



Vancouver Community College Education Council
 Meeting Agenda
 February 14, 2023
 3:30–5:30 p.m. Videoconference
<https://vcc.zoom.us/j/64541620779>

ASL interpretation will be provided.

Topic	Action	Speaker	Time	Attachment	Page
1. CALL TO ORDER		N. Mandryk			
2. ACKNOWLEDGEMENT		D. Innes			
3. ADOPT AGENDA	Approval	N. Mandryk	1 min	✓	1-2
4. APPROVE PAST MINUTES	Approval	N. Mandryk	1 min	✓	3-6
5. ENQUIRIES & CORRESPONDENCE	Info	N. Mandryk	1 min		
6. BUSINESS ARISING					
a. Annual Update – Deans & Directors: Part 1	Info	J. Gossen, C. Munro, D. McMullen	20 min		
b. Program Information: Sign Language Interpreting Diploma	Info	D. Wells	10 min	✓	7-8
c. First Draft Enrolment Plan 2023–2024	Info	D. Wells	15 min	✓	9-16
d. Annual Affiliation Agreements Update	Info	D. Wells	5 min	✓	17-37
e. Affiliation Agreements with Private Institutions – School of Hospitality, Food Studies & Applied Business	Info	D. Innes	15 min		
f. Articulation Agreement with CCTB (Canadian College of Technology and Business) for Computer Systems Technology Diploma	Approval	L. Griffith	15 min	<i>distributed separately via email</i>	
g. Program Suspension: Teaching Online Certificate	Approval	T. Morgan, K. Brooke	10 min	✓	38-39
h. Concept Paper: Automotive Parts and Service Management	Info	L. Griffith	5 min	✓	40-47
i. EdCo By-Election	Info	N. Mandryk	2 min		
7. COMMITTEE REPORTS					

Topic	Action	Speaker	Time	Attachment	Page
a. Curriculum Committee	Info	T. Rowlatt	5 min		
b. Policy Committee					
i. Policies for College Feedback: <ul style="list-style-type: none"> F.1.2 Ethics and Integrity in Research and Scholarly Activity F.1.3 Conflict of Interest Related to Research (<i>to be rescinded</i>) 	Info	N. Mandryk	5 min	✓	48-61
c. Education Quality Committee					
i. Program & Education Services Renewal Schedule	Info	T. Rowlatt	5 min	✓	62-63
8. CHAIR REPORT	Info	N. Mandryk	5 min		
9. STUDENT REPORT	Info	G. Sarnoh	5 min		
10. NEXT MEETING & ADJOURNMENT	Info	N. Mandryk	1 min		

Next regular meeting: March 7,
2023, 3:30–5:30 p.m.

Special Meeting (Enrolment Plan):
March 16, 3:30–4:30 p.m.



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Louise Dannhauer
Sarah Kay (Vice-Chair)	Dennis Innes	Marcus Ng
Ali Oliver	Derek Sproston	Shirley Lew
Andy Sellwood	Gabby Sarnoh	Todd Rowlatt
Belinda Kaplan	Heidi Parisotto	Vivian Munroe
Dave McMullen	Janita Schappert	

Regrets

Sonal Singh

Guests

Adrian Lipsett	Jo-Ellen Zakoor	Nicole Degagne
Andrea Korens	John Demeulemeester	Stefan Nielsen
Clay Little	Karen Wilson	Tannis Morgan
Dawn Cunningham Hall	Laurence Mollerup	Taryn Thomson
Emily Logan	Lucy Griffith	
Herbie Atwal	Marnie Findlater	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m.
- D. Innes and S. Lew were welcomed as new administration representatives on Education Council.

2. ACKNOWLEDGEMENT

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

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the January 10, 2023 agenda as amended. Item 6 d) Articulation Agreement with CCTB was deferred.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the December 6, 2022 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) RFQ Academic Process – Part 3: Quality

- D. Wells presented on the quality aspect of the RFQ Academic process (Operational Risk, Financial Sustainability, Educational Quality), a framework encompassing the entire lifecycle of programs, including new program development, program renewal, accreditation, etc. The quality aspect includes considerations around VCC policies and the College's Strategic Innovation Plan (SIP) goals, third party obligations, and reporting requirements.
- Processes for different types of changes incorporating all three RFQ aspects were outlined. There was a discussion about how to include RFQ considerations into upcoming program renewals.
- Many aspects of the RFQ process already exist; the new pieces mostly revolve around risk and financial considerations. The process will evolve over time, and there is flexibility to make adjustments.
- The next step will be further presentations and conversations at Leaders' Forum, with departments, Instructional Associates in the CTLR, and unions. There were questions about the timeline for departments to undergo this process. The goal for the next 1–2 fiscal years is to first gauge the scope of work and identify priorities.

b) Academic Plan Update

- D. Wells reported on the progress of planned initiatives, including program renewals and projects funded through the Curriculum Development (CD) Fund and the Service Innovation and Enhancement Fund (SIEF). The development of a program costing framework is underway.
- D. Wells suggested a discussion at Education Council to finalize the Academic Plan (formerly Academic Master Plan), in view of the overarching Strategic Innovation Plan (SIP). This item will be discussed at an upcoming EdCo meeting.

c) Brand and Web Project (BAWP) Survey

- Following the recent presentation to Education Council on the brand refresh project, K. Wilson invited participation in a current College-wide survey as part of this project. The [link](#) was disseminated via the Digest. A separate link was sent out to students.

d) Articulation Agreement with CCTB (Canadian College of Technology and Business) for Computer Systems Technology Diploma

- Item deferred.

e) Badges – Working Group Update & Pilot

- A. Lipsett presented on the badges working group, which was established in spring 2022 in the context of increased interest in micro-credentials. A key task was to develop a definition of badges at VCC, since there is no standard across Canada. At VCC, badges are competency or skills based; include an assessment of the learner (not solely based on participation); and must meet an industry-aligned need. Badges are intended to benefit students in terms of employment and careers, since they provide objective verification of skills sought after by industry.
- The badge creation and approval process was outlined for the pilot project launching in January 2023. VCC will be utilizing the MyCreds system. Students who successfully complete a course assigned a badge will receive access to a digital badge, which they can choose to share, e.g., on their LinkedIn profile. There is no additional cost to students. The first phase of the project will be evaluated based on key performance indicators (KPIs) and student and community feedback before moving into the second phase in 2024.
- There was a discussion about EdCo's role; EdCo approves curriculum for courses and programs but would not be involved in the badge creation process.

- Other local institutions providing badges include Capilano University and Simon Fraser University. The area of badges is in flux and developing, and interest from employers will need to be assessed and monitored. Generally, institutions are moving towards the use of platforms such as MyCreds as a way to securely share student information (including, e.g., transcripts and letters) with employers or other schools.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Course Update: MATH 1111 Introduction to Statistics

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised course outline for MATH 1111 Introduction to Statistics.

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

- N. Mandryk presented the proposal to change the course pre-requisites from Precalculus 11 to Foundations of Mathematics 11, which is at a lower level than Precalculus 11 but has enough algebra content to prepare students for Math 1111. This will reduce barriers to access for students. MATH 1111 is a pre-requisite for several health programs and some University Transfer courses. The course evaluation plan was also adjusted to align with current department practice.

ii) New Program: Certificate in Preparatory Music

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

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

- L. Mollerup and E. Logan presented the proposal for this new program, which was revised since its first presentation to Education Council in 2022. The proposal is to bundle preparatory music courses, which the department has been running for years, into a credential to make it eligible for student visas and open it up to international students looking to prepare for entry into VCC's Music Diploma program. Instruction time in courses was increased, and preparatory performance technique courses and ensemble credits were added.
- T. Rowlatt noted that Curriculum Committee had a longer discussion about the use of "preparatory" in the program name, but this terminology is common in the industry.

iii) Minor Curriculum Changes

- T. Rowlatt presented the biannual update on minor curriculum changes approved by Curriculum Committee from June to December 2022. In consultation with N. Mandryk, the committee has been approving more changes affecting "major" fields in program content guides and course outlines, as long as the material changes themselves were minor, in order to expedite the process. Changes to these fields would typically be brought to Education Council for approval. EdCo members did not have concerns about this approach.

b) Policy Committee

i) F.1.1 Ethical Conduct for Research Involving Humans

- S. Kay presented the revised policy for information. This policy underwent a scheduled five-year review. Key changes included addition of a section on research involving Indigenous peoples in Canada; clarification of language around composition of the REB and inclusion of at least one seat for an Indigenous member; and the establishment of a formal appeals process, with a related Memorandum of Understanding (MOU) with Kwantlen Polytechnic University (KPU). Based on Education Policy Committee feedback, a statement on equity, diversity, and inclusion (EDI) was included in procedures. The policy is open for College feedback until January 19.

- At its December meeting, the committee debriefed the planning day sessions on anti-racism and EDI⁶ and started preliminary conversations on incorporating these considerations into the policy review process and guiding questions. There was no meeting in January.

c) Education Quality Committee

i) Curriculum Development (CD) Fund 2023/24 Guidelines

- T. Rowlett reported that \$400,000 in curriculum development funding is again available this year. The call for proposals has been sent out. As in previous years, scheduled program renewals will receive at least \$5,000 in automatic funding. In addition to funding development of teaching and learning materials for online delivery, eligibility was expanded this year to all delivery modes; decisions on funding will consider the impact of proposed projects. The costing template for CD proposals needs to be finalized. The Centre for Teaching, Learning and Research is hosting a workshop on January 17.

8. RESEARCH PROJECT REPORT

a) Courageous Dialogues: Building Capacity to Transcend Polarization in Civil Society

- N. Mandryk explained that in conversation with the interim Research Ethics Board (REB) Chair, the idea arose of expanding the regular research report to include updates on research activities at VCC. This particular project fits well with the question of how to make space for difficult conversations at EdCo.
- A. Korens presented on this three-year project in collaboration with Selkirk College and Capilano University. The first year included a literature review and survey. The goal is to identify and disseminate information on interventions and tools to bridge divides in polarized conversations. More information on the project is posted on the [Selkirk website](#), including an annotated [bibliography](#).
- As part of the project, a community learning circle is starting at VCC. The sessions at VCC are limited to faculty and staff, but similar sessions at the other participating institutions are open to community members as well. There was a discussion about other organizations working in this space, such as Braver Angels in the US.

9. CHAIR REPORT

- N. Mandryk announced the upcoming by-election to fill two vacant seats on EdCo, the Student Success faculty seat and one Downtown student seat. Exact dates for the by-election are to be determined.
- The appeals working group met last week; this group is continuing work around appeals following the dissolution of the Appeals Oversight Standing Committee in December.
- N. Mandryk will meet with T. Rowlett and D. McMullen to discuss expedited governance pathways for curriculum.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on February 14, 2023, 3:30-5:30 p.m., via Zoom.
- The meeting was adjourned at 5:13 p.m.

Natasha Mandryk
Chair, VCC Education Council

Communication to Education Council regarding the ASL-Deaf Studies Certificate (VCC) and Sign-Language Interpreting Diploma (Douglas College)

I am sending this communication to keep you apprised of preliminary conversations that have occurred between Douglas College and Vancouver Community College. These conversations commenced in response to Douglas College's communicated intentions to suspend the Fall 2023 intake of the Sign-Language Interpreting Diploma program, due to unsustainably low enrolment numbers. The purpose of these conversations was to explore options to better ensure the ongoing sustainability of the Sign Language Interpreting Diploma, which is currently the only offering west of Toronto. The urgency of these communications was also to explore what options might exist to ensure the delivery of a fall 2023 intake of the Sign Language Interpreting Diploma. Both Douglas College and Vancouver Community College understand the importance of this program, and its need within the community, and are committed to finding a solution that will ensure it continues to be offered in British Columbia.

Pursuant to these ends, Douglas College has apprised student, faculty and staff in their Sign Language Interpreting Diploma program of their intention to seek the advice of their Education Council at the next Education Council meeting on Monday February 13th, 2023. This advice will be on the educational merits of a proposal to transfer the curriculum and operations of the Sign Language Interpreting Diploma Program (SLI), currently offered in the Faculty of Applied Community Studies (FACS), to Vancouver Community College (VCC). Program transfer would include a recommendation to the Douglas College Board to withdraw the SLI Diploma credential. This recommendation follows the aforementioned issues with program sustainability experienced by Douglas College over the past several years, along with the recommendations of both a 2009 Provincial Study and a 2017 Comprehensive Program Review that suggested a closer alignment (and even co-location) of the ASL/Deaf Studies Certificate and the Sign-Language Interpreting Diploma program. Following is some of the context that will be provided to Education Council for Douglas College:

“Context and rationale for the proposal:

- 1) Douglas College's Sign Language Interpreting program is an unaccredited two-year Diploma which includes practicum/experiential learning.**
- 2) Vancouver Community College currently offers a 10 month American Sign Language (ASL)/Deaf studies certificate program that is pre-requisite for admission to the Douglas College SLI. Roughly, eighty percent of students accepted into Douglas SLI are graduates of VCC's ASL/Deaf Studies.**
- 3) The Douglas College Sign Language Interpreting program struggles with weak enrolments which resulted in the suspension of student intakes for the Fall of 2018 and Fall of 2023.**
- 4) Low enrolments and high attrition mean that, on average, half as many students have graduated from SLI as there are seats in the program (i.e., when intakes have not been suspended).**
- 5) VCC's ASL/Deaf Studies program similarly struggles with enrolments. Historically, VCC offered 3 sections of ASL/Deaf Studies annually, each comprised of 18 students. In 2008 VCC restructured to offer 2 sections of 16 students. In F2022 just one section of 16 students was enrolled at VCC.**
- 6) A Provincial Review of ASL/Deaf Studies and Interpreter Education in BC (2009) and a Comprehensive Program Review of the Douglas College Sign Language Interpretation Program**

(2017) contain compelling recommendations for much greater collaboration between the VCC and Douglas College programs -- or co-location of the programs at one institution.

As noted in the 2009 Provincial Study:

- a. *“There appears to be a considerable difference in program educational philosophies, academic expectations for students, and philosophies regarding working with the deaf/HH communities, between the two programs. There is a need to discuss openly these differences so that students may possibly make better transitions between the two programs.*
- b. *“Closer professional relationships between the two programs will create an expanded professional expertise available to both programs, and the opportunity to share expertise and resources between the two programs.*
- c. *“There should be clear communications about the program expectations for the VCC certificate program and how the outcomes relate to the program expectations of the Douglas College program.*
- d. *“Closer ties between the programs, including potential instructional exchanges, could facilitate mutual understanding and provide synergy with the development of ASL Deaf studies and interpreter education, and provide greater variety of ASL language models to both programs.”*

Similarly, it is our intention to seek the advice of our Education Council at the next meeting of our Education Council on Tuesday February 14th, 2023. This advice would be in relation to our intention to receive the Sign Language Interpreting Diploma program from Douglas College, with the intention of delivering the Fall 2023 intake as well as the Fall 2024 intake, while we work with the department, and our community partners and licensing bodies to build a combined credential(s) that can more sustainably meet the needs of Deaf community and the sign language interpreting profession. This represents the first step of what will be a number of consultations with faculty, staff, students, program advisory committees, WAVLI, and other community partners in the coming weeks as we look to ensure the ability to deliver the fall 2023 intake of the Sign Language Interpreting Diploma. We greatly appreciate your patience as we look to conduct this urgent and accelerated process in as collaborative a manner as possible.

Sincere regards,

David Wells, MA JD (he/him)
Vice President Academic & Applied Research
Vancouver Community College

Vancouver Community College (VCC) is located on the ancestral and unceded homeland of the x^wməθk^wəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and sə́ilwətaʔt̓ (Tsleil-Waututh) Nations who have been stewards of this land from time immemorial, and on whose lands we are privileged to live, work, and learn.



VCC 203-24 Enrolment Plan

Part 1. VCC Enrolment Plan by School

This includes:

- Final FTE for previous fiscal years; 2017-18 to 2021-22.
- 2022-23 Budgeted Registrations from Budget Draft 2 data file from March 2022.
- 2022-23 Actual Enrolment and FTE as of January 20, 2023, Domestic and International.
- 2023-34 Budgeted Enrolment and FTE, Domestic and International. FTE calculated using Budget Draft 1 data as updated in Banner.

Part 2. VCC Enrolment Plan by School by ORG Code (Program)

This includes:

- 2022-23 Budgeted Registrations from Budget Draft 2 data file from March 2022.
- 2022-23 Actual Enrolment and FTE as of January 20, 2023, Domestic and International.
- 2023-34 Budgeted Enrolment and FTE, Domestic and International. FTE calculated using Budget Draft 1 data as updated in Banner.

Notes:

- ✚ Budgeted Registrations are section projected totals from Banner, representing potential enrolments.
 - ✚ Budgeted FTE calculated using section projected totals where the freeze/census date of the section falls within the stated fiscal year.
 - ✚ Budgeted totals for each School will include International FTE's where sections (CRN's) have projected International totals.
 - CIN School includes International cohorts only.
 - ✚ ORG is as assigned to the course or CRN by the Registrar's Office and is subject to change during the scheduling process.
 - ✚ Not all enrolment totals are included in the budgeting process, i.e., LINC program
 - ✚ Actual totals are as of January 20, 2023 and does not represent the entire 2022-23 fiscal year.
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PART 1.

2023-24 Enrolment Plan - Draft 1

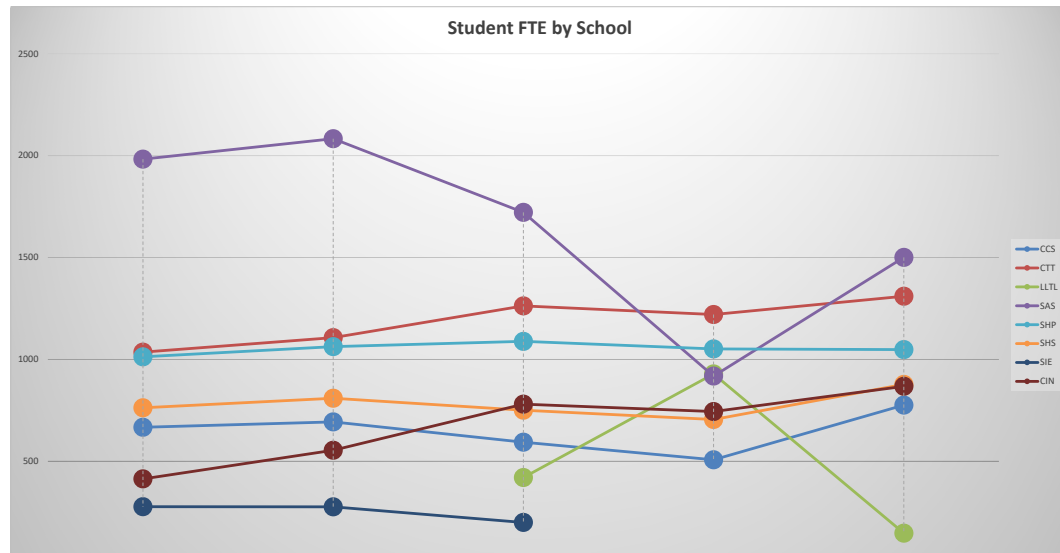
Total Student FTE by School			Final FTE by School by Year					2022-23*							2023-24						
			2017-18	2018-19	2019-20	2020-21	2021-22	Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget	Actual FTE*			Budgeted Registrations			Budgeted FTE		
									Domestic	International	Total		Domestic	International	Total	Domestic	International	Total	Domestic	International	Total
CCS	5,4,6	Centre for Continuing Studies	666.80	693.01	593.64	507.02	775.42	9,454	4,950	3,499	8,449	89%	458.52	329.65	788.17	5,803	5,367	11,170	480.29	525.96	1,006.25
CTT	2,6	Trades, Technology & Design	1,035.42	1,106.48	1,262.28	1,220.25	1,309.68	8,551	5,811	3,441	9,252	108%	772.02	432.05	1,204.07	6,803	3,925	10,728	790.63	436.36	1,226.99
LLTL	3,6	Library, Language, Teaching & Learning ⁷			419.66	928.25	146.97	2,002	1,286	99	1,385	69%	120.54	7.27	127.81	1,662	0	1,662	151.18	0.00	151.18
SAS	3,6	Arts and Sciences	1,982.27	2,082.84	1,721.50	917.66	1,500.13	10,836	10,986	628	11,614	107%	1,405.29	47.09	1,452.38	12,705	346	13,051	1,345.21	28.81	1,374.01
SHP	2,6	Hospitality, Food Studies & Applied Business	1,012.38	1,062.14	1,088.38	1,050.97	1,047.64	14,128	5,123	7,810	12,933	92%	525.04	751.82	1,276.86	5,812	8,721	14,533	648.66	841.34	1,490.00
SHS	4	Health Sciences	762.46	809.37	750.05	704.75	876.95	9,217	10,472	137	10,609	115%	851.81	10.36	862.17	9,678	135	9,813	750.23	11.20	761.43
SIE	6	Instructor Education ⁸	276.77	275.80	199.29																
CIN		International Education	413.06	554.06	780.01	743.57	867.47	10,569	27	12,693	12,720	120%	2.80	1,153.56	1,156.36	0	16,659	16,659	0.00	1,433.17	1,433.17
Grand total - includes all activity except budgeted totals which exclude LINC			6,149.17	6,583.71	6,814.83	6,072.47	6,524.25	64,757	38,655	28,307	66,962	103%	4,136.02	2,731.80	6,867.82	42,463	35,153	77,616	4,166.19	3,276.84	7,443.03

*as of January 20, 2023

1. FTEs are allocated in this report to Schools in order to reflect department performance. FTEs for government reporting are allocated by student major/program.
2. Contributes to ITA target.
3. Contributes to AVED ABE/ESL/ASE targets - Budget does not include LINC.
4. Contributes to AVED Health target.
5. Continuing Studies has programs that contribute to AVED and Health Targets. Not included in the Budget process.
6. Contributes to AVED target.
7. LLTL was new in 2019-20 and not active during the 2020-21 budget process. ESL moved back to SAS.
8. SIE moved to LLTL

2022-23 FTE Ministry Targets
(as at July 22, 2022 Funding Letter)

AVED Total	AVED Target	6,657
AVED Priority Seats		
Developmental		
Adult Basic Education		
English as a Second Language		
Adult Special Education		
3 Subtotal- Developmental	990	
4 Health		
Bachelor of Science in Nursing	129	
Licensed Practical Nurse	210	
Health Care Assistant	108	
Health Care Assistant ESL	28	
Acute Care for Health Care Assistant	12	
Health Care Assistant Partnership Pathway (one-time)	72	
Medical Laboratory Assistant	24	
Allied Health	354	
Subtotal- Health	937	
Technology-Related program expansion		
Computer Systems Technology (Diploma)	40	
Subtotal -AVED Priority Seats	1,967	
6 AVED not-Targeted (does not include ITA)	4,690	



2023-24 Enrolment Plan - Draft 1

		2022-23*							2023-24						
		Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget	Actual FTE*			Budgeted FTE			Budgeted Registrations		
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
School of Trades, Technology & Design															
4110	⁶ Electronics Repair Technology	30	35	344	379	1263%	3.00	31.70	34.70	4.00	56.00	60.00	44	607	651
4202	⁶ Jewellery Art & Design	352	337	32	369	105%	36.00	3.26	39.26	34.05	2.34	36.39	349	23	372
4203	⁶ Drafting	1,596	1,010	989	1999	125%	61.78	58.90	120.68	87.62	77.64	165.26	1,483	1,304	2,787
4301	² Automotive Collision Repair	460	478	0	478	104%	50.79	0.0	50.79	63.63	0.00	63.63	600	0	600
4303	² Automotive Service Technician	686	701	0	701	102%	56.68	0.0	56.68	53.08	0.00	53.08	650	0	650
4304	² Heavy Duty/Commercial Transport	1,628	1,139	0	1139	70%	30.95	0.0	30.95	49.94	0.00	49.94	1,854	0	1,854
4314	² Auto Collision Apprentice	112	79	0	79	71%	79.00	0.0	79.00	88.00	0.00	88.00	88	0	88
4316	² Automotive Tech Apprenticeship	182	182	0	182	100%	182.00	0.0	182.00	182.00	0.00	182.00	182	0	182
4322	² Auto Paint - Apprentice	14	9	0	9	64%	9.00	0.00	9.00	10.00	0.00	10.00	10	0	10
4324	² Auto Glass - Apprenticeship	14	10	0	10	71%	10.00	0.00	10.00	10.00	0.00	10.00	10	0	10
4326	² AST Apprenticeship - Online	16	60	0	60	375%	60.00	0.00	60.00	16.00	0.00	16.00	16	0	16
4328	⁶ Auto Serv Tech Diploma Intl		0	2	2		0.00	0.27	0.27						
4329	⁶ Transportation Trades Sampler	42	101	0	101	240%	6.14	0.00	6.14	10.27	0.00	10.27	168	0	168
4430	⁶ Visual Comm Design Diploma	1,145	480	707	1187	104%	31.43	45.84	77.27	29.20	51.64	80.84	454	802	1,256
4702	⁶ Computer Systems Tech Diploma	1,029	543	334	877	85%	38.85	24.03	62.88	36.17	20.93	57.10	525	303	828
5202	² Hairstyling	640	176	546	722	113%	46.69	139.79	186.48	41.65	120.90	162.55	165	478	643
5215	² Hair Design -Satellite Prgrms	75	90	0	90	120%	23.70	0.00	23.70	16.00	0.00	16.00	67	0	67
5219	² Hair Apprenticeship	14	0	0	0	0%			0.00	35.00	0.00	35.00	35	0	35
5221	⁶ Esth-Skin 7 Body Non-ITA	516	91	487	578	112%	22.11	128.26	150.37	24.03	106.92	130.95	103	408	511
A295	⁶ Mohawk Mat Hndlg 4.0 0621-0123		25	0	25		1.25	0.00	1.25						
A301	⁶ Access to Tech CSTP/DH 02-0322		6	0	6		1.07	0.00	1.07						
A318	ASTH YIT SD46 Sep6'22-Feb1'23		123	0			10.08	0.00	10.08						
A319	ASTH YIT SD41 Sep6'22-Jun29'23		136	0			11.50	0.00	11.50						
Total Trades, Technology & Design		8,551	5,811	3,441	9,252	108%	772.02	432.05	1,204.07	790.63	436.36	1,226.99	6,803	3,925	10,728

*as of January 20, 2023

1. FTEs are allocated in this report to departments in order to reflect department performance. FTEs for government reporting are allocated by student major/program.
2. **Contributes to ITA target**
3. Contributes to AVED ABE/ESL/ASE targets - Budget does not include LINC
4. Contributes to AVED Health target.
5. Continuing Studies has programs that contribute to AVED and Health Targets. Budgeted based on Actuals of prior year and are not based on projected calculations.
6. **Contributes to AVED target.**

2023-24 Enrolment Plan - Draft 1

		2022-23*							2023-24								
		Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget to	Actual FTE*			Budgeted FTE			Budgeted Registrations				
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total		
School of Arts and Sciences																	
1901	³ Visually Impaired Adult Program	50	50	0	50	100%	6.08	0.00	6.08	6.78	0.00	6.78	53	0	53		
1902	³ Deaf & Hard of Hearing	123	141	1	142	115%	11.61	0.04	11.65	15.41	0.00	15.41	179	0	179		
1903	³ Community & Career Education	350	373	0	373	107%	34.15	0.00	34.15	34.03	0.00	34.03	351	0	351		
1909	³ CCED Part Time Courses	33	37	0	37	112%	11.63	0.00	11.63	10.39	0.00	10.39	33	0	33		
1951	⁶ ASL and Deaf Studies	448	301	0	301	67%	18.95	0.00	18.95	29.31	0.00	29.31	468	0	468		
1952	⁶ ASL and Deaf Studies - Part time	96	78	1	79	82%	20.79	0.27	21.06	28.80	0.00	28.80	108	0	108		
2001	³ Access to Careers & Education	164	19	0	19	12%	2.43	0.00	2.43	18.03	0.00	18.03	128	0	128		
2003	³ ABE Intermediate Youth	104	81	0	81	78%	9.44	0.00	9.44	12.24	0.00	12.24	102	0	102		
2004	³ College & Career Access	1,488	998	0	998	67%	124.20	0.00	124.20	163.29	0.00	163.29	1,304	0	1,304		
2005	³ Basic Education	228	238	0	238	104%	45.23	0.00	45.23	27.89	0.00	27.89	253	0	253		
2006	³ CF - Humanities	194	147	0	147	76%	20.90	0.00	20.90	21.75	0.00	21.75	174	0	174		
2007	³ CF - Mathematics	390	299	0	299	77%	40.18	0.00	40.18	64.19	0.00	64.19	480	0	480		
2008	³ CF - Science	841	603	2	605	72%	77.39	0.26	77.65	98.29	0.00	98.29	801	0	801		
2013	⁶ Associate of Arts Degree									2.00	0.00	2.00	20	0	20		
2016	⁶ UT Humanities	864	920	64	984	114%	92.00	6.40	98.40	82.40	3.20	85.60	824	32	856		
2017	⁶ UT Mathematics	405	412	70	482	119%	41.20	7.00	48.20	42.80	8.50	51.30	428	85	513		
2018	⁶ UT Science	815	858	18	876	107%	108.68	2.40	111.08	103.60	1.27	104.87	815	10	825		
2019	³ ABE Lab	0	41	0	41		5.02	0.00	5.02	5.07	0.00	5.07	40	0	40		
2022	⁶ UT Engineering	102	76	6	82	80%	7.60	0.60	8.20	7.40	0.00	7.40	74	0	74		
2023	⁶ UT Computing Science&Software	88	63	31	94	107%	6.30	3.10	9.40	11.20	8.20	19.40	112	82	194		
2026	⁶ VR and AR	0	9	19	28		1.28	3.08	4.36	0.71	0.71	1.41	8	8	16		
3350	³ LINC	0	1,673	0	1,673		296.27	0.00	296.27	224.93	0.00	224.93	1,782	0	1,782		
3366	³ ESL Pathways	2,884	2,524	0	2,524	88%	357.16	0.00	357.16	250.43	0.00	250.43	2,754	0	2,754		
4204	⁶ Music	869	630	74	704	81%	37.78	5.07	42.85	46.47	0.00	46.47	805	0	805		
4206	⁶ Music Degree	238	185	42	227	95%	15.07	3.50	18.57	18.20	0.00	18.20	217	0	217		
4208	⁶ Dance Diploma	62	34	50	84	135%	2.00	3.01	5.01	2.93	1.73	4.67	52	30	82		
4209	⁶ Dancing Diploma - Arts Umlerla		186	250	436		9.02	12.36	21.38	16.67	5.20	21.87	340	99	439		
A325	³ Gateway to PS Jan-Jun'23		10	0	10		2.93	0.00	2.93								
Total Arts and Sciences		10,836	10,986	628	11,614	107%	1,405.29	47.09	1,452.38	1345.21	28.81	1,374.01	12,705	346	13,051		

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		2022-23*							2023-24								
		Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget to	Actual FTE*			Budgeted FTE			Budgeted Registrations				
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total		
School of Library, Language, Teaching & Instruction																	
1500	⁶ Provincial instructor Diploma	1,876	1,188	3	1,191	63%	111.20	0.27	111.47	136.27	0.00	136.27	1,516	0	1,516		
1531	⁶ Trades Instructor		1	96	97		0.04	7.00	7.04	4.67	0.00	4.67	64	0	64		
1535	⁶ Online/eLearning Instruction	126	44	0	44	35%	5.54	0.00	5.54	10.25	0.00	10.25	82	0	82		
A315	⁶ BC Hydro - PIDP 3210 Jun'22		13	0	13		1.63	0.00	1.63								
A317	⁶ LNG Canada		30	0	30		2.13	0.00	2.13								
A320	⁶ BC Hydro PIDP Oct 2022		10	0	10		0.00	0.00	0.00								
Total Instructor Education		2,002	1,286	99	1,385	69%	120.54	7.27	127.81	151.18	0.00	151.18	1,662	0	1,662		

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2023-24 Enrolment Plan - Draft 1

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			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
School of Hospitality, Food Studies & Applied Business															
4601	⁶ Legal Administrative Assistant	324	218	0	218	67%	21.20	0.00	21.20	27.08	0.00	27.08	278	0	278
4602	⁶ Medical Office Assistant 15/16	520	489	0	489	94%	37.94	0.00	37.94	39.19	0.00	39.19	510	0	510
4607	⁶ Executive Assistant	10	26	0	26	260%	2.60	0.00	2.60	0.00	0.00	0.00	0	0	0
4614	⁶ Admin Professional 1 & 2	938	790	194	984	105%	69.63	17.06	86.69	79.13	14.50	93.63	900	164	1,064
4615	⁶ Medical Transcriptionist	220	161	1	162	74%	9.43	0.06	9.49	11.59	0.00	11.59	198	0	198
4820	⁶ Accounting Diploma	522	28	672	700	134%	2.50	60.30	62.80	24.00	102.00	126.00	266	1,133	1,399
4830	⁶ Marketing Technology Diploma	760	27	863	890	117%	2.50	77.30	79.80	11.50	111.50	123.00	129	1,238	1,367
5301	² Baking & Pastry Arts	1,344	1,320	138	1,458	108%	74.56	7.97	82.53	96.38	1.50	97.88	1,398	21	1,419
5305	² Baking Apprenticeship	40	12	0	12	30%	12.00	0.00	12.00	36.00	0.00	36.00	36	0	36
5406	² Culinary Arts - Satellite Program	480	453	0	453	94%	57.15	0.00	57.15	59.37	0.00	59.37	458	0	458
5410	² Culinary Arts (Blended)	3,999	894	2,187	3,081	77%	97.80	258.06	355.86	101.26	264.17	365.43	879	2,092	2,971
5501	² Asian Culinary Arts	250	244	26	270	108%	18.33	1.97	20.30	16.67	1.67	18.33	220	22	242
5701	⁶ Hospitality Management	3,863	211	3,326	3,537	92%	18.80	293.00	311.80	26.50	331.00	357.50	300	3,766	4,066
5702	⁶ Hospitality Management App Deg	758	164	403	567	75%	14.60	36.10	50.70	12.00	15.00	27.00	132	165	297
5703	Hospitality Diploma Int'l									0.00	0.00	0.00	0	120	120
5708	² Culinary Arts Apprenticeship	100	86	0	86	86%	86.00	0.00	86.00	108.00	0.00	108.00	108	0	108
Total Hospitality, Food Studies & Applied Business		14,128	5,123	7,810	12,933	92%	525.04	751.82	1,276.86	648.66	841.34	1,490.00	5,812	8,721	14,533

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		Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget	Actual FTE*			Budgeted FTE			Budgeted Registrations		
			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
School of Health Sciences															
4610	⁴ Health Unit Coordinator	423	413	0	413	98%	34.13	0.00	34.13	45.69	0.00	45.69	537	0	537
5002	⁴ Resident Care Attendant ESL	180								13.23	0.00	13.23	180	0	180
5004	⁴ Practical Nursing	2,339	2,135	0	2,135	91%	148.37	0.00	148.37	148.44	0.00	148.44	2,258	0	2,258
5005	⁴ Pharmacy Technician	445	447	0	447	100%	43.40	0.00	43.40	46.36	0.00	46.36	409	0	409
5017	⁴ Access to Practical Nursing	302	382	0	382	126%	18.54	0.00	18.54	30.61	0.00	30.61	518	0	518
5019	⁴ Success in Practical Nursing	0	10	0	10		0.39	0.00	0.39						
5031	⁴ Baccalaureate Nursing	1,327	1,357	0	1,357	102%	117.91	0.00	117.91	106.97	0.00	106.97	1,338	0	1,338
5076	⁴ Occup/Physical Therap Assist	490	552	0	552	113%	47.28	0.00	47.28	44.36	0.00	44.36	515	0	515
5078	⁴ LPN Bridging to BSN	96	95	0	95	99%	19.92	0.00	19.92	20.00	0.00	20.00	96	0	96
5101	⁴ Dental Hygiene	360	344	0	344	96%	37.39	0.00	37.39	40.87	0.00	40.87	370	0	370
5102	⁴ Dental Assisting	971	973	5	978	101%	56.00	0.28	56.28	59.98	0.00	59.98	1,094	0	1,094
5103	⁴ Dental Technology	263	158	128	286	109%	13.60	10.00	23.60	14.00	11.20	25.20	174	135	309
5104	⁴ Dental Reception Coordinator	320	392	0	392	123%	52.07	0.00	52.07	27.60	0.00	27.60	246	0	246
5106	⁴ Dental Radiography	20	43	0	43	215%	4.80	0.00	4.80	3.42	0.00	3.42	32	0	32
5115	⁴ Distance Dental Assisting	327	373	0	373	114%	19.07	0.00	19.07	22.77	0.00	22.77	381	0	381
5116	⁴ Health Care Assistant	786	860	1	861	110%	59.79	0.05	59.84	70.36	0.00	70.36	980	0	980
5117	⁴ Medical Lab Assistant	432	406	0	406	94%	45.19	0.00	45.19	48.00	0.00	48.00	432	0	432
5118	⁴ CCAH Part Time Programs	64	64	0	64	100%	6.41	0.00	6.41	6.93	0.00	6.93	64	0	64
5120	⁴ CDA Directed Studies DAST 1600	72	69	3	72	100%	0.81	0.03	0.84	0.63	0.00	0.63	54	0	54
A284	⁴ Access to BSN Supp Mar21-Dec22		217	0	217		33.25	0.00	33.25						
A288	⁴ HCA Pathways Apr 21-Jun 22		647	0	647		46.11	0.00	46.11						
A308	⁴ MLA - Ministry AEST May-Dec'22		205	0	205		22.68	0.00	22.68						
A309	⁴ HCA ESL Pathway Sep 22-Jun 23		330	0	330		24.70	0.00	24.70						
Total Health Sciences		9,217	10,472	137	10,609	115%	851.81	10.36	862.17	750.23	11.20	761.43	9,678	135	9,813

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			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total
Centre for International Education - sections with CIN school															
4110	Electronics Repair Technology	422	0	150	150	36%	0.00	15.00	15.00						
4305	Technical Training Access									0.00	4.33	4.33	0	140	140
4306	Auto Collision Refinishing Dip	1,585	0	1,365	1365	86%	0.00	101.02	101.02	0.00	107.17	107.17	0	1,468	1,468
4328	Auto Serv Tech Diploma Intl	737	0	721	721	98%	0.00	91.40	91.40	0.00	90.33	90.33	0	726	726
4801	Canadian Business Mgmt. Diploma	2,637	8	3,501	3509	133%	0.90	337.35	338.25	0.00	421.65	421.65	0	4,381	4,381
4811	Bus Project Mgmt PD Diploma	3,514	0	4,122	4122	117%	0.00	374.40	374.40	0.00	516.00	516.00	0	5,541	5,541
5122	Health Care Assistant Int'l		0	216	216		0.00	11.27	11.27	0.00	41.91	41.91	0	514	514
5302	Baking Intn'l 5 month program	250	0	252	252	101%	0.00	13.83	13.83	0.00	16.10	16.10	0	257	257
5306	Baking & Pastry - Artisan Int'l	612	0	607	607	99%	0.00	37.33	37.33	0.00	35.85	35.85	0	515	515
5410	Culinary Arts (Blended)	812	0	754	754	93%	0.00	83.26	83.26	0.00	89.83	89.83	0	832	832
5701	Hospitality Management	0	19	1,005	1024		1.90	88.70	90.60	0.00	110.00	110.00	0	1,250	1,250
5703	Hospitality Diploma Int'l									0.00	0.00	0.00	0	1,035	1,035
Total International Education		10,569	27	12,693	12,720	120%	2.80	1,153.56	1,156.36	0.00	1,433.17	1,433.17	0	16,659	16,659

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			Domestic	Intl	Total		Domestic	Intl	Total	Domestic	Intl	Total	Domestic	Intl	Total	
Continuing Studies⁵																
6022	⁶ Fashion Design	308	120	109	229	74%	8.37	7.19	15.56	11.82	6.24	18.06	198	93	291	
6023	⁶ Jewellery	11	37	1	38	345%	1.08	0.04		0.20	0.00	0.20	25	0	25	
6034	⁶ Cr Writng-now New Init Art&Des	8	26	4	30	375%	0.26	0.04	0.30	0.12	0.00	0.12	17	0	17	
6038	⁶ Bldg Mgr Residential	125	83	1	84	67%	4.54	0.07	4.61	0.31	0.00	0.31	111	0	111	
6046	⁶ Computers - City Centre	250	84	1	85	34%	0.90	0.00	0.90	0.00	0.00	0.00	53	0	53	
6052	⁶ Early Childhood Education	2,310	947	1,366	2313	100%	73.33	102.71	176.04	97.50	146.92	244.42	1250	1886	3136	
6060	⁶ Management Skills Supervisors	183	80	1	81	44%	3.50	0.04	3.54	1.67	0.00	1.67	40	0	40	
6064	⁶ Office & Admin CertificateProg	1,058	684	2	686	65%	35.04	0.16	35.20	50.73	0.00	50.73	1005	0	1005	
6065	⁶ Leadership Skills Certificate	312	90	0	90	29%	4.58	0.00	4.58	8.58	0.00	8.58	164	0	164	
6067	⁶ Paralegal Program	1,335	1,034	0	1034	77%	94.23	0.00	94.23	129.07	0.00	129.07	1417	0	1417	
6068	⁶ Small Business	137	3	0	3	2%	0.23	0.00	0.23							
6076	⁴ Allied Health	114	145	0	145	127%	11.22	0.00	11.22	3.05	0.00	3.05	77	0	77	
6082	⁴ Sterile Supply Room Aide	239	182	0	182	76%	86.03	0.00	86.03	80.48	0.00	80.48	183	0	183	
6089	⁶ Human and Social Services	589	13	0	13	2%	2.75	0.00	2.75	1.81	0.00	1.81	50	0	50	
6093	⁶ Counselling Skills	87	426	0	426	490%	40.00	0.00	40.00	51.19	0.00	51.19	537	0	537	
6108	⁶ Mandarin & Languages	50	5	0	5	10%	0.17	0.00	0.17							
6197	⁶ Fashion Merchandising	16	33	0	33	206%	2.43	0.00	2.43	3.09	0.00	3.09	42	0	42	
6199	Wedding & Event Management	34	0	0	0		0.00	0.00	0.00	1.25	0.00	1.25	15	0	15	
6222	⁶ Fashion Non-credit Courses		51	0	51		2.55	0.00	2.55	1.50	0.00	1.50	40	0	40	
6224	⁶ Compressed Natrual Gas (CNG)	90	11	0	11	12%	0.41	0.00								
6225	⁶ Technical and Creative Writing	346	77	0	77	22%	0.32	0.00	0.32	0.48	0.00	0.48	88	0	88	
6227	⁶ ECCE - Infant Toddler	125	237	331	568	454%	26.25	34.37	60.62	19.17	73.71	92.88	180	643	823	
6228	⁶ ECCE - Extra		20	2	22		1.50	0.25	1.75	0.00	0.00	0.00	60	0	60	
6245	⁶ LERN UGotClass	180	83	0	83	46%	2.14	0.00	2.14	2.90	0.00	2.90	123	0	123	
6255	⁶ Optician Diploma	1,547	0	87	87	6%	0.00	9.95		0.00	26.83	26.83	0	260	260	
6601	⁶ IT Operations		52	1,588	1640		4.34	174.70	179.04	6.00	272.27	278.27	72	2485	2557	
6650	⁶ CS Music		7	1	8		0.35	0.05	0.40	0.00	0.00	0.00	6	0	6	
A262	⁶ Gateway to PS 18/19/20		8	0	8		0.19	0.00	0.19							
A271	⁶ Acct Sources Community		86	5	91		20.82	0.08	20.90	8.67	0.00	8.67	30	0	30	
A292	⁶ AAST Sources		43	0	43		1.80	0.00	1.80							
A295	⁶ Mohawk Mat Hndlg 4.0 0621-0123		32	0	32		2.46	0.00	2.46							
A300	⁶ AAAB-CWRG		165	0	165		8.86	0.00	8.86							
A305	⁶ CICAN - SCA		50	0	50		16.66	0.00	16.66							
A312	⁶ CS Production Microcredential		36	0	36		1.21	0.00	1.21	0.69	0.00	0.69	20	0	20	
Total Continuing Studies		9,454	4,950	3,499	8,449	89%	458.52	329.65	788.17	480.29	525.96	1,006.25	5803	5367	11,170.00	

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VCC ACTIVE EDUCATION AGREEMENTS
updated February, 2023

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Arts & Sciences	Dance Diploma	Arts Umbrella	Affiliation agreement	May 18, 2010	Review annually in June	Joint collaboration of Dance Diploma
Arts & Sciences	Arts & Sciences	BC Transfer - System Wide Agreement on Arts & Sciences collaboration	MOA	April 1, 2012	ongoing	Collaborative learning across members of the BC Transfer System engaged in Arts & Sciences
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens Services	License agreement	October 1, 2018	October 1, 2023	License agreement for curricula titled "Communication for Accounting and Communication for Engineering"
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens Services	License agreement	March 31, 2014	March 31, 2019	License agreement for ESL Pathways curriculum
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens' Services	License Agreement	March 1, 2014	March 1, 2021	License agreement between Minister of Technology, Innovation and Citizens' Services and VCC for English Language program curriculum
Arts & Sciences	Basic Education & CCA	Ray-Cam	Letter of Agreement	September 1, 2017	June 2018	Delivery of literacy to fundamental level reading, writing and math
Arts & Sciences	UT Engineering	SFU	Transfer Agreement	June 1, 2014	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's Engineering Certificate
Arts & Sciences	UT Computing Science	SFU	Transfer Agreement	October 1, 2014	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's Computer Science & Software Systems Certificate
Arts & Sciences	UT Science Certificate	SFU	Transfer Agreement	September 1, 2018	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's University Transfer Science Certificate
Arts & Sciences	LINC	YMCA of Greater Vancouver	Letter of Understanding	April 1, 2016	March 2019	Collaboration between YMCA and VCC to enable use of services to meet new immigrant needs
Arts & Sciences	EAL	National Chung Cheng University, Taiwan	MOU	June 17, 2022	Jun-27	EAL Training for CCU faculty, admin and/or staff.
College-wide	General	Atlantic Technological University, Ireland	MOU	June, 2022	June, 2027	Strengthen, promote, and develop co-operation in education, training, research and development.
College-wide	General	Adler University	MOU	December 2017	December 2020	To explore partnership possibilities for students and employees that improve health, access to educational opportunities.

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
College-wide	General	BCIT	MOU	July 22, 2013	July 22, 2018	To foster applied research and research services cooperatively
College-wide	General	BCIT, SFU, VCC	MOU	March 2013	Ongoing	BCIT, SFU and VCC agree to work together to explore opportunities for collaboration and joint initiatives
College-wide	Dual credit	Burnaby School District 41 - dual credit	MOU	March 1, 2015	March 1, 2018	Dual credit programming
College-wide	Health field	Canada India Network Society, BCIT, VCC	MOU	July 2010	ongoing	collaboration between Canada and India in the health field
College-wide	Practicum placements	Douglas College	Agreement	February 22, 2016	February 21, 2021	Practicum placements
College-wide	Data analyst	Economic Modeling (Emsi)	Subscription Agreement	June 15, 2018	June 14, 2020	Access to Analyst - labour market data
College-wide	Business Management, Early Childhood, Hospitality Management	Griffith University	Articulation Agreement	February 1, 2009	February 28, 2022	Articulation agreement for Business Management, Early Childhood, Hospitality Management programs
College-wide	General	Hungkuang University, Taiwan	MOU	August 5, 2022	August 4, 2027	Academic/cultural exchange in education and research.
College-wide	General	Immigration, Refugees and Citizenship Canada (Government)	Contributin Agreement	August 29, 2018		Funding provided to VCC to deliver services to eligible clients.
College-wide	Expand educational pathways	Jeonju University, South Korea	MOU	June 8, 2018	June 7, 2020	Explore educational exchange between two institutes
College-wide	Expand educational pathways	Justice Institute of BC	MOU	March 1, 2015	February 1, 2020	Expand educational pathways
College-wide	Expand educational pathways	LaSalle College, Vancouver	MOU	June 20, 2018	June 20, 2020	Expand educational pathways
College-wide	Data collection	Ministry of Advanced Education	Agreement	2010	ongoing	Data collection and reporting processes for the Central Data Warehouse and Student Transitions Project
College-wide	Collaboration with AEST	Native Education College	Affiliation agreement	April, 2020	April, 2025	Collaboration with Ministry of Advanced Education.
College-wide	Agency grants and awards	Natural Sciences and Engineering Research Council of Canada (NSERC)	Agreement	January 1, 2013	March 31, 2018	Agreement on the administration of agency grants and awards by research institutions
College-wide	Agency grants and awards	Social Sciences and Humanities Research Council of Canada (SSHRC)	Agreement	January 1, 2013	March 31, 2018	Agreement on the administration of agency grants and awards by research institutions
College-wide	Expand educational pathways	Technological Higher Education Association, Ireland	MOU	June 1, 2017	Ongoing	Co-operation in education, training, research

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
College-wide	Operational	Translink Upass agreement	Agreement	2011		Upass agreement with Translink and PSEs
College-wide	Aboriginal Education	Vancouver School Board School District 39	Agreement	December 1, 2013	December 1, 2020	Cooperation agreement between VCC and VSB to pursue education for aboriginal youth - signed
College-wide	Dual credit	Vancouver School District 39 - dual credit	MOU	January 1, 2015	January 1, 2018	Dual credit programming
College-wide	Student Development	VCC Student Union (SUVCC)	MOU	January 1, 2018	December 31, 2022	Joint partnership to co-establish the Office of Ombudsperson
College-wide	Research Collaboration	Mohawk College of Applied Arts & Technology	Agreement	June 25, 2021	January 31, 2023	Future Skills Centre
Continuing Studies	Paralegal Diploma and Certificate program	Athabasca University	Articulation Agreement	May 14, 2007	agreement outdated, needs to be reviewed	Paralegal Certificate and Diploma programs
Continuing Studies	Counseling Skills & Substance Abuse Certificate programs	Athabasca University	Articulation Agreement	September 8, 2009	agreement outdated, needs to be reviewed	Transfer credit agreement for VCC Counseling Skills & Substance Abuse Certificate programs
Continuing Studies	Business Leadership & Management Certificate programs	BCIT	Articulation Agreement	January 1, 2010	agreement outdated, needs to be reviewed	Business Leadership & Management Certificate programs
Continuing Studies	Health	City Centre Cares Society	Affiliation agreement	September 7, 2021	07-Sep-26	Practicum placements
Continuing Studies	Paralegal Diploma	Royal Roads University (RRU)	MOU	March 1, 2022	February 28, 2027	Agreement of a block transfer from VCC to RRU
Continuing Studies	Samsung Training Certificate	Samsung Electronics Canada	MOA	May 10, 2016	May 1, 2019	VCC to deliver two specific Samsung courses (Measurements & Instrumentation in Samsung
Continuing Studies	Early Childhood Education	School District 74 Gold Trail	MOU & Affiliation Agreement	September 1, 2015	September 1, 2018	Dual credit programming - Early Childhood Education
Continuing Studies	Optician Diploma	Stenberg College International	Affiliation Agreement	2021	2026	VCC to deliver Optician Training based on Stenberg curriculum
Continuing Studies	MDRT	College of New Caledonia	Licensing Agreement	November 20, 2020	September 30, 2024	CNC licenses MDRT curriculum from VCC CS
Continuing Studies	Optician Diploma	Stenberg College International/Centre for Arts & Technology	Licensing Agreement	February 10, 2021	February 9, 2026	VCC licenses Stenberg curriculum to deliver the Optician Post-Degree Diploma
Continuing Studies	Foundations of Business (CS Leadership)	Online & Digital Education Academy (ODEA)	Licensing Agreement	April 26, 2021		VCC licences curriculum from ODEA to deliver the Foundations of Business course
Health Sciences	Copyright Agreement	National Dental Assisting Examining Board	Affiliation Agreement	effective 2004	ongoing	Copyright agreement to deliver National Dental Assisting Examining Board's Clinical Practice
Health Sciences	BScN program	University College of the Fraser Valley	Agreement	February 1, 2007	ongoing	UCFV grants right and license to VCC to use the program curriculum for the BScN program

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Occupational Physical Therapist Assistant	University of Northampton	Articulation Agreement	August 1, 2014	Expired	Articulation agreement for Occupational Physical Therapist program
Health Sciences	LPN Perioperative	Vancouver Coastal Health	MOA	April 18, 2016	Ongoing	Transfer LPN Perioperative curriculum ownership to VCC
Health Sciences	Health Care Assistant	Vancouver School Board School District 39	Affiliation agreement	January 1, 2016	Ongoing	Agreement to allowed up to 4 high schhol students to enter the Health Care Assostant program each year
Hospitality, Food Studies & Applied Business	Culinary Arts	ALMA - The International School of Italian Cuisine	MOU	January 1, 2023	December 31, 2026	To develop one or more educational projects in Italian cuisine to be carried out in part at VCC and in part at ALMA.
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Academy of Learning Career College/Global EduPreneur Group Inc.	Articulation Agreement	February 1, 2020	January 31, 2023	Articulation agreement.
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Royal Bridge College	Articulation Agreement	June 1, 2022	May 31, 2023	Articulation agreement.
Hospitality, Food Studies & Applied Business	Applied Business Technology (ABT) online collaborative program	BC Campus	MOU	April 1, 2016	Ongoing	Applied Business Technology (ABT) collaborative program
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Langley School District #35	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Maple Ridge/Pitt Meadows School District #42	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	North Vancouver School District #44	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Howe Sound School District #48	MOU	June, 2020	June. 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Mission School District #75	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Hospitality, Food Studies & Applied Business	Professional Cook 3	Institute of Technology, Tralee, Ireland	Articulation Agreement	June 1, 2018	Ongoing	Articulation agreement for VCC's Professional Cook 3 program and Institute of Technology, Tralee's Bachelor of Arts in Culinary Arts program
Hospitality, Food Studies & Applied Business	Culinary Arts	Korean Food Promotion Institute	Collaborative Agreement	October 1, 2018	February 1, 2019	Introduce working chefs and students to Korean Cuisine and Food Culture
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Granville College	MOU	February 4, 2021	February 4, 2024	MOU between VCC and Granville College.
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Cambria College	Articulation Agreement	March 1, 2021	February 28, 2024	Articulation agreement between Cambria College and VCC
Hospitality, Food Studies & Applied Business	Hospitality, Food Studies & Applied Business	Q College	MOU	February 1, 2020	January 31, 2023	MOU between VCC and Q College, Vernon
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Business & Hotel Management School	MOU	April 1, 2018	April 1, 2022	Diploma and Degree pathway
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Blue Mountains International Hotel Management School (BMIHMS)	Articulation Agreement	November 1, 2015	ongoing	Articulation agreement between BMIHMS and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Brighton College, Vancouver	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement for Hospitality Diploma courses
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Ilac International College	MOU	November 1, 2019	October 31, 2022	Diploma pathway
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Canada College	Articulation Agreement	November 1, 2019	October 31, 2022	Articulation agreement between VCC and Canada College
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Canada College	MOU	November 1, 2019	October 31, 2022	MOU between VCC and Canada College

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Oscar International College	Articulation Agreement	April 15, 2021	April 14, 2024	Articulation agreement between VCC and Oscar International College
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Canadian Tourism College	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement between VCC & CTC
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Eton College	Articulation Agreement	June 2013	ongoing	Transfer of Eton College students into 3rd year of Bachelor of Hospitality Management at VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Cornerstone College	Articulation Agreement	June 1, 2021	31-May-24	Articulation agreement between Cornerstone College and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Glion Institute of Higher Education (GIHE), International	Articulation Agreement	April 1, 2018	April 1, 2022	Articulation agreement between Glion (GIHE) and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Les Roches International School of Hotel Management, Switzerland	Articulation Agreement	January 1, 2016	January 1, 2021	Articulation agreement between Les Roches and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Royal Roads University (RRU)	MOU	March 1, 2022	February 28, 2027	MOU to block transfer from VCC to RRU
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Royal Roads University (RRU)	MOU	March 1, 2022	February 28, 2027	MOU to block transfer from VCC to RRU
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Western Community College	Articulation Agreement	April 1, 2019	April 1, 2022	Articulation agreement for Hospitality Diploma courses
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Western Community College	MOU	March 1, 2019	March 1, 2022	MOU to block transfer from WCC to VCC
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Red River College	Articulation Agreement	June 1, 2019	June 1, 2022	Articulation Agreement between VCC and RR
Hospitality, Food Studies & Applied Business	Diploma in Hospitality Management	Pacific Link College	Articulation Agreement	November 15, 2020	November 15, 2023	Articulation Agreement between VCC and PLC

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Hospitality, Food Studies & Applied Business	Accounting Diploma program	Greystone College	Articulation Agreement	December 1, 2021	November 30, 2024	Students will be granted credit for 5 courses in the Accounting Diploma program at VCC upon completion of Greystone College International Business Management Diploma.
Hospitality, Food Studies & Applied Business	Marketing Technology Diploma program	Greystone College	Articulation Agreement	December 1, 2021	November 30, 2024	Students will be granted credit for 4 courses in the Marketing Technology Diploma program at VCC upon completion of Greystone College International Business Management Diploma or Advanced Diploma in Business Admin
Hospitality, Food Studies & Applied Business	Accounting Diploma program	Greystone College	Articulation Agreement	December 1, 2021	November 30, 2024	Students will be granted credit for 6 courses in the Accounting Diploma program at VCC upon completion of Greystone College Advanced Diploma in Business Administration.
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Vancouver Premier College	Articulation Agreement	December 1, 2021	November 30, 2024	After completion of the 2-year program at Vancouver Premier College, students are eligible to enter semester 5 at (BHM) Vancouver Community College.
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Tamwood International College	Articulation Agreement	September 1, 2021	August 31, 2024	Students will be granted credit for 4 courses in the Hospitality Management Diploma at VCC upon completion of either Hospitality and Tourism Co-op Diploma or Esesntial Skill for Hospitality Service and Tourism Diploma Co-op at Tamwood International College.
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Tamwood International College	Articulation Agreement	September 1, 2021	August 31, 2024	Students will be granted credit for 3 courses in the Hospitality Management Diploma at VCC upon completion of either Hospitality and Tourism Certificate or Esesntial Skill for Hospitality Service and Tourism Certificate at Tamwood International College.
Hospitality, Food Studies & Applied Business	Hospitality Management Degree Program	Western Community College	Articulation Agreement	March 16, 2022	March, 2025	Articulation agreement for Bachelor of Hospitality Management Degree program
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Sprott Shaw College	Articulation Agreement	September 1, 2022	August 31, 2025	Articulation agreement for Hospitality Management Diploma program

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Indigenous Education	Culinary Arts Pre-Trades Foundation program	Ministry of Advanced Education (AVED)	Agreement	October 29, 2015	??	Shared cost arrangement between AVED and VCC
Library	Integrated Library Systems agreement	BCIT	MOU	not dated	Review annually	Integrated Library Systems agreement
School of Instructor Education	Provincial Instructor Diploma	BC Construction Safety Alliance	Service Agreement	January 1, 2014	Ongoing	Delivery of Train the Safety Trainer
School of Instructor Education	Provincial Instructor Diploma	BC Ferries	Service Agreement	Renewal pending		Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Canadian Society for Training and Development	MOU	January 1, 2015	ongoing	Development and delivery of two CSTD exam preparation online courses
School of Instructor Education	Provincial Instructor Diploma	College of the North Atlantic - Qatar (CNAQ)	Partnership Agreement	March 1, 2016	August 1, 2017	Partnership agreement between CNAQ and VCC
School of Instructor Education	Provincial Instructor Diploma	Goldcorp	Service Agreement	Renewal pending		Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Justice Institute of BC	Articulation Agreement	February 2, 2016	February 1, 2019	Articulation agreement between JIBC associate certificate and VCC PIDP
School of Instructor Education	Provincial Instructor Diploma	Nicola Valley Institute of Technology	Transfer Agreement	March 2009	ongoing	Transfer agreements between NVIT for delivery of Native Adult Education Diploma and VCC for PIDP
School of Instructor Education	Provincial Instructor Diploma	Northwest Community College	Articulation Agreement	August 1, 2016	August 1, 2019	Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Okanagan College	Articulation Agreement	March 1, 2016	March 1, 2020	Transfer of PIDP courses with Okanagan College's Learner Centred Instructor Certificate
School of Instructor Education	Provincial Instructor Diploma	Province of BC, Intellectual Property Program	License agreement	February 25, 2014	ongoing	License agreement between Province and VCC for the Provincial Instructor Diploma program curriculum
School of Instructor Education	Provincial Instructor Diploma	Selkirk College Teaching and Learning Institute	Articulation Agreement	April 1, 2018	March 31, 2020	Transfer of PIDP courses with Selkirk College Teaching and Learning Institute
School of Instructor Education	Provincial Instructor Diploma	SFU	Letter of Intent	August 1, 2016	Aug 2019	Delivery of SFU Master of Education cohorts 3 & 4 at VCC
School of Instructor Education	Provincial Instructor Diploma	Southern Alberta Institute of Technology	Transfer Agreement	July 1, 2016	June 30, 2021	Transfer agreements between SAIT courses and PIDP
School of Instructor Education	Provincial Instructor Diploma	Tribal Resources Investment Corporation	Education Service Agreement	January 1, 2018	December 31, 2018	Delivery of PIDP

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
School of Instructor Education	Provincial Instructor Diploma	University of Fraser Valley	Transfer Agreement	September 1, 2016	August 1, 2020	Transfer agreements between PIDP to UFV Bachelor of Adult Education
School of Instructor Education	Provincial Instructor Diploma	University of Victoria	Transfer Agreement	Sept, 2021	??	Transfer agreement UVIC Certificate in Adult Continuing Education and VCC's PIDP
Trades, Technology & Design	Automotive	Automotive Industries Association (AIA) Canada	MOU	July 1, 2016	July 1, 2018	Agreement between AIA Canada and VCC for use of I-CAR training material
Trades, Technology & Design	Heavy Mechanical	BCIT	MOU	June 1, 2014	June 1, 2044	Operation of the Annacis Island Campus
Trades, Technology & Design	Heavy Mechanical	BCIT	MOU	October 1, 2014	ongoing	MOU with respect to inter-institutional non-academic student codes of conduct
Trades, Technology & Design	Auto Collision and Refinishing	BMW Canada	MOU	September 18, 2016	September 18, 2018	Access to BMW online training materials
Trades, Technology & Design	Trades Education	Kwantlen University, University College of the Fraser Valley, VCC	MOU	2004	ongoing	Collaboration around Trades education
Trades, Technology & Design	Hair Design	L'Oreal	Contract	June 1, 2013	May 1, 2020	L'Oreal access to VCC Hair Salon
Trades, Technology & Design	NASKARZ ('Never Again Steal Karz')	Vancouver Police Department and Ray-Cam Community Center	Partnership / Contract	2006	requires annual renewal upon mutual agreement	Collaboration to provide auto trades training for youth at risk through a non-base funded contract with Ray-Cam
Trades, Technology & Design	Auto Collision and Refinishing	Surrey School District #36	MOU	April 1, 2019	March 31, 2024	Auto Collision Repair Tech (4301-ACSS), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Heavy Mechanical	Surrey School District #36	MOU	April 1, 2019	March 31, 2024	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Auto Collision and Refinishing	Delta School District #37	MOU	April 1, 2019	March 31, 2024	Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Richmond School District #38	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325),
Trades, Technology & Design	Automotive	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Auto Service Technician - Britannia (4326-AUSS), Auto Service Technician Foundation (4303)
Trades, Technology & Design	Heavy Mechanical	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Hair Design	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Hair Design VSB On Campus (5215)

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School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Trades, Technology & Design	Auto Collision and Refinishing	New Westminster School District #40	MOU	01-Apr-19	31-Mar-24	Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Burnaby School District #41	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301-ACSS), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Hair Design	Maple Ridge School District #42	MOU	01-Apr-19	31-Mar-24	Hair Design SRTS - off campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Automotive	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Auto Service Tech
Trades, Technology & Design	Heavy Mechanical	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Hair Design	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Hair Design - VSB On Campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	Greater Victoria School District #60	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	Saanich School District #63	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	Comox School District #71	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	North Okanagan School District #83	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Automotive	North Okanagan School District #83	Service Agreement	01-Apr-18	31-Mar-19	Auto Service Tech - High school Flex Learning
Trades, Technology & Design	Esthetics	Riverside College	MOU	06-Jun-19	21-May-22	Esthetics Certificate Program

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Aboriginal Life in Vancouver Enhancement Society	Affiliation Agreement	November 9, 2016	Ongoing	Practicum placements for VCC students
Health Sciences	Aboriginal Community Career Services Employment	Affiliation Agreement	January 29, 2018	Ongoing	Practicum placements for VCC students
Health Sciences	Action Based Care Nurse Consultants	Affiliation Agreement	April 6, 2017	Ongoing	Practicum placements for VCC students
Health Sciences	Aids Vancouver	Affiliation Agreement	June 22, 2015	ongoing	Practicum placements for VCC students
Health Sciences	AllStar Dental Lab	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Amica at Arbutus Manor	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Amica Edgemont Village	Affiliation Agreement	March 15, 2022	Ongoing	Practicum placements for VCC students
Health Sciences	Angel Care Dental	Affiliation Agreement	January 5, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	ARA Mental Health	Affiliation Agreement	March 30, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Augustine House	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Arum Dental Lab	Affiliation Agreement	July 5, 2021	Ongoing	Practicum placements for VCC students
Health Sciences	Baby Go Round	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Basic Income Canada Network	Affiliation Agreement	March 7, 2022	Ongoing	Practicum placements for VCC students
Health Sciences	Bayshore Home Health	Affiliation Agreement	July 13, 2012	ongoing	Practicum placements for VCC students
Health Sciences	BC Centre of Disease Control	Affiliation Agreement	November 21, 2016	Ongoing	Practicum placements for VCC students
Health Sciences	BC First Call - Toxins/Child Health	Affiliation Agreement	November 30, 2012	ongoing	Practicum placements for VCC students
Health Sciences	BC Poverty Reduction Coalition	Affiliation Agreement	April 6, 2017	ongoing	Practicum placements for VCC students
Health Sciences	BC Tiny House Collective	Affiliation Agreement	April 6, 2018	Ongoing	Practicum placements for VCC students

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School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Blenheim Lodge	Affiliation Agreement	June 20, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Britannia Community Services Centre	Affiliation Agreement	February 18, 2020	Ongoing	Practicum placements for VCC students
Health Sciences	Broadway Pentecostal Lodge	Affiliation Agreement	January 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Burnaby Dental Centre	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Canada Safeway Ltd.	Affiliation Agreement	December 21, 2010	ongoing	Practicum placements for VCC students
Health Sciences	Carnegie Community Centre	Affiliation Agreement	June 22, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Chartwell Langley Gardens Retirement Community	Affiliation Agreement	October 3, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Chartwell Crescent Gardens Retirement Community	Affiliation Agreement	March 28, 2022	Ongoing	Practicum placements for VCC students
Health Sciences	Cheam Village	Affiliation Agreement	June 1, 2018	ongoing	Practicum placements for VCC students
Health Sciences	Check Your Head	Affiliation Agreement	March 20, 2018	ongoing	Practicum placements for VCC students
Health Sciences	Chilliwack Society for Community Living	Affiliation Agreement	February 10, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Chown Adult Day Care	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Churchill House	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	City of Vancouver	Affiliation Agreement	08-Oct-21	Ongoing	Practicum placements for VCC students
Health Sciences	City Square Dental	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Clarendon Court	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Clear Dental (Dr. Gavin Forsyth Inc.	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Clover Hills Dental	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Coast Mental Health	Affiliation Agreement	December 17, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Courtyard Terrace	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Crown Dental Studio	Affiliation Agreement	January 22, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	DaVinci Dental Services	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Delta View Life Enrichment Centres Ltd.	Affiliation Agreement	July 2, 2018	ongoing	Practicum placements for VCC students
Health Sciences	Developmental Disabilities Association	Affiliation Agreement	December 17, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Directions Youth Services	Affiliation Agreement	June 21, 2019	ongoing	Practicum placements for VCC students
Health Sciences	Downtown Eastside Neighbourhood House	Affiliation Agreement	March 24, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Downtown Eastside Women's Centre	Affiliation Agreement	July 3, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Dr. D.L. Sam Inc.	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Dr. John A. Shacklock Inc.	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Dr. Peter AIDS Foundation	Affiliation Agreement	June 5, 2019	ongoing	Practicum placements for VCC students
Health Sciences	Dunbar Community Center	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Evelyn Saller Centre	Affiliation Agreement	April 11, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Fischer Denture Clinic	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Forensic Psychiatric Services	Affiliation Agreement	October 1, 2009	ongoing	Practicum placements for VCC students
Health Sciences	Fraser Health	Affiliation Agreement	March 8, 2018	08-Mar-23	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Fraserside Community Services Society	Affiliation Agreement	March 13, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	George Derby Centre	Affiliation Agreement	July 18, 2014	ongoing	Practicum placements for VCC students
Health Sciences	German -Canadian Care Home	Affiliation Agreement	January 23, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Gordon Neighbourhood House	Affiliation Agreement	December 11, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Greater Vancouver Community Services Society	Affiliation Agreement	March 21, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Haro Park Assisted Living	Affiliation Agreement	June 5, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Hastings Community Centre	Affiliation Agreement	November 23, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Hawthorne Seniors Care Community	Affiliation Agreement	March 3, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Hay River Health & Social Services Authority (Out of Province)	Affiliation Agreement	January 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Health Home Care Society of BC	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Health Promotion Canada - BC Chapter	Affiliation Agreement	March 16, 2020	ongoing	Practicum placements for VCC students
Health Sciences	Hello Cool World	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Inspire Dental Group	Affiliation Agreement	January 2, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Integral Dental Lab	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Interior Health Authority	Affiliation Agreement	September 2, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Kensington Square Dental	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Kin Village Court	Affiliation Agreement	June 1, 2012	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Kitsilano Neighbourhood House	Affiliation Agreement	September 29, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Kitsilano Neighbourhood House	Affiliation Agreement	September 29, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Kiwassa Neighbourhood House	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Kopernik Lodge	Affiliation Agreement	October 17, 2018	ongoing	Practicum placements for VCC students
Health Sciences	Laurel Place Holdings Ltd	Affiliation Agreement	March 21, 2014	ongoing	Practicum placements for VCC students
Health Sciences	LifeLabs BC	Affiliation Agreement	September 1, 2022	31-Aug-25	Practicum placements for VCC students
Health Sciences	Little Mountain Place	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Livable Income Vancouver	Affiliation Agreement	November 2, 2018	ongoing	Practicum placements for VCC students
Health Sciences	Lookout Emergency Aid Society	Affiliation Agreement	July 1, 2016	2021-06-30 (Expired)	Practicum placements for VCC students
Health Sciences	Lynn Valley Care	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Master Dental Solution Ltd.	Affiliation Agreement	05-Jul-21	Ongoing	Practicum placements for VCC students
Health Sciences	McCreary Centre Society	Affiliation Agreement	March 31, 2020	ongoing	Practicum placements for VCC students
Health Sciences	McLaren Housing Society of BC	Affiliation Agreement	18-Jun-21	Ongoing	Practicum placements for VCC students
Health Sciences	Metro Vancouver Alliance	Affiliation Agreement	December 6, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Mid Main Dental	Affiliation Agreement	January 3, 2023	ongoing	Practicum placements for VCC students
Health Sciences	Milieu Children & Family Services	Affiliation Agreement	June 28, 2019	ongoing	Practicum placements for VCC students
Health Sciences	Morgan Heights Dental Centre	Affiliation Agreement	January 3, 2023	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Motivation, Power & Achievement Society	Affiliation Agreement	April 1, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Mount Pleasant & Neighbour House	Affiliation Agreement	December 9, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Native Courtworker and Counselling Association of BC (NCCABC)	Affiliation Agreement	October 31, 2014	ongoing	Practicum placements for VCC students
Health Sciences	New Vista Society	Affiliation Agreement	January 19, 2015	ongoing	Practicum placements for VCC students
Health Sciences	North Shore Disability Resource Centre Community Housing and Inclusion	Affiliation Agreement	August 2, 2022	ongoing	Practicum Placement for VCC students
Health Sciences	Northcrest Care Centre	Affiliation Agreement	March 1, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Northern Health Authority	Affiliation agreement	June 1, 2020	31-May-25	Practicum placements for VCC students
Health Sciences	Office of the Chief Medical Examiner (Out of Province)	Affiliation Agreement	April 1, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Orthotec Dental Laboratories	Affiliation Agreement	05-Jul-21	Ongoing	Practicum placements for VCC students
Health Sciences	Pacific Association of First Nations Women	Affiliation Agreement	29-Mar-21	ongoing	Practicum placements for VCC students
Health Sciences	Pacific Community Resources Society	Affiliation Agreement	September 30, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Pediatric Dental Group	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Phoenix Society	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	PHS Community Services Society	Affiliation Agreement	June 27, 2018	ongoing	Practicum placements for VCC students
Health Sciences	Pinegrove Place Care Home	Affiliation Agreement	March 1, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Portland Hotel Society	Affiliation Agreement	March 18, 2014	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Possibilities Association of BC	Affiliation Agreement	July 9, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Premium Denta Lab	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Protec Dental Lab	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Providence Health Care	Affiliation agreement	June 15, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Provincial Health Services Authority	Affiliation agreement	October 31, 2010	ongoing	Practicum placements for VCC students
Health Sciences	Ray-Cam Co-operative Centre	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	REACH	Affiliation Agreement	January 3, 2023	ongoing	Practicum placements for VCC students
Health Sciences	Reach Community Centre	Affiliation Agreement	March 11, 2018	ongoing	Practicum placements for VCC students
Health Sciences	Robertshaw Dental Laboratory Ltd.	Affiliation Agreement	05-Jul-21	Ongoing	Practicum placements for VCC students
Health Sciences	Rosemary Heights Seniors Village	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Rosewood Manor	Affiliation Agreement	February 11, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Seymour Health Centre	Affiliation Agreement	01-Nov-21	Ongoing	Practicum placements for VCC students
Health Sciences	Shanto Dental	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Skydental Ceramics	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	South Granville Senior's Centre	Affiliation Agreement	March 30, 2022	Ongoing	Practicum Placement for VCC students
Health Sciences	Smile Dental Lab	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Sobeys National Pharmacy Group	Affiliation Agreement	October 19, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Solaris Dental Design	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Solo Dental	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	St. James Community Services Society	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	St. Joseph's General Hospital	Affiliation Agreement	September 19, 2016	September 19, 2021	Practicum placements for VCC students
Health Sciences	St. Jude's Anglican Home	Affiliation Agreement	June 9, 2016	ongoing	Practicum placements for VCC students
Health Sciences	St. Michael's Centre Hospital Society	Affiliation Agreement	October 8, 2021	Ongoing	Practicum placements for VCC students
Health Sciences	Strathcona Health Society	Affiliation Agreement	February 28, 2017	ongoing	Practicum placements for VCC students
Health Sciences	SUCCESS Multi-Level Care Society	Affiliation Agreement	October 8, 2021	ongoing	Practicum placements for VCC students
Health Sciences	Sullivan Heights Dental	Affiliation Agreement	January 3, 2023	ongoing	Practicum placements for VCC students
Health Sciences	Supreme Dental Lab	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Surrey Urban Mission	Affiliation Agreement	June 13, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Swedish Assisted Living Residence	Affiliation Agreement	December 21, 2015	ongoing	Practicum placements for VCC students
Health Sciences	The Bloom Group	Affiliation Agreement	July 9, 2013	ongoing	Practicum placements for VCC students
Health Sciences	The Dental Group at Central City	Affiliation Agreement	January 3, 2023	ongoing	Practicum placements for VCC students
Health Sciences	The Fair Haven United Church Homes	Affiliation Agreement	May 31, 2012	ongoing	Practicum placements for VCC students
Health Sciences	The Gathering Place	Affiliation Agreement	December 11, 2012	ongoing	Practicum placements for VCC students
Health Sciences	The Governing Council of the Salvation Army in Canada	Affiliation Agreement	January 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	The Kettle Friendship Society	Affiliation Agreement	January 8, 2013	ongoing	Practicum placements for VCC students
Health Sciences	The Louis Brier Home and Hospital	Affiliation Agreement	October 2, 2014	ongoing	Practicum placements for VCC students
Health Sciences	The Ottawa Hospital (Out of Province)	Affiliation Agreement	May 1, 2003	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Thunder Bay Regional Hospital (Out of Province)	Affiliation Agreement	September 1, 2003	ongoing	Practicum placements for VCC students
Health Sciences	Tooth Booth Dental	Affiliation Agreement	January 3, 2023	Ongoing	Practicum placements for VCC students
Health Sciences	Travel Medicine & Vaccination Centre	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Triage Shelter	Affiliation Agreement	June 19, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Union Gospel Mission	Affiliation Agreement	January 4, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Unity Dental	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	University of Victoria	Affiliation Agreement	September 1, 2009	ongoing	Practicum placements for VCC students
Health Sciences	Valley Medical Laboratories	Affiliation Agreement	November 19, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Vancouver Board of Education SD#39	Affiliation Agreement	April 5, 2018	Ongoing	Practicum placements for VCC Dental Hygiene & CDA students
Health Sciences	Vancouver Coastal Health Authority	Affiliation Agreement	October 1, 2018	September 30, 2023	Practicum placements for VCC students
Health Sciences	Vancouver Island Health Authority	Affiliation Agreement	April 1, 2018	March 31, 2023	Practicum placements for VCC students
Health Sciences	Vancouver Native Health Society	Affiliation Agreement	February 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Vancouver Resource Society	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	VCC McGregor Child Care Centre	Affiliation Agreement	March 23, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Vetech Dental Lab	Affiliation Agreement	January 22, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Villa Cathy Care Home Society	Affiliation Agreement	April 12, 2019	ongoing	Practicum placements for VCC students
Health Sciences	Watari Counselling & Support Services Society	Affiliation Agreement	November 20, 2013	ongoing	Practicum placements for VCC students
Health Sciences	West 9th Dental	Affiliation Agreement	January 3, 2023	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences
Updated February, 2023**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	West Coast Seniors Housing Management- Maple Ridge Seniors Village 3 LLP	Affiliation Agreement	26-Nov-21	26-Nov-23	Practicum placements for VCC students
Health Sciences	West Coast Seniors Housing Management - Rosemary Heights Seniors Village 3 LLP	Affiliation Agreement	26-Nov-21	26-Nov-23	Practicum placements for VCC students
Health Sciences	Westch Dental Lab	Affiliation Agreement	January 8, 2019	Ongoing	Practicum placements for VCC students
Health Sciences	Whitehouse General Hospital (Out of Province)	Affiliation Agreement	September 1, 2007	ongoing	Practicum placements for VCC students
Health Sciences	Women's Information Safe House Drop-in Centre (WISH)	Affiliation Agreement	November 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Yaletown	Affiliation Agreement	January 24, 2014	ongoing	Practicum placements for VCC students
Health Sciences	YMCA	Affiliation Agreement	May 5, 2022	ongoing	Practicum placements for VCC students
Counseling	SFU				Department to provide agreement
Counseling	UBC				Department to provide agreement
Counseling	Alder Institute				Department to provide agreement

**International Education Agreements
Updated February, 2023**

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Details of Agreement
International Education	Facilitate admission of qualified students	International Language Academy of Canada (ILAC)	MOU	September 1, 2011	To facilitate admission of qualified students from ILAC to VCC academic programs
International Education	Facilitate admission of qualified students	International Language School of Canada (ILSC)	MOU	August 1, 2011	To facilitate admission of qualified students from ILSC to VCC academic programs
International Education	General	International Language Academy of Canada (ILAC)	MOU	April 24, 2022	Meeting VCC's admission requirements
International Education	General	ILSC Education Group	MOU	April 23, 2022	Meeting VCC's admission requirements



DECISION NOTE

DATE: February 14, 2023

PREPARED FOR: Education Council

ISSUE: Request for suspension of the Teaching Online Certificate

BACKGROUND:

The Teaching Online Certificate (TOC) was first offered by the School of Instructor Education (SIE) in April of 2021 and replaced the Online/eLearning Instruction Certificate (ONEL), which went through a formal renewal in 2019/2020. The TOC is an 18-credit certificate and has a maximum completion time of five years.

The School of Instructor Education would like to suspend the Teaching Online Certificate in accordance with *Policy C.3.3 Suspension and/or Discontinuance of Programs*. The policy states “if the department and Dean agree on a recommendation to suspend or discontinue a program, a Feasibility Report is not required. A proposal with supporting rationale will be submitted to Education Council for advice to the Board, and the Board will make the final decision.”

DISCUSSION:

The TOC has not attracted sufficient enrolment to warrant being a separate certificate (7 applicants in 2022). One course in the TOC has never yet had enough registrants to be offered. Despite being open for enrolment for nearly two years, the program has not attracted enough interest to make it a viable option for students or for the College to offer in a consistent manner.

However, the courses in the TOC can be taken as electives in the Provincial Instructor Diploma (PIDP) and two of the three courses have been popular electives. There is a strong desire from PIDP students for online learning training as part of the PIDP. Online teaching has become a normal mode of teaching particularly in the past few years and the SIE feels these outcomes should be covered in the PIDP rather than in a separate certificate.

As students have five years to complete the TOC, we would prefer that this suspension happen as soon as possible.

We would like, however, to continue to offer the courses within the TOC (EDUC 4250, EDUC 4251, EDUC 4252) until these new courses be redesigned as part of the PIDP.

RECOMMENDATION

That Education Council recommend the Board of Governors suspend the Teaching Online Certificate program, effective March 29, 2023. The SIE will work to create courses in the PIDP that cover the outcomes in the TOC and create a plan for current TOC students to complete their studies.

PREPARED BY:

Tannis Morgan, AVP Academic Innovation
Karen Brooke, Department Head, School of Instructor Education

Concept Paper: Automotive Parts and Service Management

Name of Program:

Automotive Parts and Service Management

School/Centre:

Trades, Technology & Design

Credential Level:

Diploma

Anticipated Start Date:

September 2024

If this is a joint educational offering, name of **other institution (refer to affiliation agreement policy C.3.10)**:

PART 1: CONCEPT

Purpose and Context

1. Describe in detail the program's goals and objectives, including a list of the occupations or roles that graduates will be prepared for.

The goal of the automotive parts and service management diploma program is to provide students with the knowledge and skills needed to succeed in a variety of roles within the automotive industry, including parts and service management, parts sales and service, and customer service.

The objectives of the program would include:

- Developing a strong understanding of automotive systems, including engines, transmissions, brakes, and electrical systems
- Developing skills in parts and service management, including inventory management, cost control, and customer service
- Providing a foundation in business operations, including financial management, marketing, and human resources
- Enhancing communication skills and customer service abilities
- Providing hands-on learning experiences through field trips and guest lectures from industry experts

Upon completion of the program, graduates would be prepared for the following occupations or roles:

- Parts and Service Manager: responsible for overseeing the parts and service departments at an automotive dealership or repair shop
- Parts Sales and Service Representative: responsible for selling and ordering parts, as well as providing customer service
- Customer Service Representative: responsible for interacting with customers, answering questions, and handling complaints in an automotive dealership or repair shop.

2. Explain how this program aligns to the principles and priorities as indicated in the College's integrated, departmental, or ministerial planning documents. Identify how the program supports VCC's mission and core values.

The automotive parts and service management program would align with the principles and priorities of Vancouver Community College (VCC) in several ways:

- **Relevance:** The automotive industry is a major contributor to the economy in British Columbia, and there is a high demand for skilled professionals in this field. By offering an automotive parts and service management program, VCC would be providing a relevant and in-demand program that meets the needs of the local community.
- **Innovation:** The program could incorporate innovative teaching techniques, such as hands-on learning experiences, virtual reality, online learning and guest lectures from industry experts, to provide students with a well-rounded education.
- **Inclusivity:** The program could be designed to be accessible to students from a variety of backgrounds, including online and in-person delivery options and support services for students with disabilities.
- **Collaboration:** The program could be developed in partnership with local automotive dealerships and industry organizations, providing students with valuable real-world experience and networking opportunities.

In terms of VCC's mission and core values, an automotive parts and service management program would support:

- The mission of providing students with the skills and knowledge needed to succeed in their chosen careers
- The core value of excellence, by providing a high-quality education that meets the needs of the local community and industry
- The core value of innovation, by incorporating innovative teaching techniques and learning experiences into the program
- The core value of inclusivity, by making the program accessible to students from a variety of backgrounds and providing support services.

3. How does this program relate to and/or support other programs at VCC?

An automotive parts and service management program at Vancouver Community College could potentially support or be supported by other programs in a number of ways.

For example, the program may require students to take courses in business management or marketing in order to gain a broader understanding of how to run a successful automotive parts and service business. Additionally, the program may work closely with other technical programs at the college, such as the automotive service technician program, in order to provide students with the necessary skills to properly service and maintain vehicles.

The program could also potentially collaborate with other programs in the college on projects or events, such as hosting guest speakers or hosting workshops for students in other programs. Overall, an automotive parts and service management program at Vancouver Community College could work closely with a variety of other programs in order to provide students with a well-rounded education and prepare them for careers in the automotive industry.

Needs Assessment

4. What educational need is this program intended to meet?

The automotive parts and service management diploma is designed to meet the educational needs of individuals who are interested in pursuing a career in the automotive industry, specifically in the areas of parts and service management.

In this role, individuals are responsible for managing the inventory, sales, and distribution of automotive parts, as well as overseeing the service and repair of vehicles. This can include tasks such as managing staff, tracking inventory, maintaining budgets and financial records, and ensuring that vehicles are repaired and serviced correctly and efficiently.

An automotive parts and service management diploma program can provide students with the knowledge and skills they need to succeed in this type of role, including courses in automotive systems and technology, business management, and customer service. This type of program can be beneficial for individuals who are looking to enter the automotive industry or for those who are already working in the field and want to advance their careers.

5. What evidence is there of labour market, professional or community demand for graduates?

There is strong evidence of demand for individuals with training in automotive parts and service management. Automotive businesses rely on skilled professionals to manage their inventory, sales, and distribution of parts, as well as oversee the service and repair of vehicles. The automotive parts and service management diploma program would provide students with a comprehensive education in this field, covering topics such as automotive systems and technology, business management, and customer service. According to WorkBC NOC 621 (includes the jobs listed above), has 12230 projected jobs in the lower mainland needed between now and 2031.

- According to the latest data from Statistics Canada, the automotive industry in British Columbia employs over 80,000 people, making it a significant contributor to the province's economy.

- Within this industry, there is a growing need for professionals with strong management skills to oversee parts and service departments.
- A recent survey of automotive dealerships in the province found that more than 60% of respondents identified a lack of qualified candidates for parts and service management positions as a major challenge

The development of the automotive parts and service management diploma program would also provide several benefits to the college and the community. It would allow the college to meet the demand for skilled professionals in the automotive industry, while providing students with the opportunity to pursue a fulfilling and in-demand career. Additionally, the program could potentially attract a diverse group of students, including those who are looking to enter the automotive industry and those who are already working in the field and want to advance their careers.

Overall, the development of a automotive parts and service management diploma program would be a valuable investment for the college and the community, meeting a significant educational need and providing students with the skills they need to succeed in the automotive industry.

6. What evidence is there of student demand for the program?

Overall, VCC's automotive programs are in strong demand both in the domestic and international market. This development and offering of a program of this type has been requested by both AST and ACR PAC members consistently over the last 4 years. The international education department has indicated that this program would be in high demand.

Competitive Analysis

7. Which related programs are available in the Lower Mainland and/or on-line: how do they compare in terms of focus, intended outcomes, length, cost and size?

BCIT only offers a single course AUTO 3160, related to automotive parts and service management. There are no other program offered of this type in the lower mainland,

8. Is there an existing articulation committee for the program? Is this committee recognized by the British Columbia Council on Admissions & Transfer (BCCAT)?

No, there is no existing committee.

Student Profile

9. Who are your target students (age, gender, educational background, work experience)? Where do they come from (recent high school graduates, mature students, transfers from

other institutions)? Are there other characteristics applicants should have that you identify as important?

Target students would be individuals working in the automotive industry wanting to move into a different role, new high school graduates, and international students looking for a program that will result in direct employment.

There are several characteristics that would be ideal for a student wanting to earn an automotive parts and service management diploma:

- Strong problem-solving skills: Automotive systems can be complex, and an ability to troubleshoot and solve problems is essential in this field.
- Attention to detail: Accuracy and attention to detail are important in the automotive industry, particularly when it comes to ordering and handling parts and managing inventory.
- Customer service skills: As an automotive parts and service manager, you may be interacting with customers on a regular basis, so strong customer service skills are important.
- Communication skills: The ability to effectively communicate with team members, customers, and industry professionals is crucial in this field.
- Organizational skills: Managing an automotive parts and service department requires strong organizational skills to keep track of inventory, orders, and customer requests.
- Interest in the automotive industry: A genuine interest in cars and how they work can be helpful in this field, as it may be more enjoyable to work in an area that interests you.

10. How do you plan to recruit or attract these students?

Students would be recruited through existing VCC recruitment channels as well as VCC's automotive industry partners and international education department.

11. Is this type of program traditionally or historically underrepresented in specific cohort groups (e.g., gender and/or age imbalance, Indigenous)? How will the program address any equity issues or systemic barriers?

This type of program will typically appeal to those interested in automotives. This can vary across demographics, but efforts will be made to encourage equity deserving groups to participate and be supported by the College.

Quality

12. List all accreditations, affiliations or articulations for this program. Are you exploring any block transfer agreements?

We will explore transfer agreements with SAIT and Centennial.

13. Is there an existing PAC/CEG for this program? What are your plans for engaging in discussion with industry, business or program-related professional groups?

There is no existing PAC, however AST, ACT and HMT PAC members may consider joining.

14. Explain how current faculty are qualified to deliver the program. If they are not qualified, how will this issue be addressed?

New faculty will be hired to deliver this program. Some existing AST faculty with experience as parts and service managers may want to apply to teach in this program.

15. Describe how the program incorporates work experience, practicum, clinical practice, etc. (if applicable).

Work experience opportunities can be provided by existing industry connections.

Admission, Delivery, and Design

16. What is the expected length of the program (in months/years)? How many intakes are you expecting per year? How many students per intake?

This is a traditional two year 60 credit diploma program with 20-3 credit courses.

17. Identify pathways for students to and from your program. This could include potential courses or programs that will prepare students for your program, or programs your student will be able to apply for after completion.

Students from the AST, ACR, and HMT programs would be at a potential advantage in this program as they may already be familiar with some of the operations of parts and service departments.

18. Will the structure of the program allow for full-time, part-time, evening, weekend, on-line, mixed-mode delivery methods, or a combination of any of these? (Identify each as appropriate).

The program will be full time week days with some blended learning where appropriate

19. Will the structure of the program allow for multiple entry and exit points? If there are multiple entry points, please specify requirements for each.

No, the only exit point will be the diploma.

Operational Needs

20. Are there any large costs expected as part of the delivery or development of this program? Have you started discussing potential needs with the appropriate area? Consider the following areas in particular: Facilities: new classrooms/labs/computer labs,

significant renovations, space for instructors/staff, weekend delivery, etc.; IT: new hardware (e.g. computer lab), software or licenses, etc.; Human Resources: need for new instructor or program support staff, etc.; Library: research intensive program that requires significant library resources (databases, journals, etc.); Marketing: information about planned program and anticipated implementation date so the new program becomes part of their workplan.

No large costs are expected for this program as the majority of the learning objectives can be achieved in regular classrooms at the VCC Broadway Campus

21. What resources are needed to develop the program and its curriculum (curriculum development funds, release time, project manager, etc.)?

It would be ideal to have some curriculum development money to put toward this project, however more detailed development can be done once the program is launched by hiring faculty a couple months early

22. What would be the impact (program quality, ability to market program, development time) on program implementation or development if the money isn't available for these large scale needs?

Program quality will be lesser without curriculum development money. There are no large scale needs at this time, however a large amount of potential revenue from a new market will be lost by delaying implementation.

Phase In/Phase Out Plan

23. For existing programs that are being substantially changed (and are therefore treated as 'new programs' in development), describe in detail the phase in/phase out of new/old versions of the program (teach outs):

The program will be scaled up based upon market demand and availability of instructors.

PART 2: INITIAL BUSINESS CASE

Work with the Finance Department to develop a Business Case and financial projections. This must include: tuition/fees revenue or other sources of funding and costs; an estimate of capital required for classroom/lab renovations, IT and equipment if needed for the delivery of the new program; and a 4 year projection on tuition, fees, and other revenue, and expected operating (direct and indirect) and capital costs.

What is the source of funding for this program?

The source of funding for this program is domestic and international tuition and fees. Initial model shows a loss, however with more refinement and the understanding that the overhead costs are much higher than needed to support this program it will result in substantial additional revenue for the College.

Automotive Parts and Service Management Diploma

Anticipated Start Date: Sept 2024

Scenarios	New Program
Tuition per credit per student - International	
Tuition per student - International	\$39,000
Tuition per credit per student - Domestic	\$ 0
Tuition per student - Domestic	\$ 0
No. of Intakes	1
No. of students per intake - Domestic (projected)	0.0
No. of students per intake - International (proj)	24
Total students (with X FTE attrition) - Domestic	0
Total students (with X FTE attrition) - International	22
Student FTE - Domestic	0.0
Student FTE - International	26.4
Student FTE - Total	26.4
Duration - instructor months	23
Duration - instructional programming days	360
Other days	0
Department head release days	90
Duty days per year	180
Instructor FTE required per intake	2.50
Number of credits	60
Tuition Fee per Credit -Domestic	0
Tuition Fee per Credit - International	650
Support Staff FTE	1.00
Operational costs	\$ 10,000
Revenue per credit per student	\$ 552
Cost per credit per student	\$ 587
Revenue per student	\$ 33,127
Cost (breakeven tuition fee) per student	\$ 35,237
Breakeven tuition fee per credit per student	\$ 587
Tuition fees per student - Domestic	\$ 0
Tuition fees per student - International	\$ 32,500

Revenue

Projected Tuition revenue -Domestic	\$	-
Projected Tuition revenue - International	\$	858,000
Projected Tuition revenue -Other Fees	\$	16,549
Total revenue (projected)	\$	874,549

Instructor

Salary (step 1)	\$	275,808
Benefits (27%) (FY2324)	\$	71,710
Total instructor costs	\$	347,517

Support Staff

Salary	\$	62,081
Benefits (30%)	\$	18,624
Total support staff costs	\$	80,706

Total labour cost \$ **428,223**

Operational costs

Operational Expenses	\$	10,000
Curriculum Renewal	\$	66,150
Intl Student Agency Fees	\$	128,700
Total operational costs	\$	204,850

Indirect student support

Indirect student support	\$	297,171
Total indirect student support	\$	297,171

Total expenditures \$ **930,245**

Net contribution to VCC overhead / (Deficit) \$ **(55,696)**

Net contribution to VCC overhead / (Deficit) **-6.4 %**

Gross Margin Income Statement

Gross margin breakeven tuition per student	\$ 16,600
Minimum number of students to cover gross margin	14
Minimum number of students to cover direct + indirect	14
Minimum number of students to cover all costs	22



INFORMATION NOTE

PREPARED FOR:	Education Council
DATE:	February 14, 2023
ISSUE:	Policies approved for College Feedback: F.1.2 Ethics and Integrity in Research and Scholarly Activity F.1.3 Conflict of Interest Related to Research (to be rescinded)

BACKGROUND:

Policy and procedures F.1.2 Ethics and Integrity in Research and Scholarly Activity underwent a scheduled full review. The revised version aligns with the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#), which was updated since the last policy review in 2017.

The review process included research on other institutions' policies, and revisions draw on University of the Fraser Valley (UFV) and Kwantlen Polytechnic University (KPU) policy.

Some of the key changes include

- Establishment of a clear, detailed process and timelines for handling allegations of misconduct to ensure timely resolution
- Expanded definition of research misconduct, adapted from UFV Responsible Conduct of Research and Scholarship and the Government of Canada Model Policy on Scientific Integrity 7.8 Responsible Conduct of Research
- Requirement to follow First Nations Principles of Ownership, Control, Access, and Possession (OCAP) for data collected by, on, or from Indigenous communities
- Merged content from policy F.1.3 relating to conflict of interest in research

The external scan indicated that institutions generally do not have separate policies on conflict of interest in research.

Accordingly, content from policy F.1.3 Conflict of Interest Related to Research was merged into both F.1.2 Ethics and Integrity in Research and Scholarly Activity and F.1.1 Ethical Conduct for Research Involving Humans policy and procedures, and the proposal is to rescind policy F.1.3.

DISCUSSION:

Education Policy Committee discussed the policies at its February 8, 2023 meeting. No substantive edits were requested.

The committee also reviewed the slightly revised draft of policy F.1.1 Ethical Conduct for Research Involving Humans, with merged content from policy F.1.3 related to conflict of interest in research. As

these changes were minor and drafts of F.1.1 policy and procedures were only recently posted for College feedback, it was agreed not to send this policy for a second round of feedback.

F.1.2 Ethics and Integrity in Research and Scholarly Activity and F.1.3 Conflict of Interest Related to Research (to be rescinded) will be posted for College feedback from February 9 to March 2, 2023.

PREPARED BY: Sarah Kay, Chair, Education Policy Committee

DATE: February 8, 2023



POLICY

Title	Ethics and Integrity in Research and Scholarly Activity
Policy No.	F.1.2
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	September 27, 2017; April 5, 2013
Effective Date	Draft January 25, 2023

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) is committed to supporting, promoting, and developing processes that ensure the highest standards of ethics and integrity in research and scholarly activity.

This policy designates responsibility for maintaining these standards; and specifies processes for addressing allegations of, and a timely response to, misconduct related to ethics and integrity in research and scholarly activity.

SCOPE AND LIMITS

VCC expects all those conducting research and scholarly activity under the auspices of the College (researchers, faculty, students, technical assistants, administrators, etc.) to adhere to the principles and processes articulated in this policy and accompanying procedures.

STATEMENT OF POLICY PRINCIPLES

1. The College expects that all research and scholarly activities will be conducted with the highest level of integrity and ethics.
2. The Vice-President Academic & Research (or delegate) is responsible for promoting integrity in research and supporting educational activities on research and research practices.
3. Researchers are responsible for maintaining the highest level of integrity and ethics while conducting research and scholarly activity.
4. The College will establish a fair unbiased and timely process for investigating and responding to allegations of misconduct in research.
5. Misconduct while undertaking research and scholarly activity is unacceptable and may be cause for disciplinary action or sanctions.

DEFINITIONS

Conflict of Interest: A situation in which a researcher's/investigator's personal or financial interests are in conflict or perceived to conflict with the College's interests or mission, or with the proper performance of the employee's job duties, responsibilities, or obligations. A conflict of interest may be actual, potential, or perceived. A perceived conflict of interest can be as

detrimental as an actual conflict of interest as such actions similarly undermine or compromise public confidence in the College or the College's trust in the employee's ability to discharge work responsibilities and obligations.

Research and Scholarly Activity: *Research* and *scholarly activity* refer to an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. Scholarly activity includes research and pilot studies; the dissemination of new knowledge through such means as publications, presentations, and exhibitions; and the application of new knowledge in professional practice and student learning. Scholarly activity also includes creative activities designed to further artistic endeavour.

Researcher/Investigator: The terms *researcher* and *investigator* are used interchangeably for the purposes of this policy; *researcher/investigator*, for the purposes of this policy, means an individual—a VCC employee (faculty, staff and/or administrators at VCC), student, or other—either paid or volunteering to conduct research or scholarly activity at or through the College.

Research Misconduct: Misconduct in research refers to conduct that deviates from that which is acceptable within the scholarly community, and includes, but is not limited to:

- a. Plagiarism (i.e. presenting and using another's published or unpublished work, as one's own, without appropriate referencing and, if required, without permission);
- b. Fabrication (ie. making up data, source material, methodologies or findings, including graphs and images);
- c. Conflict of scholarly interest such as opposing the publication or compromising the work of another author, particularly in the publications and review forums, for the purposes of benefiting oneself directly or indirectly;
- d. Failure to comply with College policies and procedures with respect to research and scholarly activity;
- e. Failure to recognize the substantive intellectual contributions of all collaborators by including in publications and reports those collaborators and no others;
- f. Failure to comply with College policies on conflict of interest or intellectual property rights;
- g. Using unpublished work of other scholars and researchers without permission and/or due acknowledgement;
- h. Using research funds in a manner that is not consistent with the terms and conditions under which those funds were received;
- i. Failure to obtain all required approvals for research involving humans, or failure to conduct research in accordance with prescribed protocols;
- j. Failure to use archival material in accordance with the rules of the archival source;
- k. The use of materials and concepts obtained through confidential processes such as manuscript review or funding applications without prior written permission of the author;
- l. Failure to disclose any conflict of interest, financial or other, to the College, journals, funding agencies, or those requesting opinions;
- m. Failure to maintain guarantees of confidentiality to research participants subject to the limits prescribed by law;
- n. The use of redundant publications (i.e. the re-publication of one's own previously published work or part thereof, or data, in any language, without adequate acknowledgement of the source, or justification);

- o. The destruction of research records, be they one's own or of another's research data or records, to specifically avoid the detection of wrongdoing;
- p. Using grant or award funds for purposes inconsistent with the policies of the funder; contravening funder financial policies; or providing incomplete, inaccurate or false information on documentation.

RELATED LEGISLATION & POLICIES

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#)

Policies

- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information & Protection of Privacy (FOIPPA)
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.9 Records Management
- D.4.3 Student Non-Academic Conduct
- D.4.5 Academic Integrity
- F.1.1 Ethical Conduct for Research Involving Humans

RELATED PROCEDURES

- F.1.2 Ethics and Integrity in Research and Scholarly Activity



PROCEDURES

Title	Ethics and Integrity in Research and Scholarly Activity
Policy No.	F.1.2
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	August 31, 2022; September 27, 2017; April 5, 2013
Effective Date	Draft January 25, 2023

APPROPRIATE CONDUCT IN RESEARCH AND SCHOLARLY ACTIVITY

Researchers must engage in appropriate conduct by ensuring that they:

1. Engage in culturally sensitive practices of research with scholarly and scientific rigour, through all stages of the work: planning, obtaining, recording, analyzing, storing, reporting, and publishing data or results.
2. Recognize substantive contributions of all collaborators (including students); use unpublished work of other researchers and scholars only with permission and with due acknowledgement; and use archival materials in accordance with the rules of the archival source.
3. Include in the authorship of published work all those who have materially contributed to and share responsibility for the concepts of the publication, and only those persons.
4. Use information, concepts or data as permitted by author(s) and licensing agreements.
5. Seek and obtain approval from the VCC Research Ethics Board (REB) before engaging in any research involving humans (unless exempted under the Vancouver Community College Policy F.1.1, Ethical Conduct for Research Involving Humans), and comply fully with the approved research protocols.
6. Comply with VCC operational and financial terms of research grants and/or contracts awarded to a researcher.
7. Disclosing as early as possible in writing to the sponsors of the research project, VCC and other institutions, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decision on whether the researcher should be asked to review manuscripts or applications, test products, or be permitted to undertake work sponsored from outside sources.
8. Voluntarily and immediately disclose in writing to the Research Ethics Board (REB), any conflict of interest, including material financial interest in a company that contracts with VCC to undertake research, particularly research involving the company's products: including ownership, substantial stock holding, directorship, significant honoraria, or consulting fees, but does not include minor stock holdings in a large publicly traded company.

ATTRIBUTION OF AUTHORSHIP

9. Authorship implies significant intellectual contributions to the work which, when recognized, must include people who have materially contributed to and share responsibility for content.
10. Students will be given the appropriate recognition for authorship or collection of data in any publication.

HANDLING OF RESEARCH DATA

11. Research is conducted and data are acquired in different manners. In the case of collaborative work, all members of the research team are responsible for ensuring proper acknowledgement of each team member when the data is released in any form.
12. All data collected by, on or from Indigenous communities must follow the First Nations Principles of Ownership, Control, Access and Possession (OCAP).
13. A complete set of all original research data must be securely retained by the principal researcher for the time specified by the VCC Record Retentions Schedule following the completion of the research or as required by law, whichever is longer. Data collected under the principles of OCAP are an exception to this.
14. Data must be securely stored and if in digital format must be password protected and held on a Canadian server to ensure data sovereignty.

ALLEGATIONS OF RESEARCH MISCONDUCT

15. Allegations of misconduct in research may be made by any person(s) within or outside the College. Anonymous allegations will not be investigated.
16. Allegations must be in writing, dated and signed by the individual(s) making the allegations. Such allegations must contain fully documented evidence and must normally be made within six months of the alleged misconduct.
17. The allegation shall be received by the Vice President, Academic & Research (VPAR). Allegations received by others must be treated confidentially and conveyed directly to the VPAR.
18. If the VPAR is a party to the alleged misconduct, the President will assume the VPAR's role in applying this policy.
19. In the event of an allegation of misconduct being made that involves funds from the federal Tri-Agencies an exact copy of the allegation shall be forwarded to the Secretariat on Responsible Conduct of Research (SRCR).
20. In cases of collaborative research involving other institutions, the VPAR may modify these procedures to facilitate the conduct of parallel or joint investigations of alleged research misconduct, or as otherwise deemed appropriate by the VPAR.
21. Throughout the informal and formal investigation, the identities of all parties involved, and any records, data, files, electronic recordings or information gathered during the proceedings shall be kept in confidence by all concerned, except in the case of allegations involving federal Tri-Agency funds.

22. The VPAR is responsible for retaining, in a secure location, and controlling appropriate access to any records, data, files, electronic recordings, or information arising from this policy.

INITIAL REVIEW OF RESEARCH MISCONDUCT

23. At any time during the course of an investigation into research misconduct, the VPAR has the authority to:
- a. Close down and declare “off limits” facilities used for research;
 - b. Protect the administration of College and external funds involved in the research;
 - c. Obtain and retain relevant documentation (e.g. lab notes, Computer disks, hard drives, proof of credentials) related to an investigation;
 - d. Request that members of the College appear before an Investigative Committee and that they answer the Investigative Committee’s questions or provide materials to it;
 - e. Dismiss the allegation if, based on reasonable information, the VPAR believes that continued investigation will result in a determination that the alleged misconduct in research has not occurred; and
 - f. Take such other action as the VPAR deems appropriate.
24. Upon receipt and review of an allegation the VPAR (or delegate) shall proceed as outlined below, or shall appoint an individual to review the matter (the reviewer) and report to the VPAR.
25. Within five (5) working days of receiving the allegation, the VPAR shall inform the Researcher in writing of the allegation. The VPAR will conduct confidential, informal consultations with all parties to determine if an informal resolution is possible.
26. If informal consultation fails to resolve the allegation, the VPAR shall convene a meeting with all parties to discuss the allegation.
27. Following this meeting, the VPAR may:
- a. Initiate an investigation, or
 - b. Dismiss the allegation.
 - c. Address an allegation regarding a student under Academic Integrity Policy D.4.5
28. If the VPAR decides a formal investigation is warranted the Researcher will be notified with 14 days of the consultation. If an employee association was notified, then it will be informed of the decision at the same time.
29. If an allegation pertains to the use federal Tri-Agency funds, the VP Research shall inform the SRCR confirming whether the investigation is proceeding or not.

FORMAL INVESTIGATION

30. If the VPAR determines that a formal investigation is warranted, they shall, within 14 days of the decision, appoint an investigative committee of a minimum of three

members, none of whom shall have any conflict of interest with respect to any parties concerned in the allegations.

31. Members of the Investigative Committee shall have the appropriate expertise to evaluate the particulars of the allegation and may or may not be members of the College community.
32. All parties shall be notified of the composition of the committee.
33. Any objection to the composition of the Investigative Committee shall be made to the VPAR within 5 working days of this notification. The only grounds for objection are alleged bias or conflict of interest.
34. The mandate of the Investigative Committee is to determine on a balance of probabilities whether misconduct in research has occurred, and if so, its extent and seriousness. The decision is based upon a majority vote and the determination is binding on the College.
35. The Investigative Committee shall invite the researcher to make a submission in writing upon viewing the evidence presented against them.
36. The Investigative Committee has the right to examine any records, data, information, documents, files, and associated materials related to the investigation and question any student or member of faculty or staff during its investigation. The Office of VPAR will be responsible for storing and maintaining appropriate access to records, consistent with applicable policy and legislation.
37. All parties, both those who have made the allegations, and the Researcher(s) involved, shall be given an opportunity to be interviewed, to comment on the allegations, and to respond to any evidence before the Investigative Committee.
38. The investigation may include interviews, which will be held in camera.
39. Records of meetings will be considered confidential to the extent permitted by law.
40. The Investigative Committee has the right to seek impartial expert opinions and advice, as it deems necessary, in order to ensure that the investigation is thorough and authoritative.
41. The Investigative Committee will submit a written report to the VPAR within 30 days of its appointment including the substantive evidence that was considered in its review and its recommendations.
42. Upon receipt of the Investigative Committee's report, the VPAR shall reach a decision and prepare a final report within 14 days containing:
 - a. A copy of the allegation;
 - b. The findings of the VPAR as to whether the allegation has been upheld;
 - c. A statement of the reasons for the findings.
43. The final report shall also describe any actions that are to be taken including, but not limited to:
 - a. Sanctions to be taken against a Researcher who is found to have engaged in misconduct;

- b. Actions to be taken to protect or restore the reputation of the Researcher if wrongly accused;
 - c. Actions to protect an individual found to have made a responsible accusation;
 - d. Sanctions against an individual found to have made an irresponsible or malicious allegation.
44. Sanctions shall be consistent with VCC policies and collective agreements.
45. The report of the Investigative Committee and the final report prepared by the VPAR will be forwarded, to the President, the respondent(s) and their dean, the complainant(s), and any bargaining unit informed of the proceedings. Any distribution of the report shall be consistent with the British Columbia Freedom of Information and Protection of Privacy Act.
46. The VPAR is responsible for ensuring that any actions specified in the final report are carried out.
47. Where the finding is that misconduct has occurred, the VPAR shall forward the report of the Investigative Committee and the final report within 30 days of the conclusion of the investigation, to any granting agency (in the case of federal Tri-Agency funds, to the SRCR) or sponsor known to have provided support for the scholarly activity and may inform other relevant persons or agencies in the interests of protecting the integrity of scholarly activity.
48. Where the VPAR dismisses an allegation, or determines that scholarly misconduct has not occurred, the Office of the VPAR shall maintain one copy of all materials in a secure place for a period of one year from the date of such determination. The secured copy of the materials shall be consulted only if a complaint of mischievous or malicious allegation is submitted regarding the original complaint. After one year, the remaining copy of materials will be destroyed.

RELATED POLICIES

Refer to F.1.2 Ethics and Integrity in Research and Scholarly Activity Policy.



POLICY

Title	Conflict of Interest Related to Research
Policy No.	F.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 5, 2013
Effective Date	September 27, 2017

CONTEXT AND PURPOSE

This policy and related procedures addresses Vancouver Community College's (VCC; the College) expectation that all members of the College community involved in research activities identify and address actual, potential or perceived conflict of interest situations.

It is essential that public trust be maintained by the appropriate disclosure and management of conflict of interest situations.

SCOPE AND LIMITS

The College expects all those involved in research activities within the jurisdiction of the College or under its auspices (e.g., researchers, faculty, students, technical assistants, administrators, staff, etc.) to uphold the principles and processes articulated in this policy and accompanying procedures.

STATEMENT OF POLICY PRINCIPLES

1. All members of the College community engaged in research are expected to act in a manner that maintains public trust and confidence in the College and, in particular, to avoid any conflicts of interest or perceived conflicts of interest.
2. When it is not possible to avoid a conflict of interest in research activities, then it is the responsibility of the affected College community member to disclose this situation to the College immediately.
3. The College will consider conflict of interest allegations related to research associated with VCC, regardless of whether the research is led by someone within or outside of the College.
4. The College ensures conflicts of interest are dealt with appropriately.

DEFINITIONS

Researcher/Investigator: The terms *researcher* and *investigator* are used interchangeably for the purposes of this policy; *researcher/investigator*, for the purposes of this policy, means an individual—a VCC employee (faculty, staff and/or administrators at VCC), student, or other—either paid or volunteering to conduct research or scholarly activity at or through the College.

Conflict of Interest: Conflict of interest, for the purposes of this policy and its procedures, means a situation in which a researcher's/investigator's personal or financial interests are in conflict or perceived to be in conflict with the College's interests or mission, or with the proper performance of the employee's job duties, responsibilities, or obligations. A conflict of interest may be actual, potential, or perceived: a perceived conflict of interest can be as detrimental as an actual conflict of interest. Such actions undermine or compromise public confidence in the College or the College's trust in the employee's ability to discharge work responsibilities and obligations.

Research and Scholarly Activity: *Research* and *scholarly activity* refer to an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. Scholarly activity includes research; the dissemination of new knowledge through such means as publications, presentations, and exhibitions; and the application of new knowledge in professional practice and student learning.

Research Ethics Board (REB): A decision-making body that reviews research proposals involving human participants to ensure that ethical principles are upheld.

RELATED LEGISLATION & POLICIES

Legislation

Federal Government

Tri-Council Policy Statement 2: Ethical Conduct for Research Involving Humans (2018)

Tri-Agency Framework: Responsible Conduct of Research (2016)

Agreement on the Administration of Agency Grants and Awards (2016)

Policies

- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information & Protection of Privacy (FOIPPA)
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- D.4.3 Student Code of Conduct (Non-Educational Matters)
- D.4.5 Student Educational Conduct
- F.1.1 Ethical Conduct for Research Involving Humans
- F.1.2 Ethics and Integrity in Research and Scholarly Activity

RELATED PROCEDURES

Refer to F.1.3 Conflict of Interest Related to Research Procedures

ACKNOWLEDGEMENTS

This policy is based upon the Conflict of Interest Related to Research policy of Langara College, with permission.



PROCEDURES

Title	Conflict of Interest Related to Research
Policy No.	F.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 5, 2013
Effective Date	September 27, 2017

These procedures are organized under the following headings: Standard for Assessing Actual, Potential or Perceived Conflicts of Interest; Disclosure of Actual, Potential or Perceived Conflicts of Interest; Allegations of Actual, Potential or Perceived Conflicts of Interest, Conflict of Interest Involving the Research Ethics Board (REB) members:

STANDARD FOR ASSESSING ACTUAL, POTENTIAL, OR PERCEIVED CONFLICTS OF INTEREST RELATED TO RESEARCH

The following questions, although not exhaustive, will be used to identify real, potential, or perceived conflicts of interest:

1. Would the researcher be biased in any way that would affect the goals of the research?
2. Would an outside observer question the ability of the researcher to make a proper decision in light of possible private or personal interests?

DISCLOSURE OF ACTUAL, POTENTIAL, OR PERCEIVED CONFLICTS OF INTEREST RELATED TO RESEARCH

3. Any potential conflict of interest will be voluntarily and immediately disclosed in writing by the researcher to the Vice President, Academic & Research (VPAR) or delegate.
4. A conflict is to be allowed only when it can be managed in a way that protects and serves the interests, integrity, and reputation of the College, as well as its legal and contractual obligations, and will stand the test of reasonable and independent scrutiny.
5. Where the VPAR or delegate is satisfied that the researcher can conduct the proposed study without compromise, the VPAR or delegate will provide the researcher a letter stating the same.
6. Where the VPAR or delegate determines that a more structured review is required, the VPAR or delegate will name an *Ad Hoc Conflict of Interest In Research Resolution Committee* (Ad Hoc COIRR Committee) to review voluntarily disclosed conflicts of interest. The Ad Hoc COIRR Committee will assess and resolve the potential conflict in a timely, fair, and open manner. If the conflict is irresolvable, it is in the committee's purview to deny the research.
7. The Ad Hoc COIRR Committee will consist of:

- Two (2) peers.
 - The Vice President, Academic & Research or delegate
8. The Ad Hoc COIRR Committee will communicate in writing with the researcher regarding any decision with respect to the conflict and clearly outline any conditions of managing the conflict.
 9. If necessary, researchers will be given the opportunity to relinquish or modify those interests that are conflicting such that the Ad Hoc COIRR Committee is satisfied.
 10. In the interest of facilitating research, the Ad Hoc COIRR Committee will make reasonable attempts to provide a means of managing the conflict, rather than simply disallowing the research for the sake of avoiding a conflict of interest.

ALLEGATIONS OF ACTUAL, POTENTIAL, OR PERCEIVED CONFLICTS OF INTEREST RELATED TO RESEARCH

11. Allegations of conflicts of interest related to research will be addressed under VCC policy A.3.6, Standards of Employee Conduct & Conflict of Interest. Allegations of conflicts of interest related to research and involving students will be addressed under College policies D.4.3, Student Code of Conduct (Non-educational Matters) and/or D.4.5, Student Educational Conduct. Individuals should advise the College of any perceived conflict of interest as soon as possible.

CONFLICTS OF INTEREST INVOLVING RESEARCH ETHICS BOARD (REB) MEMBERS

12. To maintain the independence and integrity of ethics review, it is of the highest importance that members of the REB avoid real or perceived conflicts of interest. For example, REB members are in a clear conflict of interest: a) when their own research projects are under review by their REB; or b) when they have been in direct academic conflict, have collaborated with, or have provided support to the researcher whose proposal is under review.
13. In the cases where a member of the REB has a conflict of interest pertaining to the research under review, that person shall not be present when the REB is discussing or making decisions on that research.
14. In the cases of disagreement over conflicts of interest, both the REB member in the alleged conflict and the researcher might present evidence and offer a rebuttal concerning the nature of the conflict of interest. The other members of the REB should make a final decision regarding how to proceed.
15. Senior administrators shall not serve on the REB as their presence casts doubt on the independence of the REB's decision making.

RELATED POLICIES

Refer to F.1.3 Conflict of Interest Related to Research Policy

Program Renewal Schedule 2022-2027

*Last Update January 25, 2023

SCHOOL	2022/2023	2023/2024	2024/25	2025/26	2026/27
Continuing Studies	Paralegal (<i>in progress</i>)	Fashion Design and Production	OACP Programs	MDRT	ITOP / PDD
			Fashion Merchandising		ECCE
	Optician Diploma	Optician Diploma	Gladue Report Writing		
Trades, Technology & Design	Architectural Technician (<i>in progress</i>)				
Arts & Sciences	Basic Education (<i>in progress</i>)	Visually Impaired	CACE – Career Awareness		
	UT/Associate Degrees (<i>in progress</i>)	CACE – Retail & Hospitality	CACE – Food Services		
		ACED courses			
Health Sciences	Medical Laboratory Assistant	Pharmacy Technician	Occupational Physical Therapist Assistant		
	Bachelor of Science in Nursing (<i>CASN review</i>)		Practical Nursing + Access to PN (<i>BCCNP review</i>)		
	Certified Dental Assisting (<i>On-site + Distance</i>)				
	Dental Hygiene				
Hospitality, Food Studies, & Applied Business	Asian Culinary – Renewal of Level 1 (<i>in progress</i>)	Business Management			
	Legal Admin. Assistant (<i>in conjunction with Paralegal</i>) (<i>in progress</i>)				
School of Instructor Education			PIDP		

Legend:	Program Renewal	Curriculum Review	Accreditation
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Education Services Renewal Schedule 2022-2027

**Last Update January 18, 2023*

2022/2023	2023/24	2024/25	2025/26 (start of new Cycle)	2026/27
<ol style="list-style-type: none"> 1. Indigenous Education & Community Engagement <i>(in progress; from 21/22)</i> 2. RO – Financial Aid <i>(in progress; from 21/22)</i> 3. Student Conduct Office <i>(in progress; from 21/22)</i> 4. Disability Services <i>(in progress; from 22/23)</i> 	<ol style="list-style-type: none"> 1. Academic Advising 2. RO – Admissions/Registration 3. International Education 4. CS Office & CS Registrar 5. Library 	<ol style="list-style-type: none"> 1. Assessment Services 2. Student Services Centre 3. RO – Scheduling/Systems 	<ol style="list-style-type: none"> 1. Learning Centre 2. Interpreting Services 	<ol style="list-style-type: none"> 1. Counselling Services 2. CTRLR

Completed Service Renewals

2021/2022

1. Arbiter of Student Issues - Complete

2020/2021

None (COVID)

2019/2020

None

2018/2019

1. Centre for Teaching, Learning & Research – Complete
2. Counselling Services – Complete
3. Interpreting Services – Complete
4. Learning Centre – Complete