide variety of people

Motivation, curiosity, and research-orientation

Demonstrated interest in fashion

Comfort and proficiency with basic computer systems and software

~~Some sewing skills~~ ~~General knowledge of fashion designers and styles~~

Courses

Plan of Study Grid

Term One	Credits
<u>FSHN 1101</u> Fashion Cycle 1	1.5
<u>FSHN 1103</u> Fashion Cycle 2	1.5
<u>FSHN 1105</u> Fashion Fundamentals	1.5
<u>FSHN 1107</u> Illustration and Design 1	2
<u>FSHN 1109</u> Pattern Drafting 1	2
<u>FSHN 1111</u> Sewing Techniques 1	2
<u>FSHN 1113</u> Draping	2
Credits	12.5
Term Two	
<u>FSHN 1201</u> Fashion Cycle 3	1.5
<u>FSHN 1203</u> Fashion Cycle 4	1.5
<u>FSHN 1205</u> Fashion History	1.5
<u>FSHN 1207</u> Illustration and Design 2	2
<u>FSHN 1209</u> Pattern Drafting 2	2
<u>FSHN 1211</u> Sewing Techniques 2	2
<u>FSHN 1215</u> Tech Fashion Illustration	11.5

Credits	12
---------	----

Term Three

FSHN 1301 Fashion Cycle 5	3
FSHN 1305 Fashion Marketing	1.5
FSHN 1313 Fabric and Textile Studies	2
FSHN 1315 Tech Fashion Illustration	23
FSHN 1319 Textile Surface Design	2

Credits	11.5
---------	------

Term Four

FSHN 2321 Practicum	4.5
Credits	4.5
Total Credits	40.5

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of **term. semesters.**

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67		2.33
C	60-63	Minimum Pass	2.00
C-	55-59	Failing Grade	1.67
D	50-54		1.00
F	0-49		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
Grade IP	Percentage	Description Course in Progress	Grade Point N/A
W		Withdrawal	Equivalency N/A

Course**Standings**

R	Audit. No Credits	N/A
EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

Basic edits based on practice since 2016 launch; grammatical fixes; slight changes to course hours (separate course proposals to follow).

Are there any expected costs to this proposal.

Course hours approximately \$400 increase to operating costs per 2-year diploma cohort; cost increase already approved.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

Program Change Request

Date Submitted: 10/04/21 11:12 am

Viewing: **Fashion Design & Production Diploma**

Last approved: 10/17/19 4:20 pm

Last edit: 10/04/21 11:12 am

Changes proposed by: akorens

Catalog Pages Using
this Program

[Fashion Design & Production Diploma](#)

Program Name:

Fashion Design & Production Diploma

Credential Level: Diploma

Effective Date: September ~~2016~~ **2022**

Effective Catalog
Edition: 2021-2022

School/Centre: Continuing Studies

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**

Approval Path

1. 10/04/21 12:06 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 10/25/21 10:05 am
Claire Sauve
(csauve): Approved
for Senior PC
3. 10/25/21 10:19 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 18, 2017 by
clmig-jwehrheim
2. May 28, 2018 by
Nicole Degagne
(ndegagne)

3. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
4. Oct 10, 2019 by
Darija Rabadzija
(drabadzija)
5. Oct 17, 2019 by
Darija Rabadzija
(drabadzija)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661 8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Program Content Guide

Purpose

The Fashion Design & Production Diploma prepares students for career success and further education in the fashion and apparel industries by developing creative and technical skills and knowledge, and providing industry experience.

Fundamental skills are put into immediate context through a series of five fashion cycles that **allow** ~~allows~~ students to experience a fast-paced production process, from design conception to sales. In the second year, students use their fashion cycle experiences and foundational skills to complete a self-directed garment project. Students will graduate with the ability to pursue entrepreneurship or a career in small or large apparel companies. **An integrated practicum** ~~Integrated practica~~ will allow students to graduate with real-life experience and a solid foundation for their professional network.

Admission is a competitive selection based on the following criteria:

Grade 12 graduation, or equivalent

English 12 (C grade), or equivalent

Letter of Intent (500 words or less)

~~Resume~~ Two Letters of Reference

Portfolio:

~~Artistic portfolio:~~ Two pieces of original artwork ~~with accompanying description~~

Sketch book including a minimum of 20 fashion-related drawings

~~Sketch book~~ Two sewn items

~~Interview with selection committee~~ **Interview with selection committee** ~~Proficiency in Microsoft Word and Excel (testing to be performed onsite)~~

VCC recognizes that some applicants may not possess a detailed portfolio or sewing experience. A demonstrated interest in fashion through hobby, education, portfolio, or work experience are acknowledged and seriously considered by the department. These applicants will still need to submit all other documentation, participate in an interview, and potentially take sewing and/or drawing courses prior to ~~the~~ starting the program.

Prior Learning Assessment & Recognition (PLAR)

VCC recognizes Prior Learning Assessment and Recognition (PLAR) as one of multiple pathways for students to complete their individual course of study.

PLAR is available for some courses in this program and will be assessed by the Department according to standardized practice and using one or more of the following components: project, professional portfolio, demonstration, **and/or** ~~or~~ interview.

See Course Outlines for availability.

PLAR fees for every course apply without exception. The maximum number of credits of PLAR that a student may receive towards the diploma is 32.5.

Program Duration & Maximum Time for Completion

The Fashion Design & Production Diploma has 28 courses (**1417.5** ~~(1410)~~ hours) and students must successfully complete all courses in this program to be eligible for the diploma.

There are two options for completion:

Two-year program. This is a full-time, daytime offering. After successfully completing the nineteen courses in Year One and with completion of a 120-hour practicum, students will have the foundational skills to opt for a Fashion Design & Production Certificate exit. Continuing onto Year Two, students will apply skills to a self-directed garment project and learn industry specific software: successful completion of the final nine courses will produce the Fashion Design & Production Diploma.

Three-year program. The first two years are a part-time, **daytime evening** offering. After successfully completing nineteen courses over two years and with completion of a 120-hour practicum, students will have the foundational skills to opt for a Fashion Design & Production Certificate exit. Alternatively, for the third year, students can transfer to the full-time, **day-time** program to complete the final nine courses, in which they will apply skills to a self-directed garment project and learn industry specific software. Successful completion of the final nine courses will result in the Fashion Design & Production Diploma. Entry into the full-time final year must be done within **two years one-year** of completing the first nineteen courses.

The maximum allowable completion time is five years for both completion options.

Program Learning Outcomes

Upon completion of the program, students will be able to:

- Draft patterns with an eye to fit and function
- Plan and execute garment construction
- Develop a creative vision in design
- Engage in real-world business environments
- Practice the art of communication
- Demonstrate professional excellence

Instructional Strategies, Design, and Delivery Mode

The Fashion Design & Production Diploma curriculum is designed to provide context and mimic the real-world fashion industry.

Courses are delivered through a combination of instructional activities including, but not limited to, lectures, practical labs, seminars, demonstrations, guest lectures, videos, team activities, production simulations, computer labs, and field trips. To support the development of motivation and self-discipline, some of the theoretical and technical aspects of the program involve independent learning components.

The program concludes with a practicum and presentation of student portfolios and collections/projects.

Evaluation of Student Learning

Student learning is evaluated in a variety of ways including, but not limited to, presentations, individual and group projects, exams, research, assignments, lab work and portfolios. Students will also engage in peer- and self-assessment and reflective practice.

Students must achieve a minimum grade of C (60%) to successfully complete each course.

90% attendance is mandatory to successfully complete each course.

Recommended Characteristics of Students

Imagination and creativity

An aesthetic point of view

~~A good aesthetic sense~~ Comfort with a fast paced environment

Good communication skills, both verbal and written

The ability to **receive, consider, and incorporate feedback** ~~handle criticism~~

The ability to work well with a wide variety of people

Motivation, curiosity, and research-orientation

Demonstrated interest in fashion

Comfort and proficiency with basic computer systems and software

~~Some sewing skills~~ ~~General knowledge of fashion designers and styles~~

Courses

Plan of Study Grid

Term One	Credits
<u>FSHN 1101</u> Fashion Cycle 1	1.5
<u>FSHN 1103</u> Fashion Cycle 2	1.5
<u>FSHN 1105</u> Fashion Fundamentals	1.5
<u>FSHN 1107</u> Illustration and Design 1	2
<u>FSHN 1109</u> Pattern Drafting 1	2
<u>FSHN 1111</u> Sewing Techniques 1	2
<u>FSHN 1113</u> Draping	2
Credits	12.5
Term Two	
<u>FSHN 1201</u> Fashion Cycle 3	1.5
<u>FSHN 1203</u> Fashion Cycle 4	1.5
<u>FSHN 1205</u> Fashion History	1.5
<u>FSHN 1207</u> Illustration and Design 2	2
<u>FSHN 1209</u> Pattern Drafting 2	2
<u>FSHN 1211</u> Sewing Techniques 2	2

<u>FSHN 1215</u> Tech Fashion Illustration 1	1.5
Credits	12
Term Three	
<u>FSHN 1301</u> Fashion Cycle 5	3
<u>FSHN 1305</u> Fashion Marketing	1.5
<u>FSHN 1313</u> Fabric and Textile Studies	2
<u>FSHN 1315</u> Tech Fashion Illustration 2	3
<u>FSHN 1319</u> Textile Surface Design	2
Credits	11.5
Term Four	
<u>FSHN 2101</u> Fashion Cycle: Project Preview	2
<u>FSHN 2103</u> Fashion Cycle: Project Final	9
<u>FSHN 2105</u> Business Planning	1.5
<u>FSHN 2109</u> Computer Aided Drafting	2
<u>FSHN 2115</u> Website Design and Ecommerce	1.5
Credits	16
Term Five	
<u>FSHN 2205</u> Overseas Production	1.5
<u>FSHN 2209</u> Pattern Grading	2
<u>FSHN 2215</u> Fashion Portfolio	2
Credits	5.5
Term Six	
<u>FSHN 2321</u> Practicum	4.5
Credits	4.5
Total Credits	62

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of **term. semesters:**

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	PercentageDescription	Grade Point Equivalency
A+	90-100	4.33
A	85-89	4.00
A-	80-84	3.67
Grade	PercentageDescription	Grade Point
B+	76-79	3.33
B	72-75	3.00

-	68-71		48
B-	68-71		2.67
C+	64-67		2.33
C	60-63	Minimum Pass	2.00
C-	55-59	Failing Grade	1.67
D	50-54		1.00
F	0-49		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

Basic edits based on practice since 2016 launch; grammatical fixes; slight changes to course hours (separate course proposals to follow).

Are there any expected costs to this proposal.

Course hours approximately \$400 increase to operating costs per 2-year cohort; cost increase already approved.

Course Change Request

Date Submitted: 10/04/21 11:46 am

Viewing: **FSHN 1101 : Fashion Cycle 1**

Last approved: 11/25/20 3:56 am

Last edit: 10/04/21 11:46 am

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Fashion Cycle 1

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 10/04/21 12:06 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 10/25/21 10:05 am
Claire Sauve
(csauve): Approved
for Senior PC
3. 10/25/21 10:17 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Nov 25, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661

Banner Course Fashion Cycle 1

Name:

Subject Code: FSHN - Fashion Design & Production

Course Number 1101

Year of Study 1st Year Post-secondary

Credits: 1.5

Bridge College Code CO

Bridge Billing Hours 1.5

Bridge Course Level 30

Course Description:

Fashion Cycle 1 engages students in the full cycle of fashion production while implementing and building on skills learned in other courses. Students will experience a fast-paced production process, from design conception to sales, and will work in small groups to produce a simple soft goods product.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply basic design and illustration skills
CLO #2	Apply basic pattern drafting and yielding skills

Upon successful completion of this course, students will be able to:

CLO #3	Create a simple sequence of construction and construct a product
CLO #4	Perform simple machine sewing techniques and operate industrial machines and pressing equipment
CLO #5	Document simple costing
CLO #6	Prepare product for sale
CLO #7	Identify and describe the stages in a fashion cycle
CLO #8	Reflect on learning
CLO #9	Manage time effectively in a production environment
CLO #10	Work effectively as part of a production team

Instructional

Strategies:

Lecture, demonstration, simulation, problem solving, model making, practice of illustration, drafting, and sewing skills, and reflective discussion.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Individual assignments: design and production
Project	35	Final product: design and production
Assignments	15	Reflection on product and process
Assignments	5	Self evaluation
Assignments	5	Peer evaluation
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **33 32.5**

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

13 ~~12.5~~

Practicum, Self-Paced, Individual
Learning

0

Course Topics

Course Topics:

Designing to a brief

Flat illustrations

Basic pattern drafting techniques

Basic sewing and construction techniques

Documentation / costing

Selecting fabric

Calculating yield

Components of product (branding, care label, trims, etc)

Creating a simple sequence of construction

Creating an assembly line

Sales and marketing

Planning a production cycle

Reflection and evaluation (intro to research)

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Course Change Request

Date Submitted: 10/04/21 12:05 pm

Viewing: **FSHN 1103 : Fashion Cycle 2**

Last approved: 12/19/20 3:58 am

Last edit: 11/08/21 1:57 pm

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Fashion Cycle 2

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 10/04/21 12:06 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 10/25/21 10:05 am
Claire Sauve
(csauve): Approved
for Senior PC
3. 10/25/21 10:18 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661

Banner Course Fashion Cycle 2

Name:

Subject Code: FSHN - Fashion Design & Production

Course Number 1103

Year of Study 1st Year Post-secondary

Credits: 1.5

Bridge College Code CO

Bridge Billing Hours 1.5

Bridge Course Level 30

Course Description:

Fashion Cycle 2 engages students in the full cycle of fashion production while implementing and building on skills learned in Fashion Cycle 1 and other courses. Students will experience a fast-paced production process, from design conception to sales, and will discuss and implement methods to increase product value. Students will work in small groups to produce a simple knit garment.

Course Pre-Requisites (if applicable):

FSHN 1101.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply basic design and illustration skills

Upon successful completion of this course, students will be able to:

CLO #2	Explore methods for sourcing fabric in a local environment
CLO #3	Apply basic pattern drafting and yielding skills
CLO #4	Create a simple sequence of construction and construct a product
CLO #5	Perform simple machine sewing techniques for knit fabrics, and operate industrial machines and pressing equipment
CLO #6	Strategize simple costing
CLO #7	Prepare product for online sales
CLO #8	Identify and describe the stages in a fashion cycle
CLO #9	Reflect on learning
CLO #10	Manage time effectively in a production environment
CLO #11	Work effectively as part of a production team

Instructional

Strategies:

Lecture, demonstration, simulation, problem solving, model making, reflective discussion, and practice of illustration, drafting, and sewing skills.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Individual assignments: design and production
Project	35	Final product: design and production
Assignments	15	Reflection on product and process
Assignments	5	Self evaluation
Assignments	5	Peer evaluation
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **33** ~~32.5~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

13 ~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Trend and market research

Designing to a brief

Adding value to a design/product

Flat illustrations & spec sheets

Basic pattern drafting techniques

Basic sewing and construction techniques

Documentation / costing

Sourcing & selecting fabric

Calculating yield

Components of product (branding, care label, trims, etc)

Creating a sequence of construction

Creating an assembly line

Branding

Sales and marketing

Planning a production cycle

Reflection and evaluation

Course Change Request

Date Submitted: 10/12/21 11:08 am

Viewing: **FSHN 1107 : Illustration and Design 1**

Last approved: 12/19/20 3:58 am

Last edit: 10/12/21 11:08 am

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Illustration and Design 1

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:12 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/08/21 3:46 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:54 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Illustration and Design 1

Subject Code: FSHN - Fashion Design & Production

Course Number: 1107

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

The fashion designer communicates ideas through presentation and technical illustration. This course introduces students to the principles of illustration and design in a fashion context. Students will engage in the design process, from research and inspiration to final presentation of design.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply basic elements and principles of illustration and design
CLO #2	Develop a creative vision in design
CLO #3	Develop croquis figures
CLO #4	Create garment designs
CLO #5	Manage time effectively in the design process
CLO #6	Conduct independent research

Instructional

Strategies:

Lecture, demonstration, practice, research projects, and discussion.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Design project
Assignments	25	Shopping report
Assignments	20	Minor assignments totaling 20%
Assignments	15	Sketchbook assignments
Assignments	5	Visual picture file
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **42.25**

~~42.5~~

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

12.25

~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

The fashion figure: fashion figure proportions vs human figure proportions

Model drawing

Introduction to garment design

The design process

The croquis figure

Elements and principles of design

Introduction to technical drawing

Introduction to presentation illustration

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a rationale
for this proposal:

Course Change Request

Date Submitted: 10/12/21 11:12 am

Viewing: **FSHN 1109 : Pattern Drafting 1**

Last approved: 12/19/20 3:58 am

Last edit: 10/12/21 11:12 am

Changes proposed by: akorens

Programs

referencing this

course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Pattern Drafting 1

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee Chair**
5. **EDCO Chair**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/08/21 12:12 pm
Andrea Korens
(akorens): Approved for 6022 Leader
2. 11/08/21 2:29 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/09/21 8:54 am
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Pattern Drafting 1
Name:

Subject Code: FSHN - Fashion Design & Production

Course Number 1109

Year of Study 1st Year Post-secondary

Credits: 2

Bridge College Code CO

Bridge Billing Hours 2

Bridge Course Level 30

Course Description:

Blocks/slopers are fitted foundation patterns, which are manipulated to create pattern designs. This course introduces students to the principles of precision drafting as they construct a set of blocks to a sample size (to be used in future courses) and fit a selection of blocks to their own bodies.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Draft a block
CLO #2	Fit a block
CLO #3	Explain and apply knowledge of human form as it applies to pattern drafting
CLO #4	Practice accurate documentation in pattern drafting
CLO #5	Manage time effectively while drafting

Instructional

Strategies:

Lecture, demonstration, and practice of drafting, fitting, and measuring.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	50	Draft blocks (5-10 assignments at 5-10% each)
Assignments	35	Draft & fit personal blocks (2-3 assignments at 10-15% each, plus 5% peer assessment)
Exam	5	Practical: Fitting
Exam	5	Written: Fitting
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **45.5** ~~45~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25.5 ~~25~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Pattern drafting techniques: measuring, drafting accurately, drawing curves, blending, squaring, documenting, trueing, calculating ease, transferring to card

Block construction considerations: fabric, ease, demographic, function, and sizing

Personal block construction: taking measurements, analyzing of figures, measuring and describing the human form respectfully, sewing toiles

Fitting: fitting on the body, making adjustments to pattern

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 10/12/21 11:13 am

Viewing: **FSHN 1111 : Sewing Techniques 1**

Last approved: 12/19/20 3:58 am

Last edit: 10/12/21 11:13 am

Changes proposed by: akorens

Programs

referencing this

course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Sewing Techniques 1

Effective Date:

September 2022

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee Chair**
5. **EDCO Chair**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/08/21 12:15 pm
Andrea Korens
(akorens): Approved for 6022 Leader
2. 11/08/21 2:29 pm
Claire Sauve
(csauve): Approved for Senior PC
3. 11/09/21 8:54 am
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Sewing Techniques 1
Name:

Subject Code: FSHN - Fashion Design & Production

Course Number 1111

Year of Study 1st Year Post-secondary

Credits: 2

Bridge College Code CO

Bridge Billing Hours 2

Bridge Course Level 30

Course Description:

This course will introduce students to sewing and garment construction on professional industrial machinery. Students will practice hand and machine sewing techniques to assemble a wide range of samples and will apply learned techniques to the construction of a garment.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Upon completion of this course, students will be able to:
CLO #2	Operate industrial sewing and pressing equipment
CLO #3	Execute various sample sewing techniques by machine and hand
CLO #4	Mark, cut, and assemble a simple garment
CLO #5	Practice accurate sewing and pressing skills
CLO #6	Manage time effectively while sewing

Instructional

Strategies:

Lecture, demonstration, problem solving, and practice sewing techniques.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Basic sewing sample assignments
Project	15	Presentation of technique
Project	25	Garment
Assignments	30	Complex sewing sample assignments
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **45.5** ~~45~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual Learning

Course Topics

Course Topics:

Operation of industrial sewing and pressing equipment

Sewing techniques

Introduction to marker making and cutting techniques

Introduction to garment construction

Following a sequence of construction

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Course Change Request

Date Submitted: 10/12/21 11:14 am

Viewing: **FSHN 1113 : Draping**

Last approved: 12/19/20 3:58 am

Last edit: 10/12/21 11:14 am

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Draping

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:15 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/08/21 2:29 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:54 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	70 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Draping

Subject Code: FSHN - Fashion Design & Production

Course Number: 1113

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

Draping is the practice of creating patterns in three dimensions directly on the dress form. In this course, students translate between two and three dimensions, drape blocks/slopers and garments, and create paper patterns from their work. Students experience inherent fabric properties through practice and learn to drape on straight and bias grainlines.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Students with previous schooling in draping will be assessed by appropriate course instructor or the Fashion Arts Program Coordinator for Education.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Drape blocks/slopers and garment designs
CLO #2	Apply basic drafting techniques
CLO #3	Identify and describe basic fabric characteristics as they relate to draping
CLO #4	Drape a garment from a flat illustration

Instructional

Strategies:

Lecture, demonstration, model-making, and practice of draping and drafting techniques.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	20	Interpretation design project
Project	20	Personal design project
Assignments	15	Draped blocks
Assignments	20	Draped variations
Assignments	20	Draped garments
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **45.5** ~~45~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25.5 ~~25~~

Practicum, Self-Paced, Individual Learning

Course Topics

Course Topics:

Introduction to draping

Draping blocks/slopers on the dress form

Draping garments and design variations on the dress form with various fabrics and grainlines

Interpreting a flat design illustration to a draped garment

Designing on the dress form

Transfer of draped patterns to paper

Pattern completion

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a rationale for this proposal:

Course Change Request

Date Submitted: 11/08/21 12:11 pm

Viewing: **FSHN 1201 : Fashion Cycle 3**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 9:21 am

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Fashion Cycle 3

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 08/31/21 11:39 am
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 08/31/21 3:12 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 08/31/21 3:23 pm
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 09/13/21 1:58 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
5. 10/22/21 3:00 pm
Darija Rabadzija
(drabadzija):
Rollback to Initiator
6. 11/04/21 1:06 pm
Karima Samnani
(ksamnani):
Rollback to Initiator

7. 11/08/21 12:16 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
8. 11/08/21 2:29 pm
Claire Sauve
(csauve): Approved
for Senior PC
9. 11/09/21 8:53 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
10. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-433-8668

Banner Course Fashion Cycle 3
Name:

Subject Code: FSHN - Fashion Design & Production

Course Number 1201

Year of Study 1st Year Post-secondary

Credits: 1.5

Bridge College Code CO

Bridge Billing Hours 1.5

Course Description:

Fashion Cycle 3 immerses students in the full cycle of fashion production as they continue to apply and build on skills learned in Fashion Cycles 1 and 2 and other courses. Students will experience a fast-paced production process, from design conception to sales, and will work with a pattern grader to develop a size range from their base pattern. Students will work in small groups to produce a **woven draped** top.

Course Pre-Requisites (if applicable):

FSHN 1103, FSHN 1105, FSHN 1107, FSHN 1109, FSHN 1111, FSHN 1113,FSHN 1209 taken prior or concurrently, FSHN 1211 taken prior or concurrently.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply basic design and illustration skills
CLO #2	Explore methods for sourcing fabric in a local environment
CLO #3	Apply basic pattern drafting and yielding skills
CLO #4	Create a simple sequence of construction and construct a product
CLO #5	Perform machine sewing techniques and operate industrial machines and pressing equipment
CLO #6	Strategize simple costing
CLO #7	Prepare product for sale
CLO #8	Identify and describe the stages in a fashion cycle
CLO #9	Reflect on learning
CLO #10	Manage time effectively in a production environment
CLO #11	Work effectively as part of a production team

Instructional

Strategies:

Lecture, demonstration, simulation, problem solving, model making, practice of illustration, drafting, and sewing skills, and reflective discussion.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Individual assignments: design and production
Project	35	Final product: design and production
Assignments	15	Reflection on product and process
Assignments	5	Self evaluation
Assignments	5	Peer evaluation
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **33** ~~32.5~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

13 ~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Trend and market research

Course Topics:

Designing to a brief

Flat illustrations & spec sheets

Pattern drafting techniques & preparing a pattern for factory production

Pattern grading / working with a pattern grader

Creating a layplan

Sewing and construction techniques

Sourcing & selecting fabric

Calculating yield

Components of product (branding, care label, trims, etc)

Creating a sequence of construction

Creating an assembly line

Costing

Branding

Sales and marketing

Planning a production cycle

Reflection and evaluation

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

No

Is this the primary proposal?

Primary Proposal

Provide a rationale
for this proposal:

The word "woven" better captures the intent of the course. A draped top is too specific. Initially, the idea was for this course to use a design started in FSHN 1113 Draping as a foundation (hence draped top). While this may continue to be an option, it isn't always practical.

Approved by Curriculum Committee Chair to complete as minor correction/admin save/dr

Also corrected effective date to Sep 2016 and entered missing pre-requisites/dr

Are there any
expected costs as a
result of this
proposal?

Consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer

Comments

Darija Rabadzija (drabadzija) (09/13/21 1:58 pm): Rollback: rollback

Darija Rabadzija (drabadzija) (10/22/21 3:00 pm): Rollback: rb

Karima Samnani (ksamnani) (11/04/21 1:06 pm): Rollback: Hi Darija, please rollback to Andrea Korens. I cannot do this as the only option I have to rollback is to you

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website: **Yes**

Course Change Request

Date Submitted: 11/08/21 12:18 pm

Viewing: **FSHN 1203 : Fashion Cycle 4**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 9:22 am

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Fashion Cycle 4

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:12 pm
Andrea Korens
(akorens): Rollback
to Initiator
2. 11/08/21 12:32 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
3. 11/08/21 2:30 pm
Claire Sauve
(csauve): Approved
for Senior PC
4. 11/09/21 8:53 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
5. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

80
1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Fashion Cycle 4

Subject Code: FSHN - Fashion Design & Production

Course Number: 1203

Year of Study: 1st Year Post-secondary

Credits: 1.5

Bridge College Code: CO

Bridge Billing Hours: 1.5

Bridge Course Level: 30

Course Description:

Fashion Cycle 4 immerses students in the full cycle of fashion production as they continue to apply and build on skills learned in Fashion Cycles 1, 2, and 3 and other courses. In Fashion Cycle 4, students will experience a fast-paced production process, from design conception to sales, including consultation with a local factory. Students will work in small groups to produce a lined dress.

Course Pre-Requisites (if applicable):

FSHN 1201.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply design and illustration skills
CLO #2	Explore methods for sourcing fabric in a local environment
CLO #3	Apply pattern drafting and yielding skills
CLO #4	Create a sequence of construction and construct a product
CLO #5	Perform machine sewing techniques and operate industrial machines and pressing equipment
CLO #6	Strategize costing
CLO #7	Prepare product for sale
CLO #8	Identify and describe the stages in a fashion cycle
CLO #9	Reflect on learning
CLO #10	Manage time effectively in a production environment
CLO #11	Work effectively as part of a production team

Instructional

Strategies:

Lecture, demonstration, simulation, problem solving, model making, practice of illustration, drafting, and sewing skills, and reflective discussion.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Individual assignments: design and production
Project	35	Final product: design and production
Assignments	15	Reflection on product and process
Assignments	5	Self evaluation
Assignments	5	Peer evaluation

Type	Percentage	Brief description of assessment activity
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **33** ~~32.5~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

13 ~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Trend and market research

Designing to a brief

Flat illustrations, spec sheets, tech packs

Pattern drafting techniques & preparing a pattern for factory production

Sewing and construction techniques

Costing

Sourcing & selecting fabric

Components of product (branding, care label, trims, etc)

Creating a sequence of construction

Creating an assembly line

Branding

Fashion photoshoots

Sales and marketing in an online context

Planning a production cycle

Course Topics:

Reflection and evaluation

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a rationale
for this proposal:

Are there any
expected costs as a
Consultation

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

Date Submitted: 11/08/21 12:20 pm

Viewing: **FSHN 1207 : Illustration and Design 2**

Last approved: 12/19/20 3:58 am

Last edit: 11/09/21 9:35 am

Changes proposed by: akorens

Programs

referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Illustration and Design 2

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:19 pm
Andrea Korens
(akorens): Rollback
to Initiator
2. 11/08/21 12:33 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
3. 11/08/21 2:30 pm
Claire Sauve
(csauve): Approved
for Senior PC
4. 11/09/21 8:53 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
5. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Illustration and Design 2

Subject Code: FSHN - Fashion Design & Production

Course Number: 1207

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

The fashion designer presents individual designs that stand both on their own merits and as part of a cohesive group or collection of garments. In this course, students build design and illustration skills while engaging in the design process, from research and inspiration to final presentation of design.

Course Pre-Requisites (if applicable):

FSHN 1107.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply elements and principles of illustration and design
CLO #2	Develop a creative vision and individual style in design and illustration
CLO #3	Produce croquis figures for single and multiple figure formats
CLO #4	Create garment designs as individual designs, and as part of a design group
CLO #5	Manage time effectively in the design process
CLO #6	Conduct independent research

Instructional

Strategies:

Lecture, demonstration, practice, research projects, and discussion.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Group/collection design project
Assignments	25	Group/collection design & illustration: fabric focused
Assignments	20	Pastiche assignment
Assignments	15	Design exploration
Lab Work	5	Sketchbook progress
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **42.25**
~~42.5~~

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

12.25~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Line design and organization

Presentation illustration

Rendering techniques

Pastiche style exploration

Trend research, analysis, and application

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a rationale
for this proposal:

Course Change Request

Date Submitted: 11/08/21 12:23 pm

Viewing: **FSHN 1209 : Pattern Drafting 2**

Last approved: 12/19/20 3:58 am

Last edit: 11/09/21 9:35 am

Changes proposed by: akorens

Programs

referencing this

course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Pattern Drafting 2

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:21 pm
Andrea Korens
(akorens): Rollback
to Initiator
2. 11/08/21 12:33 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
3. 11/08/21 2:30 pm
Claire Sauve
(csauve): Approved
for Senior PC
4. 11/09/21 8:52 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
5. 11/18/21 1:08 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Pattern Drafting 2

Subject Code: FSHN - Fashion Design & Production

Course Number: 1209

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

A patternmaker uses a variety of manipulation techniques to transform their blocks/slopers into unique pattern designs. In this course, students will practice pattern manipulations and will create finished patterns from instructions and technical illustrations.

Course Pre-Requisites (if applicable):

FSHN 1109, FSHN 1111.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Apply the methods and principles of pattern manipulation
CLO #2	Apply drafting techniques to create a pattern
CLO #3	Cut and sew a muslin
CLO #4	Practice accurate documentation in pattern drafting
CLO #5	Manage time effectively while drafting

Instructional

Strategies:

Lecture, demonstration, model making, and practice of drafting and sewing techniques.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Drafting techniques samples - simple
Assignments	30	Drafting techniques samples - complex
Project	25	Pattern project
Assignments	15	Presentation of technique
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **45.5** ~~45~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25.5 ~~25~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Pattern manipulation techniques

Pattern development

Developing a muslin/toile

Pattern alterations

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

Date Submitted: 11/08/21 12:23 pm

Viewing: **FSHN 1211 : Sewing Techniques 2**

Last approved: 12/19/20 3:58 am

Last edit: 11/09/21 9:35 am

Changes proposed by: akorens

Programs

referencing this

course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Sewing Techniques 2

Effective Date:

September 2022

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:21 pm
Andrea Korens
(akorens): Rollback
to Initiator
2. 11/08/21 12:33 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
3. 11/08/21 2:31 pm
Claire Sauve
(csauve): Approved
for Senior PC
4. 11/09/21 8:53 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
5. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by ⁹³
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Sewing Techniques 2

Subject Code: FSHN - Fashion Design & Production

Course Number: 1211

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

In this course, students will develop their sewing and garment construction skills by applying new and previously learned techniques to garment construction. Students will mark, cut, and assemble a selection of garments using a wide range of construction techniques.

Course Pre-Requisites (if applicable):

FSHN 1111.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Operate industrial sewing and pressing equipment
CLO #2	Execute various sewing techniques by machine
CLO #3	Mark, cut, and assemble garments
CLO #4	Sew and press accurately
CLO #5	Manage time effectively while sewing

Instructional

Strategies:

Lecture, demonstration, problem solving, model making, practice of sewing and construction techniques.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Skirt project
Project	30	Shorts/pants project
Project	20	Shirt project
Project	15	Bodice project
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **45.5** ~~45~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25.5 ~~25~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Operation, basic maintenance, and troubleshooting of industrial sewing and pressing equipment

Application of sewing techniques

Marker making and cutting techniques

Garment construction and following a sequence of construction

Professional garment presentation

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide

Additional Information

Provide any additional information if necessary.

Course Change Request

Date Submitted: 11/08/21 12:24 pm

Viewing: **FSHN 1215 : Tech Fashion Illustration 1**

Last approved: 12/19/20 3:58 am

Last edit: 11/09/21 9:35 am

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Tech Fashion Illustration 1

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:21 pm
Andrea Korens
(akorens): Rollback
to Initiator
2. 11/08/21 12:33 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
3. 11/08/21 2:31 pm
Claire Sauve
(csauve): Approved
for Senior PC
4. 11/09/21 8:53 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
5. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Tech Fashion Illustration 1

Subject Code: FSHN - Fashion Design & Production

Course Number: 1215

Year of Study: 1st Year Post-secondary

Credits: 1.5

Bridge College Code: CO

Bridge Billing Hours: 1.5

Bridge Course Level: 30

Course Description:

In the fashion industry, designs are communicated using technical illustrations (flats), and accompanying specification (spec) sheets and technical packages (tech packs). In this course, students will create flats by hand and in Illustrator, and will produce spec sheets and tech packs to industry standards.

Course Pre-Requisites (if applicable):

FSHN 1107.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Produce technical illustrations by hand and using Illustrator
CLO #2	Compare and contrast design illustrations, flats, and floats
CLO #3	Create brush, pattern, and detail libraries in Illustrator
CLO #4	Create spec sheets and tech packs
CLO #5	Apply an orientation to detail in illustration

Instructional

Strategies:

Lecture, demonstration, problem solving, model making, and practice of illustration skills.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	25	Final project
Assignments	15	Research and preparation assignment
Assignments	10	Presentation assignment
Project	30	Micro-collection project
Final Exam	15	
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **33** ~~32.5~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

13 ~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Introduction to technical illustration

Introduction to Adobe Illustrator and vector images

Design and illustration in detail

The differences between rendering fashion illustrations, flats, and floats

Design details, finishing details, and illustrative details

Creating pattern, brush, and design element libraries

Spec sheets and tech packs

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Course Change Request

Date Submitted: 11/08/21 12:26 pm

Viewing: **FSHN 1301 : Fashion Cycle 5**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 9:23 am

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Fashion Cycle 5

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:22 pm
Andrea Korens
(akorens): Rollback
to Initiator
2. 11/08/21 12:33 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
3. 11/08/21 2:31 pm
Claire Sauve
(csauve): Approved
for Senior PC
4. 11/09/21 8:53 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
5. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

101
1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Fashion Cycle 5

Subject Code: FSHN - Fashion Design & Production

Course Number: 1301

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: CO

Bridge Billing Hours: 3

Bridge Course Level: 30

Course Description:

Fashion Cycle 5 engages students in the full cycle of fashion production while implementing and building on skills learned in Fashion Cycles 1-4 and other courses. This course immerses students in a fast-paced production process, from design conception to sales, and students will collaborate to produce a small collection of office attire for a niche body type and create branding for their garment label

Course Pre-Requisites (if applicable):

FSHN 1203.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Apply design and illustration skills
CLO #2	Explore methods for sourcing fabric in a local environment
CLO #3	Apply pattern drafting and yielding skills
CLO #4	Create a sequence of construction and construct a product
CLO #5	Perform machine sewing techniques and operate industrial machines and pressing equipment
CLO #6	Strategize costing
CLO #7	Prepare product for sale
CLO #8	Identify and describe the stages in a fashion cycle
CLO #9	Reflect on learning
CLO #10	Manage time effectively in a production environment
CLO #11	Work effectively as part of a production team

Instructional

Strategies:

Lecture, demonstration, simulation, problem solving, model making, practice of illustration, drafting, and sewing skills, and reflective discussion.

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Individual assignments: design and production
Project	35	Final product: design and production and marketing
Assignments	15	Reflection on product and process
Assignments	5	Self evaluation

Type	Percentage	Brief description of assessment activity
Assignments	5	Peer evaluation
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **69** ~~67.5~~

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

39 ~~37.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Trend and market research

Branding and brand identity

Design to a brief

Flat illustrations, spec sheets, tech packs

Designing for different body types

Pattern drafting techniques & preparing a pattern for production

Sewing and construction techniques

Costing

Sourcing and selecting fabric

Components of product (branding, care label, trims, etc)

Creating a sequence of construction

Creating an assembly line

Planning a production cycle

Course Topics:

Reflection and evaluation

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production Diploma PCG

Provide a rationale
for this proposal:

Are there any
expected costs as a
consequence of

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Andrea Korens (akorens) (11/08/21 12:22 pm): Rollback: Add prerequisite info

Course Change Request

Date Submitted: 10/12/21 12:10 pm

Viewing: **FSHN 1313 : Fabric and Textile Studies**

Last approved: 12/19/20 3:58 am

Last edit: 10/12/21 12:10 pm

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Fabric and Textile Studies

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:31 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/08/21 2:32 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:52 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	106 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	664-443-8668

Banner Course Name: Fabric and Textile Studies

Subject Code: FSHN - Fashion Design & Production

Course Number: 1313

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

This course offers insight into the components, properties, and production of a variety of apparel fabrics, and will prompt students to demonstrate their understanding of these concepts in real-world fashion industry applications, including fabric selection in design, fabric testing, and sourcing. The course will also examine innovations and ethical issues in the textile industry.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Course Learning

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Describe textile production from fibre to finished fabric
CLO #2	Discuss the properties of various fibres and fabrics
CLO #3	Apply fabrics appropriately in the design process
CLO #4	Think critically about ethical and environmental issues in the fashion industry

Instructional

Strategies:

Lecture, demonstration, research projects, conducting experiments, problem solving, and field trips.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	30	Swatch project
Midterm Exam	15	
Final Exam	15	
Quizzes/Tests	10	
Lab Work	25	In-class labs
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **42** ~~42.5~~

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

12 ~~12.5~~

Practicum, Self-Paced, Individual Learning

Course Topics

Course Topics:

Fabric care

Textile regulations

Ethics & the environment in the textile industry

New technology in textiles

Sourcing fabrics

Matching the fabric to the design, and vice versa

Fabric production

Fibre properties

Fabric testing

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a rationale for this proposal:

Course Change Request

Date Submitted: 11/08/21 12:29 pm

Viewing: **FSHN 1315 : Tech Fashion Illustration 2**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 9:25 am

Changes proposed by: akorens

Programs
referencing this
course

[41: Fashion Design & Production Certificate](#)

[42: Fashion Design & Production Diploma](#)

Course Name:

Tech Fashion Illustration 2

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 1:44 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/08/21 3:47 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:52 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	110 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Tech Fashion Illustration 2

Subject Code: FSHN - Fashion Design & Production

Course Number: 1315

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code: CO

Bridge Billing Hours: 3

Bridge Course Level: 30

Course Description:

This course builds on skills learned in Technical Fashion **Illustration Drawing 1** and introduces artistic applications of Illustrator and Photoshop. Students will develop an extensive library of brushes, patterns, and design details for future use and will experiment with layout, typography, and other graphic design elements to convey individual aesthetic

Course Pre-Requisites (if applicable):

FSHN 1105, FSHN 1207, FSHN 1215.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Upon successful completion of this course, students will be able to:	
CLO #1	Produce detailed technical illustrations using Illustrator
CLO #2	Create an extensive library of details, textures, and design elements
CLO #3	Create print design and surface texture using Illustrator and Photoshop
CLO #4	Create detailed spec sheets and tech packs
CLO #5	Apply basic graphic design principles in various contexts
CLO #6	Apply a general working knowledge of Photoshop

Instructional

Strategies:

Lecture, demonstration, problem solving, model making, practice of illustration skills.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	25	Photoshop project
Project	20	Illustrator project
Assignments	20	Spec assignment
Assignments	20	Tech pack assignment
Final Exam	10	
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours 65

Lecture, Seminar, Online

40

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Development of a thorough design library as a resource for future projects

Print development and surface design/texture

Experimentation with typography, layout, and other graphic design elements

Creating technical illustrations for more complex garments and details

Introduction to Adobe Photoshop

Using Photoshop as an artful tool and as a component of personal aesthetic

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

Date Submitted: 11/08/21 1:38 pm

Viewing: **FSHN 2101 : Fashion Cycle: Project**

Preview

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 9:26 am

Changes proposed by: akorens

Programs
referencing this
course

[42: Fashion Design & Production Diploma](#)

Course Name:

Fashion Cycle: Project Preview

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 12:52 pm
Andrea Korens
(akorens): Rollback
to Initiator
2. 11/08/21 1:41 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
3. 11/08/21 3:47 pm
Claire Sauve
(csauve): Approved
for Senior PC
4. 11/09/21 8:51 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
5. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

114
1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Fashion Cycle: Project Preview

Subject Code: FSHN - Fashion Design & Production

Course Number: 2101

Year of Study: 2nd Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

This course provides students with guidance and consultation as they conceptualize their final projects, which may include a runway collection or a product line: the focus will be on planning the time, material, and human resources required. This course will help students anticipate and mitigate setbacks by teaching them to cultivate alternate plans while still maintaining integrity of vision. Students will present their final plan to a panel of instructors for feedback.

Course Pre-Requisites (if applicable):

FSHN 1301, FSHN 1305, FSHN 1313, FSHN 1315, FSHN 1319.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Upon successful completion of this course, students will be able to:	
CLO #1	Conceptualize a creative project
CLO #2	Create a timeline and resource plan for a creative project
CLO #3	Mitigate setbacks with preconceived back-up plans
CLO #4	Organize and present a completed plan for a creative project
CLO #5	Research and source creative skills and techniques

Instructional

Strategies:

Lecture, research projects, problem solving, simulations, brainstorming, conducting experiments, and model making.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Project	35	Conceptualization project
Assignments	10	Timeline & resource plan draft
Project	25	Timeline & resource plan final
Assignments	10	Self-evaluation
Assignments	15	Reflection on product and process
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **44** ~~45~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

24 25

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Conceptualization of final project

Resource research and management

Creating a timeline and work schedule

Making adjustments to plan while maintaining integrity of vision

Anticipating and planning for potential setbacks

Organization and presentation of plan

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a ratio
for this proposi

Are there any

Additional Information

Course Change Request

Date Submitted: 11/08/21 1:41 pm

Viewing: **FSHN 2103 : Fashion Cycle: Project Final**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 9:26 am

Changes proposed by: akorens

Programs
referencing this
course

[42: Fashion Design & Production Diploma](#)

Course Name:

Fashion Cycle: Project Final

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 1:42 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/08/21 3:47 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:51 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	118 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Fashion Cycle: Project Final

Subject Code: FSHN - Fashion Design & Production

Course Number: 2103

Year of Study: 2nd Year Post-secondary

Credits: 9

Bridge College Code	CO
Bridge Billing Hours	9
Bridge Course Level	30

Course Description:

In this course, students will execute their final projects, which may include a runway collection or a product line. With guidance and consultation, students will engage in the full cycle of fashion production within the context of their own creative and entrepreneurial visions. Students will present their final projects at a showcase event.

Course Pre-Requisites (if applicable):

FSHN 2101.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:

Upon successful completion of this course, students will be able to:

CLO #1	Design, draft, sew, and otherwise create a collection of garments
CLO #2	Follow and adjust a timeline and work schedule
CLO #3	Manage resources in a fashion production setting
CLO #4	Make adjustments to a plan while maintaining integrity of vision
CLO #5	Solve production problems creatively
CLO #6	Make decisions in a production setting
CLO #7	Present a creative project professionally and appropriately for target audience

Instructional

Strategies:

Lecture, research projects, problem solving, conducting experiments, model making, decision making, and practice.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Lab Work	25	
Project	35	
Other	10	
Assignments	10	
Assignments	15	
Participation	5	

Hours by Learning Environment Type

Total Hours 220

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

200

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Execution of final project

Creative problem solving strategies

Resource and personal management

Following a timeline and work schedule

Making adjustments to plan while maintaining integrity of vision

Anticipating and planning for potential setbacks

Organization and presentation of final product

Making decisions

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production Diploma

Provide a rationale
for this proposal:

Course Change Request

Date Submitted: 10/12/21 12:56 pm

Viewing: **FSHN 2105 : Business Planning**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 9:27 am

Changes proposed by: akorens

Programs

referencing this
course

[42: Fashion Design & Production Diploma](#)

Course Name:

Business Planning

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/09/21 8:41 am
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/09/21 8:44 am
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:51 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	122 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Business Planning

Subject Code: FSHN - Fashion Design & Production

Course Number: 2105

Year of Study: 2nd Year Post-secondary

Credits: 1.5

Bridge College Code	CO
Bridge Billing Hours	1.5
Bridge Course Level	30

Course Description:

A well-researched business plan is the road map to success in entrepreneurship. This course teaches students to document detailed plans and apply strategic planning to building a fashion enterprise.

Course Pre-Requisites (if applicable):

FSHN 1305.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Write a business plan
CLO #2	Consider sustainability in business planning

Upon successful completion of this course, students will be able to:

CLO #3	Consider strengths, weaknesses, opportunities and threats in business planning
CLO #4	Identify and describe local and global industries as they apply to the business plan
CLO #5	Develop trend awareness and apply future thinking
CLO #6	Conduct independent research
CLO #7	Strategize costing and budgeting
CLO #8	Practice accurate and professional documentation

Instructional

Strategies:

Lecture, research projects, brainstorming, discussion, problem solving, simulation, model making, and case studies.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C (60%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Concept, SWOT, and competition assignment
Assignments	25	Sustainability and production assignment
Assignments	25	Marketing and budgeting assignment
Assignments	10	Business trends assignment
Assignments	10	Implementation plan
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **33** ~~32.5~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

13 ~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Business conceptualization

Introduction to business planning, and the parts of a business plan

Marketing and branding

Assessing strengths, weaknesses, opportunities, and threats

Analysis of competition, production, trends, and industry

Budgeting and investors

Sustainability (people, planet, profit)

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Additional Information

Course Change Request

Date Submitted: 10/12/21 12:58 pm

Viewing: **FSHN 2109 : Computer Aided Drafting**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 9:27 am

Changes proposed by: akorens

Programs

referencing this

course

[42: Fashion Design & Production Diploma](#)

Course Name:

Computer Aided Drafting

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee Chair**
5. **EDCO Chair**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/08/21 4:32 pm
Andrea Korens (akorens): Approved for 6022 Leader
2. 11/08/21 4:36 pm
Claire Sauve (csauve): Approved for Senior PC
3. 11/09/21 8:50 am
Adrian Lipsett (alipsett): Approved for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

History

1. Dec 19, 2020 by Karima Samnani (ksamnani)

Name	E-mail	126 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Computer Aided Drafting

Subject Code: FSHN - Fashion Design & Production

Course Number: 2109

Year of Study: 2nd Year Post-secondary

Credits: 2

Bridge College Code	CO
Bridge Billing Hours	2
Bridge Course Level	30

Course Description:

Computer Aided Drafting (CAD) software brings efficiency and ease of transport to the pattern drafting process. This course teaches students to draft, manipulate, and digitize patterns using Gerber software and hardware.

Course Pre-Requisites (if applicable):

FSHN 1209, FSHN 1211.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Upon successful completion of this course, students will be able to:	
CLO #1	Navigate Gerber pattern making software platform
CLO #2	Digitize manual patterns
CLO #3	Draft and manipulate simple patterns using Gerber software
CLO #4	Apply critical thinking to solve CAD design problems

Instructional

Strategies:

Lecture, demonstration, model making, problem solving, simulations, and practice of various drafting techniques.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C (60%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	In class assignments
Assignments	35	Major assignments
Final Exam	15	
Quizzes/Tests	10	Quizzes
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **45.5 45**

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25.5 25

Practicum, Self-Paced, Individual Learning

Course Topics

Course Topics:

Intro to Gerber software and hardware

Digitizing patterns

Introduction to Pattern Drafting System (PDS)

Drafting and manipulating patterns in PDS

Introduction to plotting

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a

rationale and

consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

Date Submitted: 10/12/21 1:00 pm

Viewing: **FSHN 2115 : Website Design and Ecommerce E-Commerce**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 10:54 am

Changes proposed by: akorens

Programs
referencing this
course

[42: Fashion Design & Production Diploma](#)

Course Name:

Website Design and **Ecommerce E-Commerce**

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum Committee Chair**
5. **EDCO Chair**
6. CS Associate Registrar
7. Banner

Approval Path

1. 11/09/21 8:32 am
Andrea Korens
(akorens): Approved for 6022 Leader
2. 11/09/21 8:45 am
Claire Sauve
(csauve): Approved for Senior PC
3. 11/09/21 8:50 am
Adrian Lipsett
(alipsett): Approved for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	130 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Website Design and **Ecommerce** ~~E-Commerce~~

Subject Code: FSHN - Fashion Design & Production

Course Number: 2115

Year of Study: 2nd Year Post-secondary

Credits: 1.5

Bridge College Code: CO

Bridge Billing Hours: 1.5

Bridge Course Level: 30

Course Description:

Strong online presence is essential in today's fashion industry. This course will introduce students to a variety of web design platforms and customization strategies. Students will design and create written and visual content consistent with brand identity, and with customer experience in mind.

Course Pre-Requisites (if applicable):

FSHN 1207, FSHN 1215, FSHN 1305.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Upon successful completion of this course, students will be able to:	
CLO #1	Maintain an online portfolio, website, blog, and store
CLO #2	Create professional written and visual content for a website and blog
CLO #3	Convey mood and detail visually in an online environment
CLO #4	Create and optimize web graphics using computer software

Instructional

Strategies:

Lecture, demonstration, problem solving, model making, and practice.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C (60%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	In-class assignments
Project	35	Website project
Exam	25	Final Exam
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **33** ~~32.5~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

13 ~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Introduction to Content Management Systems (CMS)

Options for web hosting, servers, domains, etc

Designing for customer experience

Ecommerce ~~E-Commerce~~ platforms and user interfaces

Product photo session

Shipping, customs, and packaging

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments

Course Change Request

Date Submitted: 10/12/21 1:02 pm

Viewing: **FSHN 2205 : Overseas Production**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 10:54 am

Changes proposed by: akorens

Programs

referencing this

course

[42: Fashion Design & Production Diploma](#)

Course Name:

Overseas Production

Effective Date:

September 2022

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/09/21 8:30 am
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/09/21 8:45 am
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:50 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Overseas Production
Name:

Subject Code: FSHN - Fashion Design & Production

Course Number 2205

Year of Study 2nd Year Post-secondary

Credits: 1.5

Bridge College Code CO

Bridge Billing Hours 1.5

Bridge Course Level 30

Course Description:

The fashion industry is a global industry, and the fashion designer will often need to communicate with production partners all over the world. In this course, the student will be introduced to offshore production, and the communication techniques required for working in real-world global business environments.

Course Pre-Requisites (if applicable):

FSHN 1215, FSHN 1301.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Create detailed specification (spec) sheets and technical packages (tech packs) for offshore production
CLO #2	Apply resourcefulness in material and labor sourcing
CLO #3	Plan an off-shore production cycle
CLO #4	Discuss relevant laws, regulations, and restrictions in importing and exporting
CLO #5	Discuss ethical issues inherent in offshore production
CLO #6	Consider language and cultural barriers in communication

Instructional

Strategies:

Lecture, research projects, problem solving, simulation, model making, and case studies.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C (60%)

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	In-class assignments
Project	20	Resource project
Assignments	15	
Quizzes/Tests	10	Quizzes
Final Exam	20	
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **33** ~~32.5~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

13 ~~12.5~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Introduction to offshore production

Sourcing

Lead times for quotes, sampling, and production

Logistics

Laws, regulations and restrictions in importing and exporting

Offshore sales

Specs & tech packs for offshore production

Language vs. visual communications

Cultural awareness and sensitivity

Ethical issues in offshore production

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Course Change Request

Date Submitted: 10/12/21 1:04 pm

Viewing: **FSHN 2209 : Pattern Grading**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 10:55 am

Changes proposed by: akorens

Programs

referencing this

course

[42: Fashion Design & Production Diploma](#)

Course Name:

Pattern Grading

Effective Date:

September 2022

School/Centre:

Continuing Studies

Is this a non-credit course?

No

Department:

Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/08/21 4:33 pm
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/08/21 4:36 pm
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:49 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	138 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Pattern Grading

Subject Code: FSHN - Fashion Design & Production

Course Number: 2209

Year of Study: 2nd Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

Pattern grading is the practice of developing a pattern size range from a base pattern size. This course teaches students to grade patterns by hand, with a grading machine, and using computer aided drafting (CAD) software and equipment, by applying concepts in sizing and proportion. Students will learn about pattern grading as part of the production process and will learn how to make factory-ready markers.

Course Pre-Requisites (if applicable):

FSHN 2109.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

PLAR will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, products/portfolio, demonstration, interview, and/or external evaluation.

Upon successful completion of this course, students will be able to:	
CLO #1	Grade simple garments using a variety of techniques
CLO #2	Analyze and discuss a measurement chart in relation to pattern grading
CLO #3	Communicate with a pattern grader in the fashion industry
CLO #4	Create markers for efficient use of material

Instructional

Strategies:

Lecture, demonstration, practice of various grading techniques, model making, problem solving and simulations.

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:
C (60%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Group assignments- Includes self and peer assessment, manual & machine grading
Assignments	35	Individual assignments- CAD grading & marker making
Midterm Exam	10	Midterm: grading concepts & applications
Final Exam	10	Final Exam: computer grading & marker making
Quizzes/Tests	5	Quiz
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **45.5 45**

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25.5 ~~25~~

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Math, concepts, and constructs required to understand pattern grading

Measurement charts and sizing, including grade distribution and grade breaks, and considerations for different body types

Grading a variety of blocks and patterns

Creating markers

Grading manually, using a grading machine, and using Gerber computer aided drafting software

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a rationale
for this proposal:

Course Change Request

Date Submitted: 10/12/21 1:05 pm

Viewing: **FSHN 2215 : Fashion Portfolio**

Last approved: 12/19/20 3:58 am

Last edit: 11/30/21 10:55 am

Changes proposed by: akorens

Programs
referencing this
course

[42: Fashion Design & Production Diploma](#)

Course Name:

Fashion Portfolio

Effective Date: September 2022

School/Centre: Continuing Studies

Is this a non-credit course? No

Department: Fashion Design (6022)

Contact(s)

In Workflow

1. **6022 Leader**
2. **Senior PC**
3. **CCS Dean**
4. **Curriculum
Committee Chair**
5. **EDCO Chair**
6. CS Associate
Registrar
7. Banner

Approval Path

1. 11/09/21 8:35 am
Andrea Korens
(akorens): Approved
for 6022 Leader
2. 11/09/21 8:45 am
Claire Sauve
(csauve): Approved
for Senior PC
3. 11/09/21 8:48 am
Adrian Lipsett
(alipsett): Approved
for CCS Dean
4. 11/18/21 1:09 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 19, 2020 by
Karima Samnani
(ksamnani)

Name	E-mail	142 Phone/Ext.
Andrea Korens	akorens@vcc.ca	604-443-8661
Sarah Murray	smurray@vcc.ca	604-443-8668

Banner Course Name: Fashion Portfolio

Subject Code: FSHN - Fashion Design & Production

Course Number: 2215

Year of Study: 2nd Year Post-secondary

Credits: 2

Bridge College Code: CO

Bridge Billing Hours: 2

Bridge Course Level: 30

Course Description:

The fashion portfolio is an essential tool to showcase a designer's skills and aesthetic. In this course, students will conceptualize, realize and produce an industry-standard digital portfolio of their work throughout the program.

Course Pre-Requisites (if applicable):

FSHN 2101.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate designs, ideas, and mood as part of a cohesive collection

Upon successful completion of this course, students will be able to:

CLO #2	Critically edit, select, and curate creative work
CLO #3	Use design software to create a digital portfolio
CLO #4	Research and source creative skills and techniques
CLO #5	Consider various portfolio formats and delivery

Instructional

Strategies:

Lecture, case studies, research projects, problem solving, and model making.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C (60%)

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Portfolio	35	Final Portfolio
Assignments	25	Portfolio research & development
Assignments	25	Portfolio curation & personal voice
Assignments	10	Portfolio execution & resource management
Participation	5	Professionalism

Hours by Learning Environment Type

Total Hours **45.5** ~~45~~

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,

Studio, Simulation

25.5 ~~25~~

Practicum, Self-Paced, Individual

Learning

Course Topics

Course Topics:

Portfolio curation

Branding

Cross-platform compatibility

Communicating your aesthetic and message through different mediums

Developing your voice

Skills resourcing and development

Portfolio elements, format & supplementary materials

Using Photoshop, Illustrator, and InDesign for portfolio design

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Fashion Design & Production PCG

Provide a r
for this prr
...

Additional Information

Provide any additional information if necessary.



DECISION NOTE

PREPARED FOR: Education Council

DATE: December 7, 2021

ISSUE: New program: Health Care Assistant Diploma (International Cohort)

BACKGROUND:

The Continuing Care department is proposing a new diploma for international students to become Health Care Assistants. No program in BC is able to accept international students; the department has worked closely with the BC Care Aide Registry to ensure that graduates of this program will meet all of the requirements to work in BC, and the Registry is accepting this program as equivalent to the Health Care Assistant Certificate program.

The core of the diploma program are the courses that make up the HCA Certificate. The four existing communications courses were modified for the diploma to support international students, and the program includes five additional health care courses, such as HRCA 1162 Information Technology for Health Sciences and HRCA 1163 Impacts of Colonization on the Health and Wellbeing of Indigenous Peoples.

There has been a significant decrease in domestic enrolment in the HCA program in the last five years, while demand for HCAs is growing. This was exacerbated by the COVID-19 pandemic. WorkBC projects that 18,650 HCA jobs will be created in the next ten years and the BC Care Providers Association reports that 40% of HCAs in private community care are over the age of 50 and are expected to retire in the next decade. VCC's International Education Office consistently receives inquiries from international students for programs in Health Sciences.

DISCUSSION:

The proposal was presented by Lisa Beveridge, Department Head of Continuing Care. Committee members commended the excellent curriculum development work done by the department and were excited about the additions to the program.

A few revisions were suggested to clarify admission requirements, simplify the recommended characteristics of students, and wording of outcomes. All changes have been made.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the new Health Care Assistant Diploma (International Cohort) program and 12 new courses.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 18, 2021

Program Change Request

Date Submitted: 11/05/21 10:54 am

Viewing: **Health Care Assistant Diploma**
(International Cohort)

Last edit: 11/18/21 1:26 pm

Changes proposed by: lbeveridge

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**

Program Name:

Health Care Assistant Diploma (International Cohort)

Credential Level: Diploma

Effective Date: January 2023

Effective Catalog Edition:

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

Approval Path

1. 05/10/21 8:01 am
Lisa Beveridge (lbeveridge):
Approved for 5116 Leader
2. 05/10/21 11:51 am
Jo-Ellen Zakoor (jzakoor): Rollback to 5116 Leader for SHS Dean
3. 05/10/21 11:51 am
Lisa Beveridge (lbeveridge):
Rollback to Initiator
4. 11/04/21 10:14 am
Lisa Beveridge (lbeveridge):
Approved for 5116 Leader
5. 11/05/21 10:40 am
Jo-Ellen Zakoor (jzakoor): Rollback to 5116 Leader for SHS Dean
6. 11/05/21 10:41 am
Lisa Beveridge

147
 (lbeveridge):
 Rollback to Initiator
 7. 11/05/21 10:54 am
 Lisa Beveridge
 (lbeveridge):
 Approved for 5116
 Leader
 8. 11/05/21 11:02 am
 Jo-Ellen Zakoor
 (jzakoor): Approved
 for SHS Dean
 9. 11/18/21 1:30 pm
 Todd Rowlatt
 (trowlatt): Approved
 for Curriculum
 Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Program Content Guide

Purpose

This program is designed for international students seeking work in the Canadian Health Care sector. The Health Care Assistant Diploma will provide students with a solid foundation in the Canadian health care system and prepare them for work as a Health Care Assistant in a variety of health care settings.

The health care sector is one of the largest employers in B.C. The Health Care Assistant Diploma will provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line caregivers and respected members of the health care team. Under the direction and supervision of a health professional, students will learn to provide person-centred care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients. Upon completion of the program, graduates will be prepared to work in a variety of health care settings, including complex care, home support, assisted living, and other home and community care settings.

High School Graduation

18 years of age or older

Completion of the [VCC English Language Declaration form](#)

English Language Proficiency is demonstrated by *one* of the following:

English 10 minimum C grade, or equivalent

IELTS: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing

TOEFL IBT - Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing

A police check from the applicant's country of origin.

To be Completed During Term 1:

Standard First Aid (Red Cross or St. John Ambulance) *including* current CPR level C or BLS.

CPR certificates expire one year from the date of issue. Current status is required for all clinical and practicum experiences.

[BC FOODSAFE Certificate Level 1](#)

Criminal Record Check

In accordance to the Criminal Records Review Act, all individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the Ministry of Public Safety and Solicitor General.

TB Screening

Within the first term, students must submit a negative TB skin test. If the TB skin test is positive, a negative TB chest x-ray is required.

An [Immunization Record](#) must be completed

Immunizations in the following are *strongly recommended* and in some case *may be required* for practicum placements:

Diphtheria/Tetanus/Pertussis

Polio

Measles, Mumps & Rubella

Varicella (Chicken pox)

Hepatitis B

Influenza (annually)

COVID-19

N95 Respiratory Mask

An N95 respirator mask that is individually fitted by a trained provider, following CSA guidelines.

The individual mask fitting should be done just prior to beginning the program. Mask fitting must be done annually. Students are responsible for the cost of the mask fitting.

The original certificate must be presented to the department on the first day of class.

Please see [Respiratory Mask Fit Testing Information](#)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

The program is two years in length and divided into four terms. The maximum time for completion is 5 years.

Program Learning Outcomes

Upon completion of the Health Care Assistant Program, graduates will be able to:

Provide person-centered care and assistance that recognizes and respects the uniqueness of each individual client.

Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, social, cognitive and spiritual well-being of clients and families.

Provide care and assistance for clients experiencing complex health challenges.

Provide care and assistance for clients experiencing cognitive and/or mental health challenges.

Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.

Communicate clearly, accurately and in sensitive ways with clients and families within a variety of community and facility contexts.

Provide personal care and assistance in a safe, competent and organized manner.

Recognize and respond to own self-development, learning and health enhancement needs.

Perform the care-provider role in a reflective, responsible, accountable and professional manner.

Instructional Strategies, Design, and Delivery Mode

The program is divided into four terms. The theory component is delivered through class discussion groups, student presentations, lectures, online activities, demonstrations and guest speakers. Students apply the theory in the laboratory, clinical and practicum settings. Instruction in professional communication skills is provided throughout the program to support success in students' studies and the workplace.

Theory courses are evaluated by written exams, assignments, projects/presentations, online activities and the completion of journals. Laboratory and clinical performance is assessed by instructor observations of students in work experience situations. All courses are evaluated consistent with the College Grading System.

Students must achieve at least a C+ (minimum 64%) in every course in order to proceed to the next level, or to graduate from the program.

Attendance of all classes, laboratory and practice education experiences is required in order to truly understand and master the theoretical and practical components behind the Health Care Assistant role.

If a student withdraws from the Health Care Assistant program for any reason, the student may apply to take the needed courses to complete the program in future cohorts providing:

There is space available.

Departmental Leader approval is granted.

The potential completion date of the program will not be exceeded.

Program Completion Deadline:

The program must be completed within 5 years from the date that a student initially started the program.

Program completion deadlines are necessary to ensure the currency of student skills and in alignment with the BC Care Aide and Community Health Workers Registry recognition requirements.

Amount of Time Absence for the Program

In alignment with the BC Care Aide and Community Health Workers Registry recognition requirements, the amount of time a student is absent from the program will determine prerequisites when re-entered into the program.

Absent more than 3 months:

If the elapsed time between withdrawal and re-entry is greater than 3 months, the student will be required to register and successfully complete the appropriate preceding Personal Care and Assistance course prior to entering a clinical course, regardless if the Personal Care and Assistance course has been successfully completed previously.

Absent more than 12 months:

If the elapsed time is greater than 12 months, the student will be required to register and successfully complete both Personal Care and Assistance courses, before entering a clinical course.

Recommended Characteristics of Students

A genuine concern for the well-being of others.

Patience and perseverance.

Flexibility, trustworthiness, and dependability.

High standard of personal hygiene and grooming.

Physical stamina.

No sensitivity or allergy to latex.

Ability to work in environments where standards of conduct may be different from one's own.

Courses

Plan of Study Grid

Term One	Credits
HRCA 1197 Foundations	1
HRCA 1161 Communications for Health Care Assistants 1	3
HRCA 1162 Information Technologies for Health Sciences	2
HRCA 1191 Interpersonal Communications	3
HRCA 1190 Lifestyle and Choices	1.5
HRCA 1140 Common Health Challenges 1	1.5
HRCA 1192 Introduction to Practice	1.5
HRCA 1163 Impacts of Colonization on the Health and Wellbeing of Indigenous People	1.5
Credits	15
Term Two	
HRCA 1261 Communications for Health Care Assistants 2	3
HRCA 1181 Personal Care & Assistance 1	4
HRCA 1183 Health & Healing	3.5
HRCA 1240 Common Health Challenges 2	4.5
HRCA 1135 Clinical 1	2
Credits	17
Term Three	
HRCA 2161 Communications for Health Care Assistants 3	3
HRCA 1291 Cognitive and Mental Challenges	3
HRCA 2140 Common Health Challenges 3	3.0
HRCA 1293 Personal Care & Assistance 2	4
HRCA 2135 Clinical 2	3
Credits	16
Term Four	
HRCA 2261 Communications for Health Care Assistants 4	2
HRCA 2291 Advanced Communication Skills for Cognitive and Mental Health Challenges	3
HRCA 2240 Common Health Challenges 4	2
HRCA 2235 Clinical 3	6
HRCA 2265 Community Practicum	3
Credits	16
Total Credits	64

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of each level.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67	Minimum Pass	2.33
C	60-63	Failing Grade	2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49		0.00
S		Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

VCC is one of many post-secondary institutions experiencing a decrease in domestic enrollment in HCA programs. The BC Care Aide Registry reported that 514 fewer HCA graduates from BC training programs registered to work in 2017 than in 2014. In September 2019, VCC's Continuing Care Department cancelled one HCA EAL cohort due to low enrollment. In the fall of 2020, the department cancelled both HCA EAL cohorts due to a second year of low enrollment. This occurred despite multiple attempts by the department, VCC Registrar and Advising Services to recruit students throughout the spring and summer of 2020.

Despite this decreasing enrollment, demand for HCAs continues to increase, exacerbated by the ongoing COVID-19 pandemic. Statistics Canada (2015) noted that the number of Canadians over the age of 65 will rise by 25% by 2036 and that the number of seniors over 80 will double between 2011-2036. Due to this accelerating demographic, WorkBC projects that 18,650 HCA jobs will be created in the next ten years, with 75% of those jobs being in Continuing Care. Despite this demand, the BC Care Providers Association (BCCPA 2018) notes that 60% of long-term care facilities and 50% of home-care agencies report staffing shortages. The BCCPA (2018) predicts that the situation will get worse as 40% of HCAs in private Continuing Care areas are over the age of 50 and expected to retire in the next decade.

VCC is positioned to address these domestic enrollment issues and the industry staffing shortages by developing programs for international students. VCC's long standing reputation for excellence in HCA programming, ensures that graduates of the HCA Diploma will be well received into the labour market. The BC Student Outcomes 2015-2019 survey reported a 94% employment rate for HCA graduates and 97% employment rate for HCA EAL graduates. In both groups, over 75% of graduates found work within 2 months of program completion.

VCC's International Education Office (IEO) consistently receives inquiries from international students for programs in Health Sciences. The HCA Diploma program addresses this demand by creating a pathway for International students towards a health care career in Canada and permanent residency. There are no public or private colleges in BC offering HCA training to international students that provide eligibility for a three-year postgraduate work permit. The inability to qualify for a three-year work permit prevents international students from receiving a BC Care Aide Registry number and working in public institutions in BC. The work permit, combined with the two-year diploma, provides a pathway to permanent residency; a common incentive for international students. Graduates of the HCA Diploma program would be eligible for a three-year post-graduate work permit and a BC Care Aide Registry number; improving the certainty of securing employment within this rapidly growing sector.

Are there any expected costs to this proposal.

The program will be an extended version of the HCA programs and requires the development of 5 new health care courses and modification of four current communication courses.

Facilities: The program will require a classroom and nursing labs. These facilities already exist and meet program requirements. More office space may be needed for term instructors hired to support the department increased faculty needs.

Consultations

Consultated Area	Consultation Comments
Affiliation, Articulation, and/or Accreditation Bodies	<p>BC Care Aide Registry - Sept 19, 2019</p> <p>The Dean of Health Sciences, Jo-Ellen Zakoor and the Department Head of Continuing Care, Lisa Beveridge, met with Registry Education Consultants Sarina Corsi and Lara Williams to discuss the potential for a Health Care Assistant Diploma for International Students.</p> <p>The Registry confirmed their support for the plan provided that the organization of HCA courses in the new program matched the organization of courses in the already approved HCA certificate. The Registry also confirmed that the HCA courses must adhere to the BC Provincial Curriculum in terms of minimal hour requirements and course content. Additional content added to the program to extend it to the length of a diploma was acceptable, as long as it did not change the already approved format for HCA certificate delivery.</p> <p>May 3, 2021 - Curriculum documents were sent to the Registry for approval following consultation with CTLR.</p> <p>May 6, 2021 - 2:45pm Lara Williams called Lisa Beveridge to discuss the International HCA Diploma. She approved the format and order of the courses in the new course grid and PCG. She stated that the Registry views the new program as a regular HCA Certificate with additional content to support international students. Therefore the new program does not require a separate program</p>

Consultated Area	Consultation Comments
	<p>recognition process. Lara denied any concerns regarding the 8 courses that have been added.</p> <p>The Registry requires that the Admission criteria include a Police Check from the student's country of origin. This is in addition to the CRC the student will complete as part of their Professional Practice 1 course. This is stated on page 80 of the HCA Program Recognition Guide. https://www.cachwr.bc.ca/Documents/Educators/HCA-Program-Recognition-Guide_2E_2018.aspx</p> <p>Sept 27, 2021 An updated course grid was sent to the Registry for review following consultation with the RO, IEO and CTLR regarding the removal of micro-credentials and addition of several new second year course.</p> <p>Oct 29, 2021 Lara Williams called Lisa Beveridge to discuss the International HCA Diploma. Lisa provided rationale for the addition of each of the 5 added health care courses, a review of the Admission requirements, and rationale for the need to maintain Communication Support throughout the program was provided despite having increasing the Admission requirements to be the same as the regular program. An updated course grid (Version 6) along with course descriptions of the added health and communication courses was sent to Lara by email.</p> <p>Nov 2, 2021 Lara emailed Lisa clarifying that the Registry will require the submission of a Form C: New Program Variation for the new International HCA Diploma. A full program recognition process is not required at this time, as this is a variation of the existing HCA program. The new International HCA Diploma will be included in the 5 year Registry program recognition cycle, which</p>

Consultated Area	Consultation Comments
	will occur in 2025. At that point, the Registry will conduct a full review of the program and its delivery.
International Education	<p>Jennifer Gossen:</p> <p>The Department Head consulted with the IEO and Jennifer Gossen extensively throughout 2019, 2020 and 2021 regarding the development of a Diploma program for International students interested in the HCA program. The IEO provided guidance, support and document review regarding:</p> <ul style="list-style-type: none"> - Admission Criteria - Program length, structure and content - Marketing and Target Demographics - The decision note and concept paper - Program Content Guide - Course Outlines <p>August 2021 Jennifer participated in a meeting with the RO (Les Apouchtine and Dawn Cunningham), CLTR (Julie Gilbert), the Dean of SHS (Jo-Ellen Zakoor) and Lisa Beveridge to review 4 new proposed versions of the International HCA curriculum. The version currently reflected in this PCG was approved by the IEO.</p> <p>Oct 29, 2021 - An updated course grid (Version 6) along with course descriptions of the added health and communication courses was sent to Jennifer by email.</p> <p>Nov 2, 2021 Jennifer approved the updated course grid and provided feedback on specific questions related to course content and credits. The answers to those questions are summarized below.</p> <p>1) Computer literacy varies in International students by student and by country of origin. Many students use phone rather than laptops or computers which can make computer literacy challenging. This will be taken into consideration during the development of HRCA</p>

Consultated Area	Consultation Comments
	<p>1162.</p> <p>2) IRCC regulations state that no more than 50% of a program can be delivered online. This will be taken into consideration regarding the distribution of course hours between lecture/seminar and online/self-paced.</p> <p>3) The programs' total credits should be in the low 60s as diplomas in the 80 or 90 range will be too costly for many students. The Int. HCA Diploma is currently at 64 credits.</p>

Consultated Area	Consultation Comments
Other Department(s)	<p data-bbox="813 159 1255 191">English as an Additional Language</p> <p data-bbox="813 254 1045 285">Wilma Nederend:</p> <p data-bbox="813 348 1523 1094">The Department Head (Lisa Beveridge) worked closely with the HCA EAL instructor Wilma Nederend throughout 2020 and 2021 regarding the design of the communications courses for the program, the development of new health care courses, updating documents in CourseLeaf and designing the program delivery schedule. Concerns regarding student progression, course hours and credits, instructions strategies, course learning outcomes, and evaluation strategies were discussed at length. Wilma provided ongoing support regarding the creation and review of curriculum documents. On Nov 2, 2021 Wilma provided a final evaluation of the language level used throughout the new CLOs to ensure that the language aligned with the language level of the learner. Edits were made based on Wilma's feedback.</p> <p data-bbox="813 1157 1000 1188">Ken McMorris</p> <p data-bbox="813 1251 1523 1671">Curriculum documents were sent to the EAL Department Head Ken McMorris for review and consultation on May 3, 2021. Ken meet with Wilma on May 6, 2021 to review the documents. The following feedback was received from Ken via email: "Communication courses seem well-designed for International students to develop communication skills that will help them meet the program learning outcomes."</p>

Consultated Area	Consultation Comments
Finance	<p>Pervin Fahim:</p> <p>Fall 2020 The School of Health Sciences Operations Manager Pervin Fahim and the Department Head of Continuing Care, Lisa Beveridge, consulted with Finance to review various costing models and the proposed range of cost per credit in the fall of 2020. A business case was created and submitted with the concept paper. The program will be funded through international tuition.</p> <p>April 2021 Lisa Beveridge and Wilma Nederend met with Pervin Fahim to review the credit allocation for the new International program. The new credit allocation policy was used to guide credit decisions for the 8 added courses. Careful consideration was given to the breakdown of hours within each course regarding lecture hours, lab hours and self-directed hours. New developments in the department regarding online learning were considered in this allocation process.</p> <p>Nov 2 2021 Lisa Beveridge and Pervin Fahim met to finalize the impact of the updated credit allocation model (based on the version of the curriculum approved by the RO in October 2021) on the costing model.</p>
Centre for Teaching, Learning, and Research (CTRL)	<p>November 2020 - Course outlines for the three new Professional Practices courses and new Information Technologies course were sent to Julie Gilbert for review in November. Edits were provided and incorporated.</p> <p>May 2021 - Course outlines for all 8 new courses and the PCG were submitted to Julie for review. Julie provided feedback via PDF. Edits were incorporated as appropriate.</p>

Consultated Area	Consultation Comments
	<p>July 2021 - Lisa Beveridge met with Julie Gilbert and Heidi Parisotto to discussed the concerns raised by the Registrar in May 2021. Program Mapping and Course Development had been completed in May 2021 but feedback from various internal stakeholders raised concerns regarding micro-credentialing, total credits, the use of the word diploma and the presence of first year courses in the second year of a diploma.</p> <p>August 2021 - Julie Gilbert participated in a meeting with RO, IEO and Dean of SHS to review 4 new proposed versions of the Int. HCA program. The curriculum was redesigned throughout July and August by the DH and four options for delivery were submitted during the meeting in late August. Stakeholders approved one of the versions but requested additional novel content regarding Indigenous Health.</p> <p>Sept - Oct 2021 -Julie Gilbert and Heidi Parisotto provided curriculum development support for the creation of 5 new courses, and support for Wilma Nederend in editing the four modified communication courses.</p> <p>Oct 29, 2021 - The updated course grid (Version 6) along with course descriptions of the added health and communication courses was sent to Julie and Heidi by email.</p> <p>Nov 2, 2021 - Julie, Heidi and Lisa met by phone to finalize the CLOs for HRCA 1163 based on the feedback from the meeting with Reba and Clay.</p>

Consultated Area	Consultation Comments
Other Department(s)	<p>Radhika Kumar</p> <p>December 2020 - The Department Head, Lisa Beveridge, consulted with the Coordinator for the Health Unit Coordinator Program regarding the creation of a shared Health Informational Technologies course. The course outline was reviewed and agreed upon by both parties.</p> <p>Nov 2, 2021 Radhika participated in the SHS curriculum committee meeting and provided Lisa with additional recommendations for edits to the PCG and Course Outlines by email. The proposed edits were incorporated into the documents on Courseleaf.</p>
Other	<p>1) Practice Education Coordinator:</p> <p>May 2021 - The Department Head (Lisa Beveridge) consulted with the PEC Judy Christie (former CC DH) regarding the proposed impact of added clinical sites requirements and for a general review of the program format.</p> <p>Sept 2021 - Lisa consulted with Judy regarding the presence of Clinical 2 (Special Care) in the program and the potential impact on scheduling clinical placements given the need to cap the clinical group size at 6 students. Judy was confident that 4 groups of 6 for this clinical could be accommodated. Lisa and Judy also discussed what outcomes would be required in a second level Cognitive and Mental Challenges course to meet the needs caused by changing trends in Complex Care and address feedback from the School of Health Sciences Program Advisory Committee over the past 3-4 years regarding VCC HCA graduates.</p> <p>Oct 29, 2021 - An updated course grid (Version 6) along with course descriptions of the added health and</p>

Consultated Area	Consultation Comments
	<p>communication courses was sent to Judy by email.</p> <p>Nov 2, 2021 - Judy participated in the SHS Curriculum Committee Review of the proposal and provided verbal recommended edits. These edits were incorporated.</p> <p>2) School Of Health Sciences - Curriculum Committee:</p> <p>May/June 2021 Course outlines for all 8 new courses and the PCG were submitted to the SHS in preparation for the SHS Curriculum Meeting. During the meeting, the concerns raised by the RO and other internal stakeholders were raised and discussed at length. The SHS Curriculum Committee decided to not proceed with submitting the documents to the VCC Curriculum Committee. Instead the decision was made to re-evaluate the curriculum and remove the micro-credentials.</p> <p>Nov 2, 2021 An updated course grid (Version 6) along with the PCG and Course outlines for the 9 added courses were sent to the SHS Curriculum Committee by email on Oct 29 in preparation for the Tuesday Nov 2 curriculum review meeting. Feedback on Course Outlines was provided via email and verbally during the meeting. Corrections and adjustments were made to language in the CLOs, course topics and course descriptions as recommended by the committee.</p>
Faculty/Department	<p>Fall 2019 The Department Head consulted with Continuing Care faculty member Regeline David of the HCA EAL program and HCA EAL instructor Wilma Nederend regarding the initial proposal for an International HCA Diploma Program. Concerns regarding student</p>

Consultated Area	Consultation Comments
	<p>progression, admissions criteria and program format were discussed.</p> <p>Jan - March 2021 Continuing Care faculty member Akie Casajoras and EAL HCA Instructor Wilma Nederend worked with the Department Head to finalize the Course Outlines for the 8 new courses for the International HCA Diploma. Additional focus was given to the Information Technologies course to ensure that topics were well aligned with learning outcomes.</p> <p>May 10, 2021 The Department Head consulted with the faculty during the May 10th faculty meeting regarding the proposed program schedule and courses and the feedback. The faculty approved the formatting of the courses.</p> <p>July 2021 - The DH updated the faculty on the removal of micro-credentials from the curriculum and asked faculty for suggestions regarding novel content based on their evaluation of challenges with the current domestic HCA curriculum and feedback they're received from students regarding the program. Faculty requested additional Common Health Challenges and Cognitive and Mental Health hours. Courses specific to this content were added to the versions presented to internal stakeholders (RO, IEO, CTLR) during the August 2021 meeting.</p> <p>Oct 27, 2021 - An updated course grid (Version 6) along with course descriptions of the added health and communication courses was sent to faculty by email.</p> <p>Nov 2, 2021 - One faculty member responded with feedback regarding an error in the course code numbering system and questions about the program schedule and delivery of the courses. Another faculty</p>

Consultated Area	Consultation Comments
	<p>member expressed approval and excitement regarding the new content.</p>
Registrar's Office	<p>May 3, 2021 Curriculum documents were sent to Les Apouchtine of the Registrar's Office.</p> <p>May 6 ,2021 Les provided the feedback via email regarding hour to credit allocation and the organization of courses in the program.</p> <p>May 7, 2021 Lisa Beveridge met with Les Apouchtine and Dawn Cunningham Hall to further discuss the feedback and program structure.</p> <p>Feedback from the email and follow up discussion is summarized below.</p> <p>1) Hour to Credit Ratio - discussed. Course Outlines will be further reviewed by Les and Dawn and feedback provided prior to May 18th. `</p> <p>2) Order of Courses - Les expressed concern regarding the organization of first-year courses in the second year of the diploma and suggested rearranging the sequencing and creating new courses for the second year of the program. Unfortunately, the courses in question are the pre-existing HCA courses, which are set by the Provincial HCA Curriculum and the program's regulatory body, the BC Care Aide Registry. The Registry requires the courses to be delivered in a specific order for programs to receive approval and recognition. This restricts the degree to which the pre-existing HCA courses can be sequenced. The added 8 courses were designed to support student learning and the achievement of HCA course outlines in each level. Moving these course to the second level would result in the inappropriate alignment of learning outcomes.</p>

Consultated Area	Consultation Comments
	<p>3) Is the program appropriately labelled as a Diploma program?</p> <p>4) What if a domestic student wants to take the program? Would they pay International fees.</p> <p>5) Should Micro-credentials be credited. CRP, First Aid etc give students tuition credit? Put in a non-credit course and run through CS. CS puts through academic timetabling. Non-credit but then charge fees. Could take concurrently aka on Fridays.</p> <p>August 2021 Les and Dawn participated in a meeting with the IEO (Jennifer Gossen), CLTR (Julie Gilbert), the Dean of SHS (Jo-Ellen Zakoor) and Lisa Beveridge to review 4 new proposed versions of the International HCA curriculum. The content of the courses for the version currently reflected in this PCG was approved by the RO.</p> <p>Oct 8 2021 Lisa Beveridge meet with Dawn Cunningham, Melinda Schram and Wilma Nederend to discuss the credit, hour and course code allocation for the new courses and the potential need to rename current courses. The summary of that meeting is as follows:</p> <ol style="list-style-type: none"> 1. Use the same course codes for course subjects. Do not change. 2. Would have a new program code (major GENR code) 3. No concerns from pulling content from both HCA and EAL HCA programs 4. Cross listing = opens up opportunity for mixed classes and repeat courses when failing 5. Need new course codes for courses based on BSN courses as we ae changing learning outcomes to make

Consultated Area	Consultation Comments
	<p>it appropriate for the HCA scope and level (not the nursing level).</p> <p>Oct 8-29 2021 - Lisa worked with Melinda by email to finalize course codes and pre-requisites for the new International HCA program.</p> <p>Nov 2, 2021 A final draft of the course grid with updated course codes and details regarding the allocation of credits, along with curriculum documents, were sent to Melinda and Dawn for a final review and feedback.</p> <p>Nov 4, 2021 Feedback was received from both Melinda and Dawn. Final edits and adjustments to effective dates, course codes and pre-requisites were made based on their recommendations. The credit allocation was approved as it currently appears in this version of the PCG.</p>
Advising & Recruitment	<p>May 3, 2021 Curriculum documents were sent to Advising for consultation.</p> <p>May 4, 2021 Lisa Beveridge and Akie Casajoras meet with VCC Advisors Domingo Salviego, Chifumi Ishiguro, Doreen Chui-Chair. The advisors raised questions regarding:</p> <ol style="list-style-type: none"> 1) Admission Criteria: the increase from English 10 in the regular program to English 11 in the International program. 2) Student Progression - the process for students who fail courses during the program and the potential impact on their study visas. 3) Diploma - the rationale for creating a Diploma for an International cohort and the potential confusion regarding an HCA Diploma and HCA Certificate. 4) IT Course – the value of a course in Digital Literacy

Consultated Area	Consultation Comments
	<p>and how this course content might be offered to domestic students</p> <p>Rationale and strategies around these concerns were discussed at length.</p> <p>Oct 29, 2021 - An updated course grid (Version 6) along with course descriptions of the added health and communication courses was sent by email.</p> <p>Nov 4, 2021 VCC Advisors Domingo Salviego responded that the Advising team has no further questions but continues to encourage the idea discussed in May regarding making some of the new health care courses accessible to domestic students (ie: HRCA 1162, 1163, 2240 and 2291). Pre-reqs were reviewed and adjusted to ensure that this option would exist for domestic students. Further discussion will be required to determine if the department delivers it as a stand alone course, allows domestic students to join the International cohort just for these courses, or partners with Continuing Studies to deliver the courses.</p>
Marketing & Communications	<p>May 3, 2021 Curriculum documents were sent to Marketing for consultation. No response was received.</p> <p>Oct 29, 2021 - An updated course grid (Version 6) along with course descriptions of the added health and communication courses was sent by email.</p> <p>Nov 4, 2021 No response has been received.</p>

Consultated Area	Consultation Comments
Indigenous Education & Community Engagement (IECE)	<p>May 3, 2021 Curriculum documents were sent for consultation. No response was been received.</p> <p>Nov 2, 2021 Curriculum documents were sent to Reba Noel and Clay Little from the Indigenous Education Office. Julie Gilbert and Heidi Parisotto of CLTR and Lisa Beveridge (DH Cont. Care) then meet with Reba Noel, Clay Little and Jo-Ellen Zakoor (Dean of SHS) discuss the newly added course: "Cultural Safety and Humility in Health Care". Edits to the course title, CLOs and course topics were made after a robust discussion regarding the intent and content of the course. Potential partnerships for the development and delivery of the course with the Indigenous Education and Community Engagement Office, First Nation Health Authority and Native Education College were discussed.</p>
Disabilities Services	<p>May 3, 2021 Curriculum documents were sent for consultation. No response was received.</p> <p>Oct 29, 2021 - An updated course grid (Version 6) along with course descriptions of the added health and communication courses was sent by email.</p> <p>Nov 4, 2021 No response has been received.</p>
Library	<p>May 3, 2021 Curriculum documents were sent for consultation. No response was received.</p> <p>Oct 29, 2021 - An updated course grid (Version 6) along with course descriptions of the added health and communication courses was sent by email.</p> <p>Nov 4, 2021 No response has been received.</p>

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:49 am

Viewing: **HRCA 1161 : Communications for HCAs 1**

Last edit: 11/18/21 1:26 pm

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:

Communications for Health Care Assistants 1

Effective Date: January 2023

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. 5116 Leader
2. SHS Dean
3. Curriculum
Committee Chair
4. EDCO Chair
5. Records
6. Banner

Approval Path

1. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
2. 11/05/21 10:27 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/18/21 1:30 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Communications for HCAs 1

Subject Code: HRCA - Home Support/RCA

Course Number: 1161

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students receive professional communication and study skills instruction as they acquire the skills of a Health Care Assistant. Professional communication and study skills are developed in conjunction with topics in the Health Care Assistant Term 1 curriculum through real-world communication tasks relevant to the healthcare setting. Students develop their intercultural competence, understanding of expectations, and professional communication skills to support success in their studies and the workplace in a Canadian setting.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate appropriately in a Canadian post-secondary setting by applying intercultural communication skills.
CLO #2	Respond effectively to written and verbal information explanations, questions, requests and directives.
CLO #3	Apply strategies to understand unfamiliar written and spoken information.
CLO #4	Use and respond to HCA Term 1 professional terminology accurately.
CLO #5	Demonstrate professional behaviours, which include teamwork skills and academic integrity.
CLO #6	Describe the roles and expectations of students and faculty in the Canadian post-secondary environment.

Instructional

Strategies:

Lectures, interactive class activities, lab activities, group work and online activities

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
Satisfactory (where "S" = 64%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	Interactive communication assignments
Assignments	30	Online graded activities
Assignments	30	Written assignments
Participation	10	Participation in class based on a rubric.

Hours by Learning Environment Type

Total Hours 60

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Course Topics:

1. Writing development (clarity, organization, sentence structure, mechanics)
2. Reading assignments (HCA Term 1 textbook topics)
3. Reading and vocabulary learning strategies
4. Intercultural communication skills and strategies for effective professional communication (including intercultural awareness and cultural humility)
5. Medical and professional terminology for HCA Term 1 (meaning, use, and pronunciation)
6. Giving and following direction (acknowledging, clarifying, confirming, responding)
7. Roles and expectations of students and faculty in a Canadian post-secondary environment

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant Diploma Program (International Cohort)

Provide a rationale
for this proposal:

Are there any

additional comments?

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:49 am

Viewing: **HRCA 1162 : Info Tech for Health Sciences**

Last edit: 11/04/21 9:49 am

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:

Information Technologies for Health Sciences

Effective Date: January 2023

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/21 8:01 am
Lisa Beveridge (lbeveridge):
Approved for 5116 Leader
2. 05/10/21 11:51 am
Jo-Ellen Zakoor (jzakoor): Rollback to 5116 Leader for SHS Dean
3. 05/10/21 12:04 pm
Lisa Beveridge (lbeveridge):
Rollback to Initiator
4. 11/04/21 10:14 am
Lisa Beveridge (lbeveridge):
Approved for 5116 Leader
5. 11/05/21 10:29 am
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
6. 11/18/21 1:30 pm
Todd Rowlatt (trowlatt): Approved

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Info Tech for Health Sciences

Subject Code: HRCA - Home Support/RCA

Course Number: 1162

Year of Study: 1st Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course is designed to provide students with a solid foundation in computer and digital literacy, and an overview of health information technologies used in the Canadian healthcare system. Students will receive a comprehensive introduction to the learning management system and associated software that will be used during the program. Students will also explore basic concepts related to digital literacy, the use of information technologies in the health care sector and the associated ethical and legal principles.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning
Outcomes (CLO):

Upon successful completion of this course, students will be able to:

CLO #1	Demonstrate knowledge and skills of computer and digital literacy.
CLO #2	Demonstrate the ability to use business applications and learning management systems.
CLO #3	Discuss professional standards when using electronic communication.
CLO #4	Integrate and use computer and digital literacy skills to complete individual and group online learning activities.
CLO #5	Describe the appropriate use of electronic devices and electronic health records in health care.
CLO #6	Discuss the impacts of privacy, confidentiality, and security related to health information technologies.

Instructional

Strategies:

Lecture

Online Lessons using Moodle

Computer laboratory

Evaluation and Grading

Grading System: Letter Grade (A-F)

Passing grade:

C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Online graded activities demonstrating the skills learned during the course
Assignments	35	Projects/presentations demonstrating the skills learned during the course
Quizzes/Tests	30	Unit-based quizzes

Hours by Learning Environment Type

Total Hours 40

Lecture, Seminar, Online

15

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Common computer terminology, functions, equipment and software

Electronic mail

Moodle and Zoom

Microsoft Word, Excel and PowerPoint

Digital Literacy

Web and Library catalogue searches

Evidence-Based Practice

Electronic Health Records and Electronic Charting

Ethics, Privacy and Security

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant Diploma (International Cohort)

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:50 am

Viewing: **HRCA 1163 : Impacts of Colonization**

Last edit: 11/18/21 1:28 pm

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:

Impacts of Colonization on the Health and Wellbeing of Indigenous People

Effective Date: January 2023

School/Centre: Health Sciences

Is this a non-credit course?

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
2. 11/05/21 11:48 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/18/21 1:30 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Impacts of Colonization

Subject Code: HRCA - Home Support/RCA

Course Number: 1163

Year of Study: 1st Year Post-secondary

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course introduces the culture and history of Indigenous peoples of Canada. Students will review the direct impact that history and policy, past and present, have on Indigenous peoples, their health and healthcare.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the common and distinct cultures of the First Nations, Inuit and Métis peoples of Canada.
CLO #2	Explain key events in the colonization of Indigenous peoples of Canada.
CLO #3	Discuss how historical events influenced contemporary issues and health care inequities still felt today by Indigenous peoples.
CLO #4	Identify the Calls to Action relevant to Health Care providers.
CLO #5	Identify a variety of healthcare practices of Indigenous peoples of Canada.

Instructional

Strategies:

Guest speakers, including Elders, seminar discussions, group and online activities.

Evaluation and Grading

Grading System: Letter Grade (A-F)
C+

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	
Quizzes/Tests	30	
Project	25	
Portfolio	20	

Hours by Learning Environment Type

Total Hours 30

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

10

Course Topics

Course Topics:

Course Topics:

Indigenous people of Canada: First Nations, Inuit and Metis peoples

Correct Terminology

Culture and traditions of the local First Nations: x^wməθk^wəy̓ əm (Musqueam), S_kwx̌ wú7mesh (Squamish), and sə́lilw̌ ətaʔť (Tsleil-Waututh)

Key events impacting Indigenous people in Canada (including but not limited to): Colonization, Residential Schools, The Indian Act (1876), Missing and Murdered Indigenous Women and Girls, Indian hospitals, 60's Scoop

Health Care inequities (ie: Access to Health Care, Racializing Myths)

Common Healing practices and values of the x^wməθk^wəy̓ əm (Musqueam), S_kwx̌ wú7mesh (Squamish), and sə́lilw̌ ətaʔť (Tsleil-Waututh).

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant Diploma (International Cohort)

Provide a rationale
for this proposal:

Are there any
expected costs as a

Consultations

Additional Information

Provide any additional information if necessary.

This course and its learning outcomes integrate and adapt "Welcome to Canada Study Guide" by Kory Wilson, available under a Creative Commons Attribution-Noncommercial license ©2019, Kory Wilson.

FNHA's Policy Statement on Cultural Safety and Humility retrieved from www.fnha.ca/Documents/FNHA-Policy-Statement-Cultural-Safety-and-Humility.pdf

Supporting
documentation:

Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Key: 9243

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:50 am

Viewing: **HRCA 1261 : Communications for HCAs 2**

Last edit: 11/09/21 9:39 am

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:

Communications for Health Care Assistants 2

Effective Date: January 2023

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/21 8:01 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
2. 05/10/21 11:51 am
Jo-Ellen Zakoor
(jzakoor): Rollback
to 5116 Leader for
SHS Dean
3. 05/10/21 12:04 pm
Lisa Beveridge
(lbeveridge):
Rollback to Initiator
4. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
5. 11/05/21 10:30 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 11/18/21 1:30 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Communications for HCAs 2

Subject Code: HRCA - Home Support/RCA

Course Number: 1261

Year of Study: 1st Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students continue to receive professional communication and study skills instruction as they build on the skills of a Health Care Assistant. Professional communication and study skills are developed in conjunction with topics in the Health Care Assistant Term 2 curriculum through real-world communication tasks relevant to the healthcare setting including clinical. Students' professional communication skills are enhanced in class and in clinical while providing care for clients in a complex care setting. Students continue to develop their intercultural competence to support success in their studies and the workplace in a Canadian setting. Upon completion of HRCA 1133, students have the fundamental communication skills required to provide personal care for clients in a complex care setting and begin to interact professionally and appropriately with clients and health team members.

Course Pre-Requisites (if applicable):

HRCA 1161.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate appropriately in class and in a Canadian complex care setting by applying intercultural communication skills.
CLO #2	Choose and apply strategies to understand unfamiliar written and spoken information.
CLO #3	Use and respond to HCA Term 2 professional terminology accurately.
CLO #4	Respond effectively to written and verbal information, explanations, questions, requests, and directives in class and in a complex care setting.
CLO #5	Document client information clearly and accurately in a complex care setting.
CLO #6	Report appropriately to health team members in a complex care setting.
CLO #7	Demonstrate intercultural competence and professional behaviours both in class and in a complex care setting.

Instructional

Strategies:

Lectures, interactive class activities, lab activities, group work, online activities, and clinical experience

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
Satisfactory (where "S" = 64%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Interactive communication assignments
Assignments	20	Online graded activities
Assignments	20	Journals and Written assignments
Lab Work	15	Communication skills assessed during lab based on a rubric.
Field Experience	15	Communication skills assessed in a complex care setting based on a rubric.

Type	Percentage	Brief description of assessment activity
Participation	10	Participation in class based on a rubric

Hours by Learning Environment Type

Total Hours 60

Lecture, Seminar, Online
30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation
30

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

1. Writing development (clarity, organization, sentence structure, mechanics)
2. Writing for the HCA professional (emails, charts, shift report, documentation)
3. Reading for the HCA professional (charts, instructions, emails)
4. Reading Assignments (Health Care Assistant textbook topics)
5. Reading and vocabulary learning strategies
6. Intercultural communication skills and strategies for effective professional communication within a complex care setting (including intercultural awareness and cultural humility)
7. Medical and professional terminology for HCA Term 2 (meaning, use, and pronunciation)
8. Giving and following direction (acknowledging; clarifying; confirming; responding)
9. Giving and receiving shift reports for complex care settings (summarizing, restating; explaining)

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:52 am

Viewing: **HRCA 2135 : Clinical 2**

Last edit: 11/09/21 10:59 am

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:
Clinical 2

Effective Date: January 2023

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
2. 11/05/21 10:30 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/18/21 1:31 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge	5129

Banner Course Name: Clinical 2

Subject Code: HRCA - Home Support/RCA

Course Number: 2135

Year of Study: 1st Year Post-secondary

Bridge College Code VO

Bridge Billing Hours 0-2

Bridge Course Level 01

Course Description:

This supervised practical experience provides students with an opportunity to apply knowledge and skills from all other courses in the Health Care Assistant Diploma and work with individuals experiencing cognitive challenges in a multi-level or complex care setting.

Course Pre-Requisites (if applicable):

HRCA 1135, HRCA 2161, HRCA 2160, HRCA 1292, HRCA 1293.

Course Co-requisites (if applicable):**PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Provide person-centred care and assistance that recognizes and respects the uniqueness of each individual client.
CLO #2	Use an informed problem-solving approach to provide care and assistance for two clients experiencing cognitive and/or mental health challenges. The care provided promotes the physical, psychological, social, cognitive and spiritual well-being of clients and families.
CLO #3	Provide care and assistance at a beginning level for two clients experiencing cognitive and/or mental health challenges.
CLO #4	Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.
CLO #5	Communicate clearly and in sensitive ways with clients experiencing cognitive and/or mental health challenges.

Upon successful completion of this course, students will be able to:

CLO #6	Provide personal care and assistance in a safe, competent and organized manner.
CLO #7	Recognize and respond to own self-development, learning and health enhancement needs.
CLO #8	Perform the care-giver role in a reflective, responsible, accountable and professional manner.

Instructional

Strategies:

Clinical instruction, supervision and evaluation.

Online activities

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
Satisfactory

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination		Evaluation of performance as satisfactory or unsatisfactory as per Learning Outcomes plus satisfactory completion of skills check-list (rubrics).
Participation		Mandatory attendance as per BC Care Aide Registry requirements.

Hours by Learning Environment Type

Total Hours 90

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

90

Practicum, Self-Paced, Individual
Learning

Course Topics:

1. Performance of skills.
2. Medical asepsis.
3. Body mechanics.
4. Safety.
5. Organization
6. Communication.
7. Responsibility.
8. Professional behavior.

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant Diploma Program (International Cohort)

Provide a rationale
for this proposal:

Are there any

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:51 am

Viewing: **HRCA 2140 : Common Health Challenges**

3

Last edit: 11/09/21 9:40 am

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:

Common Health Challenges 3

Effective Date: January 2023

School/Centre: Health Sciences

Is this a non-credit course?

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 11/02/21 10:23 am
Lisa Beveridge
(lbeveridge):
Rollback to Initiator
2. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
3. 11/05/21 10:33 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
4. 11/18/21 1:31 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Common Health Challenges 3
Name:

Subject Code: HRCA - Home Support/RCA
 Course Number 2140
 Year of Study 2nd Year Post-secondary
 Credits: 3.0

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course continues the introduction to the structure and function of the human body and common challenges to health and healing from Common Health Challenges 1 and 2. The course focuses on the continuum of care and the development of knowledge related to health challenges associated with aging and disabilities. Building on knowledge from Term 1 and 2, the role of the Health Care Assistant in the managing of chronic and acute conditions will be further investigated. Cultural diversity in healing approaches will be explored as well as the importance of evidence informed research and practice.

Course Pre-Requisites (if applicable):

HRCA 1140, HRCA 1240, HRCA 1135.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Explain the pathophysiology of common chronic illness related to the aging process.
CLO #2	Identify signs and symptoms of illnesses in the older adult clients.

Upon successful completion of this course, students will be able to:

CLO #3	Describe head to toe observations required for clients with common health challenges.
CLO #4	Describe the management of illnesses associated with aging and the HCA role.
CLO #5	Provide examples of diversity in traditional healing practices in management of chronic illness.
CLO #6	Describe how evidence informed practice impacts nursing care of older adults.

Instructional

Strategies:

Lecture

Online activities

Evaluation and Grading

Grading System: Letter Grade (A-F)
c+

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	40	Online graded activities demonstrating the course concepts.
Assignments	20	Projects/presentations
Exam	40	Two Exams

Hours by Learning Environment Type

Total Hours 60

Lecture, Seminar, Online

40

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

0

Practicum, Self-Paced, Individual
Learning

20

Course Topics

Course Topics:

Physiological changes in older adults contributing to common health challenges.

Recognition of the presentation of common health challenges for older adults through head to toe observations.

Introduction to diagnostics

Management of common health challenges for the older adults according to body systems: Integumentary, Musculoskeletal, Gastrointestinal, Genitourinary, Respiratory, Cardiovascular, Neurological, Sensory and Endocrine.

Evidence informed research and practice in therapeutic interventions and treatments

Cultural diversity in health and healing, including end of life

Traditional healing practices (eg. acupuncture, smudging, sweat lodge, reiki)

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:51 am

Viewing: **HRCA 2161 : Communications for HCAs 3**

Last edit: 11/09/21 10:57 am

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:

Communications for Health Care Assistants 3

Effective Date: January 2023

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/21 8:01 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
2. 05/10/21 11:52 am
Jo-Ellen Zakoor
(jzakoor): Rollback
to 5116 Leader for
SHS Dean
3. 05/10/21 12:04 pm
Lisa Beveridge
(lbeveridge):
Rollback to Initiator
4. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
5. 11/05/21 10:34 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 11/18/21 1:31 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Communications for HCAs 3

Subject Code: HRCA - Home Support/RCA

Course Number: 2161

Year of Study: 2nd Year Post-secondary

Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students continue to receive professional communication instruction as they build on the skills developed in HRCA 1133. Professional communication skills are further developed in conjunction with topics in the Health Care Assistant Term 3 curriculum through real-world communication tasks relevant to the healthcare setting including clinical. Students' professional communication skills are further enhanced in class and in clinical. Students continue to develop their intercultural competence to support success in their studies and the workplace in a Canadian setting. Upon completion of HRCA 1200, students have many of the communication skills required to provide personal care for clients in a special care setting and to interact professionally and appropriately with clients and health team members.

Course Pre-Requisites (if applicable):

HRCA 1161, HRCA 1261.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
CLO #1	Communicate appropriately in class and in a Canadian special care setting by applying intercultural communication skills.
CLO #2	Apply effective strategies to understand unfamiliar written and spoken information.
CLO #3	Use and respond to HCA Term 3 professional terminology accurately.
CLO #4	Respond effectively to written and verbal information, explanations, questions, requests, and directives in class and in a special care setting.
CLO #5	Report and document client information clearly and accurately in a special care setting.
CLO #6	Plan, organize and present a group presentation.
CLO #7	Demonstrate intercultural competence and professional behaviours both in class and in a special care setting.

Instructional

Strategies:

Lectures, interactive class activities, lab activities, group work and online activities

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
 Satisfactory (where "S" = 64%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	20	Interactive communication assignments
Assignments	20	Online graded activities
Assignments	20	Written assignments
Lab Work	15	Communication skills assessed during lab based on a rubric.
Field Experience	15	Communication skills assessed in a special care setting based on a rubric
Participation	10	Participation in class based on a rubric.

Hours by Learning Environment Type

Total Hours	60
Lecture, Seminar, Online	30
Lab, Clinical, Shop, Kitchen, Studio, Simulation	30
Practicum, Self-Paced, Individual Learning	

Course Topics

Course Topics:

1. Group presentation skills (planning; organizing; presenting)
2. Writing development (clarity; organization; sentence structure; mechanics)
3. Writing for the HCA professional (emails, charts, shift report, documentation)
4. Reading for the HCA professional (charts, instructions, emails)
5. Reading assignments (HCA Term 3 textbook topics)
6. Intercultural communication skills and strategies for effective professional communication within a special care setting (including intercultural awareness and cultural humility)
7. Medical and professional terminology for HCA Term 3 (meaning, use, and pronunciation)
8. Giving and following direction (acknowledging; clarifying; confirming; responding).
9. Giving and receiving shift reports (summarizing, restating, explaining)

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:52 am

Viewing: **HRCA 2235 : Clinical 3**

Last edit: 11/09/21 11:01 am

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:
Clinical 3

Effective Date: January 2023

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 11/04/21 10:15 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
2. 11/05/21 10:34 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/18/21 1:31 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Clinical 3

Subject Code: HRCA - Home Support/RCA

Course Number: 2235

Year of Study: 1st Year Post-secondary

Bridge College Code HE

Bridge Billing Hours 0-6

Bridge Course Level 01

Course Description:

This supervised practice experience provides students with further opportunity to apply knowledge and skills learned in the other courses in the Health Care Assistant program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals with dementia. Opportunity will be provided for students to increase their expertise and confidence with the role of the Health Care Assistant within a complex care facility. During this course students' skills and application of knowledge will be assessed.

This course is part of the Health Care Assistant Diploma Program (International Cohort)

Course Pre-Requisites (if applicable):

HRCA 2135, HRCA 2261, HRCA 2240, HRCA 2291.

Course Co-requisites (if applicable):**PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Provide care and assistance that recognizes and respects the uniqueness of each individual client.
CLO #2	Use an informed problem-solving approach to provide care and assistance for five or six dependent residents. The care provided promotes the physical, psychological, social, cognitive and spiritual well-being of residents and families.
CLO #3	Provide care and assistance for clients experiencing complex health challenges.
CLO #4	Provide care and assistance for clients experiencing cognitive and/or mental health challenges.
CLO #5	Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.

Upon successful completion of this course, students will be able to:

CLO #6	Communicate clearly, accurately and in sensitive ways with clients and families.
CLO #7	Provide personal care and assistance for five/six residents in a safe, competent and organized manner:
CLO #8	Recognize and respond to own self-development, learning and health enhancement needs
CLO #9	Perform the care-giver role in a reflective, responsible, accountable and professional manner

Instructional

Strategies:

Clinical instruction, supervision and evaluation.

Online activities

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
Satisfactory and 85% attendance

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Clinical Examination		Practical evaluation of performance and completion of skills check-list as per learning outcomes
Participation		Mandatory 85% attendance as per BC Care Aide Registry requirements

Hours by Learning Environment Type

Total Hours 180

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

180

Practicum, Self-Paced, Individual
Learning

Course Topics

Course Topics:

Performance of skills

Medical asepsis

Body mechanics

Safety

Organization

Communication

Responsibility

Professional behavior

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant Diploma Program (International Cohort)

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:52 am

Viewing: **HRCA 2240 : Common Health Challenges**

4

Last edit: 11/18/21 4:53 pm

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:

Common Health Challenges 4

Effective Date:

January 2023

School/Centre:

Health Sciences

Is this a non-credit course?

Department:

Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 11/02/21 10:23 am
Lisa Beveridge
(lbeveridge):
Rollback to Initiator
2. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
3. 11/05/21 10:37 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
4. 11/18/21 1:31 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course

Common Health Challenges 4

Name:

Subject Code: HRCA - Home Support/RCA
 Course Number 2240
 Year of Study 2nd Year Post-secondary
 Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course is designed to discuss the Canadian cultural contexts in which HCAs work with clients experiencing common health challenges. The course focuses on the role of the HCA in supporting clients with common health challenges in a variety of cultural and societal contexts. The Health Care Assistant's ethical and legal responsibility in advocating for clients and families will be discussed. Students will explore their understanding of cultural safety and humility.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Analyze the role of the health care assistant in the holistic context of patient care.
CLO #2	Apply ethical and legal practices when working with clients and families.
CLO #3	Identify strategies to cultivate age-friendly and inclusive communities.
CLO #4	Describe the potential challenges of the older adult within the context of family and community.
CLO #5	Discuss concepts of Indigenous Cultural Safety and Humility.

Upon successful completion of this course, students will be able to:

CLO #6	Describe various healthcare practices of Canada's Indigenous people.
CLO #7	Identify ways to integrate the Calls to Action into your practice.

Instructional

Strategies:

Lecture

Discussion

Online activities

Evaluation and Grading

Grading System: Letter Grade (A-F) Passing grade:

C+

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Assignments demonstrating application of theory to case studies.
Assignments	35	Assignments demonstrating application of theory to simulated practice.
Quizzes/Tests	30	Unit-based quizzes

Hours by Learning Environment Type

Total Hours 30

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

0

Practicum, Self-Paced, Individual
Learning

0

Course Topics

Course Topics:

Determinants of Health

Challenges Facing Older Adults (ie: Isolation, Access to Health Services)

Legal and Ethical Practice

Delegation of Tasks

Indigenous Health Perspectives

2SLGBTQIA Health Perspectives

Lifelong learning, self-evaluation

Advocacy and Social Justice

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant Diploma (International Cohort)

Provide a rationale
for this proposal:

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:51 am

Viewing: **HRCA 2261 : Communications for HCAs 4**

Last edit: 11/09/21 11:02 am

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:

Communications for Health Care Assistants 4

Effective Date: January 2023

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 05/10/21 8:02 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
2. 05/10/21 11:52 am
Jo-Ellen Zakoor
(jzakoor): Rollback
to 5116 Leader for
SHS Dean
3. 05/10/21 12:04 pm
Lisa Beveridge
(lbeveridge):
Rollback to Initiator
4. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
5. 11/05/21 11:35 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
6. 11/18/21 1:31 pm
Todd Rowlatt
(trowlatt): Approved

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Communications for HCAs 4

Subject Code: HRCA - Home Support/RCA

Course Number: 2261

Year of Study: 2nd Year Post-secondary

Credits: 2

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

Students continue to receive professional communication skills instruction as they build on the skills developed in HRCA 1200. Professional communication skills are refined and applied in conjunction with topics in the Health Care Assistant Term 4 curriculum through real-world communication tasks relevant to the healthcare setting, including clinical. Students' professional communication skills continue to be enhanced in class and in clinical while providing care for extended care clients in a complex care setting. Students also continue to develop their intercultural competence to support success in their studies and in the workplace in a Canadian setting. Upon completion of HRCA 1300, students have the communication skills to provide personal care for clients in a complex care setting and to interact professionally and appropriately with clients and health team members.

Course Pre-Requisites (if applicable):

HRCA 1161, HRCA 1261, HRCA 2161.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Communicate appropriately in class and in a Canadian complex care setting by competently applying intercultural communication skills.
CLO #2	Apply effective strategies to understand unfamiliar written materials and spoken information in a complex care setting.
CLO #3	Use and respond to HCA Term 4 professional terminology accurately.
CLO #4	Respond effectively to verbal and written information, including explanations, questions, requests, and directives in class and in a complex care setting.
CLO #5	Clearly and accurately report and document client information in a complex care setting.
CLO #6	Apply job search techniques to meet their career plan.
CLO #7	Prepare for and complete a job interview related to their career goals.
CLO #8	Demonstrate professional behaviours both in class and in a complex care setting.

Instructional

Strategies:

Lectures, group and individual activities, online activities, discussions, field experience

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
Satisfactory (where "S" = 64%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Interactive communication assignments
Assignments	25	Written assignments
Field Experience	50	Communication skills assessed in a complex care setting based on a rubric

Hours by Learning Environment Type

Total Hours	40
Lecture, Seminar, Online	15
Lab, Clinical, Shop, Kitchen, Studio, Simulation	25
Practicum, Self-Paced, Individual Learning	

Course Topics

Course Topics:

1. Job search skills
2. Employment interviews
3. Resume, cover letter, and job application
4. Intercultural communication skills and strategies for effective and appropriate professional communication including handling challenging workplace situations in a complex care setting
5. Documentation of resident information

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant Diploma (International Cohort)

Additional Information

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:52 am

Viewing: **HRCA 2265 : Community Practicum**

Last edit: 11/09/21 11:04 am

Changes proposed by: lbeveridge

Programs
referencing this
course

[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:
Community Practicum

Effective Date: January 2023

School/Centre: Health Sciences

Is this a non-credit course?

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 11/04/21 10:15 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
2. 11/05/21 10:43 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
3. 11/18/21 1:31 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Community Practicum

Subject Code: HRCA - Home Support/RCA

Course Number: 2265

Year of Study: 2nd Year Post-secondary

Bridge College Code VO

Bridge Billing Hours 0-2

Bridge Course Level 01

Course Description:

This practical course provides students with an opportunity to apply knowledge and skills from all other courses in the Health Care Assistant program with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the Health Care Assistant within a Home Support Agency, Assisted Living facility or a Group Home, and gain abilities that will prepare graduates for employment in these settings. It is important that students understand the philosophy of community care settings and its emphasis on client choice and independence.

Course Pre-Requisites (if applicable):

HRCA 1135, HRCA 2135, HRCA 2235.

Course Co-requisites (if applicable):**PLAR (Prior Learning Assessment & Recognition)**

No

Details of PLAR:**Course Learning****Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Provide person-centred care and assistance that recognizes and respects the uniqueness of each client.
CLO #2	Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, social, cognitive and spiritual well-being of clients and families.
CLO #3	Provide care and assistance for clients experiencing complex health challenges.
CLO #4	Provide care and assistance for clients experiencing cognitive and/or mental health challenges.
CLO #5	Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.

Upon successful completion of this course, students will be able to:

CLO #6	Communicate clearly, accurately and in sensitive ways with clients and families within a variety of contexts.
CLO #7	Provide personal care and assistance in a safe, competent and organized manner.
CLO #8	Recognize and respond to own self-development, learning and health enhancement needs.
CLO #9	Perform the care-giver role in a reflective, responsible, accountable and professional manner.

Instructional

Strategies:

Clinical instruction and supervision by agency and facility staff and evaluation by faculty.

Online activities.

Evaluation and Grading

Grading System: Satisfactory/Unsatisfactory Passing grade:
Satisfactory + 100% attendance

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Practicum		Practical evaluation of performance as per rubric
Attendance		Mandatory 100% attendance as per BC Care Aide Registry requirements

Hours by Learning Environment Type

Total Hours 90

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum, Self-Paced, Individual
Learning

90

Course Topics

Course Topics:

1. Performance of skills
2. Medical asepsis
3. Body mechanics
4. Safety
5. Organization
6. Communication
7. Responsibility
8. Professional behavior

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant Diploma (International Cohort)

Provide a rationale
for this proposal:

Are there any
expected costs as a

Consultations

Course Change Request

New Course Proposal

Date Submitted: 11/04/21 9:52 am

Viewing: **HRCA 2291 : Advanced Comm Skills for CMC**

Last edit: 11/09/21 11:07 am

Changes proposed by: lbeveridge

Programs
referencing this
course
[156: Health Care Assistant Diploma \(International Cohort\)](#)

Course Name:
Advanced Communication Skills for Cognitive and Mental Health Challenges

Effective Date: January 2023

School/Centre: Health Sciences

Department: Health Care Assistant (5116)

Contact(s)

In Workflow

1. **5116 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 11/02/21 10:23 am
Lisa Beveridge
(lbeveridge):
Rollback to Initiator
2. 11/04/21 10:14 am
Lisa Beveridge
(lbeveridge):
Approved for 5116
Leader
3. 11/05/21 11:26 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
4. 11/18/21 1:31 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

Banner Course Name: Advanced Comm Skills for CMC

Subject Code: HRCA - Home Support/RCA
 Course Number 2291
 Year of Study 2nd Year Post-secondary
 Credits: 3

Bridge College Code

Bridge Billing Hours

Bridge Course Level

Course Description:

This course builds on concepts from other courses to assist with advanced approaches and strategies to communicate effectively with individuals experiencing cognitive or mental health challenges. The emphasis is on supporting clients by applying interpersonal communication strategies and trauma informed-practice to prevent and de-escalate responsive behaviors.

Course Pre-Requisites (if applicable):

HRCA 1191, HRCA 1291, and either HRCA 2135 OR HRCA 1294.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Examine the multiple contexts that shape societal views on cognitive and mental illness in Canada.
CLO #2	Discuss the stigma associated with living with cognitive and mental illness, physical and/or developmental disability and addictions.
CLO #3	Discuss principles of trauma informed practice in relation to health care assistant practice.
CLO #4	Demonstrate effective therapeutic communication strategies for working with clients experiencing cognitive and mental health challenges.

Upon successful completion of this course, students will be able to:

CLO #5	Apply emotional, environmental, interpersonal and communication strategies to prevent and de-escalate responsive behaviours.
CLO #6	Demonstrate suitable and respectful self-protection techniques to use in situations of risk.

Instructional

Strategies:

Lectures, Role Playing, Discussions, Online Activities

Evaluation and Grading

Grading System: Letter Grade (A-F)
C+

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	
Lab Work	35	
Quizzes/Tests	30	

Hours by Learning Environment Type

Total Hours 60

Lecture, Seminar, Online

15

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

45

Practicum, Self-Paced, Individual
Learning

0

Course Topics

Course Topics:

Course Topics:

Culture and Mental health in Canada

Cognitive Challenges in Older Adulthood.

Therapeutic communication strategies for the older adult (P.I.E.C.E.S. – Responsive Behavior)

Gentle Persuasive Approach

Individualized behavioural escalation prevention plans

Respectful physical intervention principles to de-escalate responsive behaviours in a clinical setting

Trauma-informed practice

Provincial Violence Prevention Curriculum

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Health Care Assistant International

Provide a rationale
for this proposal:



INFORMATION NOTE

PREPARED FOR: Education Council

DATE: December 7, 2021

ISSUE: Revisions to Policy A.3.2 Policy Development and Management

BACKGROUND:

The College's policy framework has been under review for some time and has included a comprehensive review of policy A.3.2 Policy Development and Maintenance. This policy and procedures were last fully reviewed in 2011.

A working group consisting of Clayton Munro, Reba Noel, Todd Rowlett, Deborah Lucas and Nicole Degagne reviewed and rewrote the policy, taking into consideration:

- a. VCC's current organizational structure
- b. Outcomes of policy framework discussions over the past year
- c. College initiatives such as Indigenization by decolonization and reconciliation (I=D+R); justice, equity, diversity, inclusion through the lens of decolonization (d/JEDI); and risk management
- d. Recommendations for improvements to the full policy framework, such as an online content management system and policy recategorization

The policy and procedures were heavily edited to provide clarity on a number of issues around the development, review and approval of policies and procedures, and other established College practices. The policy's name also changed from "development and maintenance" to "development and management."

There were five significant revisions to the policy and procedures:

1. Added a category of "Operational Guidelines and Standards" to go along with College-level policies and procedures and Departmental Practices. During the rewriting of these documents, a gap was identified regarding the College's use of Guidelines and Standards in general practice. Guidelines and Standards outline processes that apply to the whole College community (e.g., data standards) but where the level of specificity or technical requirement would require regular updates. Defining this category will improve the communication of those guidelines around the College and help mitigate risk and address critical issues without the need for a time-intensive approval process.
2. Added policy principles acknowledging VCC's commitment to decolonization, Indigenization, and equity, diversity, inclusion and justice.
3. Established an expedited process for revisions to procedures and definitions where the Review Body (typically a policy committee) can approve changes without sending the policy and procedures out for community feedback. This pathway will enable smaller clarifications to

procedures to happen quickly when the focus of a policy is not changing. The policy and procedures would still always go through a fulsome 5-year review process.

4. Added new sections on: College feedback, legal opinion, and expedited policy and procedures for emergencies. This primarily codifies what is already current practice.
5. Expanded the role of the Policy Coordinator position to include guidance, direction and support on policy-related matters and managing the overall policy framework.

DISCUSSION:

The policy and procedures were presented to Education Policy Committee at its November 10, 2021 meeting.

There was a discussion about the need for the policy sponsor to identify the direction of any development or revision, with respect to the approval authority. Identifying the parties involved in review and approval at the beginning will help facilitate a smooth process.

The wording of Procedure #7f was discussed at length. Committee agreed to keep the procedure as worded, noting that review bodies would not proactively seek out Guidelines and Standards, but may be asked to provide feedback on these documents.

Committee recommended listing definitions in the Policy only, and including definitions in the expedited review and approval process. The review body would make the determination of whether definition changes were significant enough to warrant a full review.

Other recommendations included:

- Revising the definition of Policy (working group to refine wording).
- Procedure #28: Replace “highest level authority in that department” with “responsible senior team member” for clarity; remove “department.”
- Supporting documents: Suggestion to provide a flowchart and examples to make the policy more accessible.
- Minor wording and formatting changes.

RECOMMENDATION:

Education Policy Committee moved to bring A.3.2 Policy Development and Management policy and procedures to Education Council to be sent for community feedback. However, it was clarified after the meeting that the approval authority rests solely with the Board of Governors (no requirement for EdCo advice). This item is presented to EdCo for information only.

Operations Council reviewed the policy and procedures and approved posting them for community feedback, which can be submitted from November 30 until December 14, 2021.

PREPARED BY: Natasha Mandryk, Chair, Education Policy Committee

DATE: November 30, 2021



POLICY

Policy Name	Policy Development and Management
Policy Number	A.3.2
Approval Body	Board of Governors
Policy Sponsor	President and Chief Executive Officer
Next Scheduled Review Date	
Effective Date	December 18, 2017

DRAFT: November 17, 2021

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) creates policy to advance the College's mission and strategic direction; comply with legal, regulatory and other requirements; promote operational efficiency and effectiveness; manage institutional risk; and set conduct expectations, roles and responsibilities.

This Policy establishes the principles and practices for the consistent, transparent and coordinated approach for the development, approval, amending and rescinding of Policy and related Procedures.

DEFINITIONS

Departmental Practice: Processes developed by individual College departments to guide the management of issues and processes within their particular jurisdiction and control. Generally characterized by one or more of the following:

- a. The issue does not have a critical impact on the College
- b. The issue is unique and applicable to an individual department
- c. The issue requires frequent review and modification to reflect technical or other, emerging issues (e.g. acquisition of new electronic devices)
- d. The issue can be initiated and managed by the department without broad, College-wide consultation

Operational Guidelines and Standards: An outline of the processes required to standardize operations and efficiency at the College. They outline the specific steps, technical specifications and/or the requirements necessary to maintain a high level of quality and performance.

Policy: A written document that establishes the context, scope and guiding principles related to important issues or address the legislative requirements of the College. They have broad application and align with and support the College's mission and strategic direction.

Procedures: The specific steps required to implement a Policy; they communicate processes, set boundaries, and establish who is responsible for any required action. Procedures require a parent Policy.

Scheduled Review: The comprehensive evaluation of a Policy, related procedures, and relevant resources.

SCOPE AND LIMITS

The development, maintenance and approval of College policy comes under the jurisdiction of the Board of Governors, Education Council and the President as follows:

- a. Board of Governors: Policy relating to the management, administration and control of property, revenue, business and affairs of the College pursuant to section 19 of the *College & Institute Act*, or as directed by the Ministry of Advanced Education and Skills Training.
- b. Board of Governors with Education Council Advice: Policy relating to academic governance pursuant to section 23 of the *College & Institute Act*.
- c. Board of Governors and Education Council Jointly: Policy relating to academic governance pursuant to section 25 of the *College & Institute Act*.
- d. Education Council: Policy relating to academic governance pursuant to section 24 of the *College & Institute Act*.
- e. President: Policy that addresses operational or administrative processes not identified as part of the authority of the Board of Governors and/or Education Council, or as directed by the Board of Governors.

POLICY PRINCIPLES

1. The College is committed to the development and renewal of policy and procedures through robust and open dialogue, engaging with varied perspectives, and actively working to remove systemic barriers to justice, equity, diversity and inclusion.
2. The College is on a journey toward Indigenization and decolonization and is dedicated to providing a safe and empowering environment for Indigenous peoples.
3. Policy ensures that the College's processes and practices align with its strategic direction, core principles, and regulatory environment.
4. Procedures reflect the current organizational structure and regulatory framework of the College and are therefore subject to more frequent revision, and an accelerated review and approval processes.
5. Departmental Practices and Operational Guidelines and Standards must be consistent with and not contravene any official College Policy, Procedures or collective agreements. In the event of a conflict, College Policy, Procedures or relevant collective agreement will prevail.
6. All members of the College community are responsible for familiarizing themselves with and complying with College Policy and Procedures.
7. Official College Policy and Procedures are presented on a standardized template. To remain distinct, Departmental Practices and Operational Guidelines and Standards cannot be on the same or a similar template as policy and procedures.
8. Policy and Procedures will undergo a scheduled review every five (5) years, unless otherwise required by legislation or as directed by government.
9. The policy development and management process is managed and accessed through the Coordinator, Curriculum and Policy.

RELATED RESOURCESLegislation

College and Institute Act (RSBC 1996) Chapter 52

Policy

A.3.9 Records Management

B.6.1 Archives

Procedures

A.3.2 Policy Development and Maintenance

Other

Templates, Flow Charts, etc

DRAFT



PROCEDURES

Procedures Name	Policy Development and Management
Procedures Number	A.3.2
Approval Body	Board of Governors
Policy Sponsor	President and Chief Executive Officer
Next Scheduled Review Date	
Effective Date	December 18, 2017

DRAFT: November 17, 2021

GENERAL

1. The College's official Policy template includes:
 - a. Policy Name and Number
 - b. Approval Body
 - c. Policy Sponsor
 - d. Next Scheduled Review Date
 - e. Effective date (last revised)
 - f. Context and Purpose
 - g. Definitions
 - h. Scope and Limits
 - i. Policy Principles
 - j. Related Resources, including Procedures where applicable

2. The Policy Coordinator will present an annual summary of policy and procedures that are due for Scheduled Review to each Approval Body. The list will include any additional policy and procedures that may require a review to address a significant change in legislation, regulations or College operations.

ROLES AND RESPONSIBILITIES

Approval Body

3. The three (3) approval authorities for College Policy – Board of Governors, Education Council, and the President – are responsible for approving:
 - a. New Policy and Procedures
 - b. Policy and Procedure revisions as part of a scheduled review
 - c. Policy revisions (not part of a scheduled review)

Policy Sponsor (the Sponsor)

4. A senior executive of the College, appointed by the President, responsible for:
 - a. Assigning a Responsible Authority
 - b. Ensuring that appropriate research and consultation in the development of Policy and procedures are thorough and complete
 - c. Approving requests for a legal opinion
 - d. Presenting draft documents for final approval

5. For Board approved Policy, the President is the Sponsor.

Review Body

6. A Policy Committee, responsible for:
 - a. Scrutinizing draft Policy and Procedures and providing feedback and direction as needed
 - b. Approving draft Policy and Procedures for College feedback
 - c. Confirming that all feedback has been appropriately addressed
 - d. Providing a recommendation for the approval of new or reviewed Policy and procedures, or revised Policy
 - e. Vetting and approving revisions to Procedures
 - f. Reviewing draft Guidelines and Standards as requested

Responsible Authority

7. An individual or group responsible for:
 - a. Researching, consulting, and drafting/revising documents
 - b. Presenting draft documents to the Review Body
 - c. Reviewing and addressing College feedback
 - d. Creating and initiating an implementation plan as needed

Policy Coordinator (the Coordinator)

8. The College's official Policy holder, responsible for:
 - a. Acting on requests to create new or revise existing Policy and Procedures and initiating scheduled reviews
 - b. Providing guidance, support and direction on the impact of regulatory, operational or other requirements on Policy and Procedures
 - c. Providing recommendations and support on the College's Policy framework and related processes
 - d. Tracking and reporting on activities related to Policy and Procedures
 - e. Ensuring the completeness and accuracy of Policy approvals, documents, and related resources, such as forms, guidelines or standards
 - f. Informing the College community of new or changes to Policy and Procedures, and maintaining Policy web pages
 - g. Working with the Responsible Authority to implement Policy and Procedures in a timely manner
 - h. Assisting with the development and review of Operational Guidelines and Standards as requested

DEVELOPMENT, REVIEW AND APPROVAL

A. Policy and Procedures

This section outlines the process for:

- a. New policy and procedures
 - b. Revisions to policy and procedures as part of a scheduled review
 - c. Any revision to a policy (Note: Revisions to procedures that are not part of a scheduled review follow an expedited process. See section B. Procedures.)
9. Requests to create, revise or review policy and procedures are submitted to the Coordinator, who works with the Sponsor to determine appropriate next steps, and to assign a Responsible Authority.

10. The Responsible Authority conducts any required research and consultation with key stakeholders and others; drafts documents; and presents drafts to the Review Body for feedback and direction.
11. The Review Body approves draft documents for College feedback.
12. The Responsible Authority presents revised documents and a feedback summary to the Review Body.
13. The Review Body makes a recommendation for approval.
14. The Sponsor presents documents for final approval.
15. The Responsible Authority and Coordinator implement as needed.

B. Procedures

This section outlines the expedited process for the review and approval of revisions to procedures that are not part of a scheduled review.

16. The Responsible Authority conducts any required research and consultation with key stakeholders and others; edits the document; and presents a draft to the Review Body for input and direction as needed.
17. The Review Body may:
 - a. Approve revisions to procedures
 - b. Approve revisions to policy definitions
 - c. Provide recommendations for further revisions and/or an implementation plan as needed
 - d. Determine that the change is significant and direct the Responsible Authority to either begin a scheduled review or revise the policy
18. The Responsible Authority and Coordinator implement as needed.

C. Editorial Changes

19. Editorial revisions to policy and procedures include but are not limited to:
 - a. correcting typographical errors
 - b. updating job titles
 - c. revising related resources
 - d. changing the logo or template
 - e. minor changes to language that helps clarify a practice
20. Requests for editorial changes are reviewed and approved by the Responsible Authority and Coordinator.
21. The Coordinator manages all aspects of an editorial change.
22. Editorial changes do not impact the dates noted on a policy or procedures.

D. Departmental Practice

23. Departmental Practices will be reviewed by key stakeholders prior to implementation, but do not require formal approval.
24. For Departmental Practices, the approval authority is the Department Leader or Manager.
25. Individual departments are responsible for communicating, and making accessible, their Departmental Practices to relevant stakeholders.
26. Departmental practices must be consistent with all College policies, procedures and collective agreements (as per Policy Principle 5).

E. Operational Guidelines and Standards

27. Operational Guidelines and Standards will be reviewed by key stakeholders prior to implementation, but do not require formal approval.
28. The approval authority for Operational Guidelines and Standards is the appropriate Vice President or designate.
29. Individual departments are responsible for communicating, and making accessible, their Operational Standards and Guidelines to relevant stakeholders and/or the College community.

F. Rescinding a Policy

30. A policy may be rescinded when it is no longer needed to establish high level practices and processes, or when consolidated with another policy.
31. Requests to rescind a policy are reviewed by the Responsible Authority and Sponsor.
32. If deemed appropriate to rescind a policy, the Responsible Authority submits the policy and rationale for rescinding to the Review Body.
33. The policy will be posted for community feedback.
34. Approval to rescind a policy is provided by the appropriate Approval Body.
35. A rescinded policy is removed from the website and archived.

COLLEGE FEEDBACK

36. The Coordinator notifies the College community of policy and procedures that are open for feedback.
37. The College community will have fifteen (15) business days to respond.
38. The Responsible Authority and Coordinator review feedback and prepare a summary for the Review Body.

LEGAL OPINION

39. From time to time, it will be necessary and prudent to seek legal advice especially for specialized areas of expertise or to assess risk. Requests for legal advice must be approved by the Sponsor.
40. The Sponsor determines whether, and at what stage, a draft policy will be submitted for legal opinion and provides instructions to legal counsel regarding the nature and scope of such review.

EXPEDITED POLICY AND PROCEDURES

41. Under exceptional and/or emergency circumstances, the President may approve new policy and procedures or revisions to existing policy and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. This may include but is not limited to addressing an immediate change to legislation and/or regulations or directives from the provincial government.
42. The decision of the President will immediately be forwarded to the appropriate Approver who may, depending on their legislated authority, override the decision of the President.
43. Any policy put into, or taken out of, effect in an expedited manner will enter a normal development process in accordance with the appropriate approval process.
44. The College community will be notified of expedited policy decisions in a timely manner.

IMPLEMENTATION

45. Approved Policy and Procedures become effective on the date that they are approved, unless a later effective date is indicated by the Approval Body.
46. Upon approval, the Coordinator notifies the College community and updates the College website.
47. The Responsible Authority and Coordinator initiate an implementation plan as needed.

RELATED RESOURCES

A.3.2 Policy Development and Management Policy

College & Institute Act

Terms of Reference/Bylaws (?) for various Committees (Governance, OpsCo, APC, EPC, EDCO, Board)

Related Guidelines and Standards

Policy development resources: Templates, Flow Charts, Risk Assessment Tools, EDI Matrix, etc

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