



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES  
April 9, 2019, 3:30-5:30pm, Room 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:31 p.m.
2.	Acknowledgement	E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵw̓x̓wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	<b>Motion:</b> Moved by I. Belhacene and seconded THAT Education Council adopt the April 9, 2019 agenda as amended. J. Demeulemeester requested adding further discussion of the Academic Plan as item 6b. All in favour. <b>Motion carried.</b>
4.	Approve Past Minutes	<b>Motion:</b> Moved by P. Yeung and seconded THAT Education Council adopt the March 12, 2019 minutes as presented. All in favour. <b>Motion carried.</b>
5.	Enquiries & Correspondence	There were none.
6.	Business Arising a) Annual Update/Report Deans and Directors	Deans and directors presented their departments' accomplishments from 2018/19 and priorities for 2019/20. Presentations were made by Gordon Mclvor, Dean of Continuing Studies; David Wells, Dean of Arts & Sciences; and Jane Shin, Associate Vice President, Student Success.  Responding to questions about the ABE restructuring, D. Wells D. Wells summarized the process, starting with a proposal in January 2018, which was modified based on feedback received by a group of about eight faculty members. A conversation with the VCCFA took place two months ago, including discussions about the semester structure, with changes expected for September. Further conversations are planned with HR and the VCCFA. T. Thomson noted that there has been one unofficial meeting with the VCCFA so far.
	b) Academic Plan	J. Demeulemeester requested further discussion of the Academic Plan, due to technical issues with the teleconference at the April 2 special meeting of Education Council.  N. Coles inquired about the initiative regarding the Adler Community Health Clinic and Morneau Shepell SSP. K. McNaughton explained that the goal is not to reduce VCC's existing counselling services, but to enhance them, for example, by providing instant 24/7 access to counselling in different languages through Morneau Shepell. K. McNaughton and J. Shin explained that the initiative is in the exploratory stage, but research now is critical to prepare for future provincial funding opportunities. J. Shin clarified that support of the Adler Community Health Clinic would be tied to external funding.

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		<p>J. Demeulemeester inquired about department consultation regarding the initiative to convert continuous intake courses in CCA into a flipped blended/online format. D. Wells responded that this initiative was proposed in consultation with the department and based on the observation of students' learning moving increasingly online.</p> <p>K. McNaughton clarified that the VP ASR's initiative for reviews of "targeted programs" simply refers to programs identified at the school level for potential review. She confirmed that there will be opportunities for input regarding the initiative of the VP ASR and CTLR to develop a Teaching &amp; Learning Framework.</p> <p>Responding to questions regarding agents, J. Gossen explained their important role in international student recruitment, with associated costs included in IE's operating budget. J. Gossen agreed to present on the international student recruitment process and the role of agents at a future Education Council meeting.</p>
	<p>c) Affiliation Agreements ILAC/ILSC</p>	<p>T. Thomson requested a discussion of these affiliation agreements with IE and EAL, represented by J. Gossen and K. McMorris. T. Thomson questioned the practice of referring international students to these private language schools for English upgrading, rather than VCC's EAL program. J. Gossen explained that the pathway agreements with ILAC and ILSC are designed to bring students to VCC. This topic was discussed within IE, and forms and information provided to students were updated to include VCC's EAL Pathways program. J. Gossen emphasized that students make their own choice based on factors such as cost, time they have to study in Canada, and educational goals. T. Thomson acknowledged that a full-time EAL Pathways program may not be suitable for all students and inquired about discussions with EAL regarding other programming options. J. Gossen responded that she plans on discussing options with the new Vice President, Enterprise and International Development.</p> <p>K. McMorris welcomed a conversation between IE and EAL and pointed out the variety of existing EAL programs, including part-time and blended offerings. S. Broekhuizen noted the importance of language support for students in Hospitality with its high international student enrolment.</p>
<p>7.</p>	<p>Committee Reports</p> <p>a) Curriculum Standing Committee</p> <p>i) New Course: WRSK 0802 Writing Skills 11 Health Sciences</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the course outline for WRSK 0802 Writing Skills 11 for Health Sciences.</p> <p>T. Rowlatt reported that this non-credit writing skills improvement course has been taught for years, but the course outline went missing. M. Buxton prepared a replacement course outline at the request</p>

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		of the Registrar’s Office. With regards to pre-requisites, P. Yeung suggested reviewing the language equivalencies chart for courses ENGL 0861 and 0871. All in favour. <b>Motion carried.</b>
	ii) Program Update: First-Year University Transfer Computing Science and Software Systems Certificate	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the program content guide for the First-Year University Transfer Computing Science and Software Systems Certificate.</p> <p>T. Rowlatt presented proposed updates to the PCG based on recent changes to the agreement between VCC and SFU. The assured pathway now allows transfer into the Software Systems program at SFU, but not its Computing Science program. In addition, updates include a higher GPA requirement and an annual cap on the number of students transferring from VCC to SFU.</p> <p>T. Rowlatt noted Curriculum Committee’s concern about PCGs including information about pathways to other institutions, which are not fully in VCC’s control. D. Wells is working with Marketing to explore other options to share this information with students. All in favour. <b>Motion carried.</b></p>
	iii) New Program: Gladue Report Writing Certificate	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the curriculum for the Gladue Report Writing Certificate and Short Certificate program, and recommend the Board of Governors approve the credential and implementation of the program.</p> <p>C. Sauvé explained that a Gladue Report is a type of pre-sentencing and bail hearing report for Indigenous offenders facing loss of liberty. The report incorporates personal, family, and community history and puts forward recommendations for the court to consider as alternatives to incarceration. Students can exit the program after the first five courses with a Short Certificate or complete the capstone course to graduate with a Certificate. T. Rowlatt emphasized the lack of training in Gladue Report writing across Canada and the opportunity for VCC to become a leader and develop partnerships. All in favour. <b>Motion carried.</b></p>
	b) Policy Standing Committee i) Update to Terms of Reference	<p><b>Motion:</b> Moved by J. Demeulemeester and seconded THAT Education Council approve, in the form presented at this meeting, updates to the Education Policy Committee Terms of Reference.</p> <p>J. Demeulemeester presented the proposed changes, including a reference to procedural fairness and natural justice precepts, the addition of a representative from International Education, and a change of the quorum from five to eight members. All in favour. <b>Motion carried.</b></p>
	ii) D.1.4 Curriculum/Educational/	J. Demeulemeester presented D.1.4 Curriculum/Educational/ Institutional Materials Created within the College policy and procedures for information. A motion to recommend approval to the Board of

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	<p>Institutional Materials Created within the College</p>	<p>Governors passed at the Education Council meeting on March 12, 2019. However, it was later found that the policy has not gone out for community feedback.</p> <p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council rescind the motion approved at the March 12, 2019 meeting recommending the Board of Governors approve D.1.4 Curriculum/Educational/Institutional Materials Created within the College, and post the policy for community feedback. All in favour. <b>Motion carried.</b></p>
	<p>iii) C.1.4 Assignment of Credits to Courses</p>	<p>J. Demeulemeester presented C.1.4 Assignment of Credits to Courses policy and procedures for information. In this draft, one credit generally equates to 45 hours of learning time (both inside and outside the classroom). Four broad types of instruction are outlined; instructors can change the instruction type to a maximum of 10% of class hours before a change of the course outline is required. The policy sets out a minimum number of hours per credit, with Education Council approval required to go below the minimum. C.1.4 Assignment of Credits to Courses will be posted for community feedback.</p>
	<p>c) Appeals Oversight Committee</p>	<p>A. Candela reported that T. Marks conducted a “Train the Trainers” session for committee members at the April 3 meeting. Committee hopes to offer shorter, but more frequent training sessions, for example, at Lunch &amp; Learns and the Leaders’ Forum. Committee is revising the draft of a Chair’s Resource Package and working on where to house the roster of trained panel members. The Tribunal Training Moodle course is being promoted in the VCC Digest.</p> <p>J.-E. Zakoor inquired whether, with tribunal training in place, committee will look at outreach to faculty regarding documentation and communication, with the goal of preventing appeals. T. Rowlatt suggested committee might be able to arrange training or find speakers to talk about best practices. A. Candela was open to conversation, but noted that each department has a different approach, and this work may not fall under the committee’s mandate based on its Terms of Reference.</p>
	<p>d) Program Review and Renewal Committee i) CD Funds</p>	<p>T. Rowlatt presented the list of projects approved for CD funding for 2019-20 and a summary of funding trends. He is meeting with all Deans to discuss the process and provide feedback about submitted proposals. K. McNaughton thanked the Instructional Associates for facilitating workshops and commended the quality of proposals. She noted the need to identify additional funding options, for example, for online development.</p>
	<p>ii) Renewal Reports</p>	<p>T. Rowlatt presented four program renewal reports. This is the first time committee has received reports to provide to Education Council. K. McNaughton emphasized the importance of consistent documentation, which became clear during the QAPA process. T. Rowlatt added that committee is discussing archiving options. P. Yeung inquired whether reports would be publicly available. T. Rowlatt</p>

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		responded that only the summary report and action plan are presented to Education Council, not the self-study or external panel report.
8.	Research Report	E. Ting reported an increase in activity and will provide numbers at the next meeting. The new Research Advisory Committee had two meetings and is working on adjudicating the President’s Research Fund.
9.	Chair Report	E. Ting thanked members for their participation at the special meeting of Education Council on April 2 to review and approve the Academic and Enrolment Plans.
10.	Student Report	I. Belhacene reported on SUVCC’s semester send-off events and Green Shirt Day, raising awareness for organ donation. S. Sullivan added updates on SUVCC’s campaigns, including a learning conversation with faculty about Open Educational Resources and the work towards a needs-based grant program.
11.	Next meeting	May 14, 2019 3:30-5:30pm room 5025 BWY-A
12.	Adjournment	The meeting was adjourned at 5:26 p.m.

**ATTENDEES:**

Elle Ting	Todd Rowlett	Jo-Ellen Zakoore	John Demeulemeester
Kathryn McNaughton	Dave McMullen	David Wells	Andrew Candela
Ilyes Belhacene	Paul Yeung	Heidi Parisotto	Nona Coles
Shawna Broekhuizen	Robert Kunka		

**REGRETS:**

Margaret Buxton	Denise Beerwald	Gurpreet Kaur	Karen Crossett
Natasha Mandryk			

**GUESTS:**

Gordon McIvor	Jane Shin	Taryn Thomson	Jennifer Gossen
Ken McMorris	Yulia Gracheva	Jacqueline Shehadeh	Claire Sauvé
Nicole Degagne	Sydney Sullivan		

**RECORDING SECRETARY:** Darija Rabadzija