



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Marcus Ng
Sarah Kay (Vice-Chair)	Dennis Innes	Shirley Lew
Ali Oliver	Heidi Parisotto	Todd Rowlett
Andy Sellwood	Janita Schappert	
Belinda Kaplan	Louise Dannhauer	

Regrets

Dave McMullen	Emmy Cheung	Vivian Munroe
Derek Sproston	Sonal Singh	

Guests

Astrid Evensen	Jennifer Gossen	Marnie Findlater
Amber Ariss	Jo-Ellen Zakoor	Stefan Nielsen
Dave Stevenson	John Demeulemeester	Tannis Morgan
David Kirk	Kelly Wightman	Taryn Thomson
Emily Simpson	Lucy Griffith	Willy Aroca Aguirre
Feras Ghesen	Marcia Tanaka	
Herbie Atwal	Mark Chiarello	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- N. Mandryk acknowledged the College’s location on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵw̓x̓ wú7mesh (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.
- D. Kirk, new Dean of Curriculum & Pedagogy, was welcomed.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the September 12, 2023 agenda as presented.
Moved by D. Wells, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the June 13, 2023 minutes as presented.
Moved by D. Wells, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Academic Plan

- The three-year Academic Plan is generally presented to Education Council each year for a recommendation to the Board of Governors. During the upcoming year, the Academic Plan structure will be reviewed and redeveloped in a consultative process. David Wells, Vice President Academic and Research, provided a high-level overview of this dialogue process. As this is a transitional year, no three-year Academic Plan will be presented for approval in 2023.

b) Affiliation Agreements Update

- This item was brought back for discussion following conversations in the spring. Previously, some educational agreements were identified as not being aligned with College approval processes.
- N. Mandryk outlined the different types of educational agreements according to VCC policy C.3.10 Educational Affiliations. The policy outlines governance oversight and approval processes, in alignment with the powers of Education Council and the Board of Governors under the College & Institute Act.
- D. Wells and D. Innes provided an update. A process is underway to compile and review existing agreements. There was a discussion about the status of a particular agreement with a private institution, as well as more generally about all agreements that were put in place without going through the governance process. Work is underway to update some of these agreements. N. Mandryk will follow up with D. Wells and D. Innes regarding timelines around bringing existing agreements through governance.

c) Math Admission Requirements Equivalencies

MOTION: THAT Education Council approve the math equivalencies table for admissions requirements and delegate approval of minor changes and updates to the Registrar.

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

- H. Atwal presented the math admission requirements equivalencies table, which outlines different ways for students to meet math requirements. The table was developed in consultation with various affected departments and the Assessment Centre. The purpose is to provide one single public-facing “source of truth” to create consistency and transparency, as well as streamline how requirements are listed in curriculum documentation. A similar table for English language requirements is already in place.
- The motion for approval was amended to delegate authority for approval of minor changes and updates to the Registrar.

d) Education Council Meeting Schedule 2024

MOTION: THAT Education Council approve the Education Council and Standing Committees meeting schedule for 2024.

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

e) Education Council Elections

- N. Mandryk announced upcoming elections for five faculty, four student and two staff seats on Education Council, as well as a by-election for the vacant Student Success faculty seat. Elections to the Board of Governors are taking place at the same time. Election rules changed this year to remove the distinction between campuses for student seats. Election timeline: nomination period from September 18 to 29; campaign period from October 3 to 6; voting from October 11 to 17. Results will be announced by October 20.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Final Program Approval: Marketing Technology Diploma

MOTION: THAT Education Council provide final approval for the Marketing Technology Diploma program, removing the provisionally approved status.

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

- T. Rowlatt presented the proposal to remove the provisionally approved status from the Marketing Technology Diploma. The program launched in tandem with the Accounting Diploma, and the first cohorts graduated in May 2023. Larger revisions are planned for the Accounting Diploma, and the Provisional Approval of New Programs Committee will remain in place through the curriculum development process for this program.
- The department noted challenges recruiting Indigenous entrepreneurs to teach the Indigenous Business in Canada course. The department head has reached out to the Dean, Indigenous Initiatives, for support.

ii) Course Update: MTSK 0877 Mathematics Skills 11

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the course MTSK 0877 Mathematics Skills 11.

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

- T. Rowlatt presented updates to course MTSK 0877, mostly to populate missing information in the course outline. This self-paced math course is intended for students who have completed Math 11 but need to refresh some skills before taking Pre-calculus 12. Curriculum Committee requested minor edits, which were completed.

iii) Program Update: Trades Program Updates: Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma, Architectural Technician Certificate, Civil/Structural Technician Certificate, Mechanical Drafting Technician Certificate, Steel Construction Modelling Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to five program content guides in CAD & BIM Technologies; 23 revised courses; and 37 new course outlines.

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

- K. Wightman presented the proposal to restructure multiple credentials in the CAD & BIM Technologies area following program renewal. This first step in a multi-year project focused on aligning hours and credits with VCC policy, moving to a standard term structure, and consolidating short courses to simplify sequencing. Minor updates were made to courses, but learning outcomes essentially remained the same. Edits requested by Curriculum Committee, including changes to course names, were completed.

iv) Program Update: Hospitality Management Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Hospitality Management Diploma program.

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

- W. Aroca Aguirre presented the proposal to remove the math requirement, as Math 11 did not prepare students for the type of mathematics skills required in the industry. Instead, more relevant mathematics content was added to courses in the program. Curriculum Committee discussed concerns

around potential impacts on student success. The department will monitor student outcomes and make adjustments if necessary.

v) Program Update: Bachelor of Hospitality Management

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Bachelor of Hospitality Management program, including 12 revised courses and 8 new courses, and recommend the Board of Governors implement the significantly revised program.

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

- W. Aroca Aguirre presented significant program revisions to the Bachelor of Hospitality Management. The department worked on the curriculum during an intensive “curriculum design sprint” and incorporated recommendations from the program renewal. New content was added relating to global tourism, human resources, business law, entrepreneurship, event management and capital and asset management.
- Curriculum Committee made two key recommendations: connecting with D. Kirk and C. Little around Indigenization and decolonization; and reviewing the research methods and capstone courses to distribute content more evenly. The department is working on both recommendations and may bring further course changes through governance at a later time.

vi) New American Sign Language Foundations for DHH Courses: DHHE 0611, 0612, 0613

MOTION: THAT Education Council approve, in the form presented at this meeting, three new courses: DHHE 0611 ASL Foundations for DHH 1, DHHE 0612 ASL Foundations for DHH 2, and DHHE 0613 ASL Foundations for DHH 3.

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

- A. Evensen presented three new American Sign Language (ASL) Foundations courses for Deaf and hard of hearing students. The courses build on each other, and students are placed according to their existing ASL skills.
- Curriculum Committee requested only minor edits to course names and pre-requisites; these changes were completed.

vii) Program Update & New Program: Deaf and Hard of Hearing Essential Employment Certificate (EESC) & New Deaf and Hard of Hearing Employment Skills Advantage Short Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Deaf and Hard of Hearing Essential Employment Skills Certificate (EESC) program content guide, including a program name change, the program content guide for the new Deaf and Hard of Hearing Employment Skills Advantage Short Certificate, and 14 new courses; and recommend the Board of Governors approve the new credential and the implementation of both programs.

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

- M. Tanaka presented significant revisions to the 10-month Deaf and Hard of Hearing Essential Employment Certificate (EESC) arising from the program renewal, including a program name change (formerly Job Readiness). The content was updated to align with current work practices. Students with prior work experience or graduates of the previous Job Readiness program (or similar) can choose to complete only the last two months (four courses) and obtain the new Deaf and Hard of Hearing Employment Skills Advantage Short Certificate credential. The short certificate was designed to meet demand for refresher training and support for those already in the workforce.
- Curriculum Committee suggested the department connect with Indigenous Education and Community Engagement around Indigenization and decolonization.

viii) Program Update: Dental Hygiene Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Dental Hygiene Diploma program and 24 new course outlines; and recommend the Board of Governors approve the implementation of this significantly revised program.

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

- A. Ariss presented the proposal for significant revisions, incorporating revised Entry-to-Practice Canadian Competencies for Dental Hygienists and aligning the program length, hours, and credits with similar programs. The number of credits was reduced from over 120 to 79. Prior Learning Assessment and Recognition (PLAR) and opportunities for transfer credit were included as part of these revisions.
- The Registrar's Office requested adjustments to progression grades and language around progression, graduation and reinsertion; these changes have been completed.

ix) Program: Automotive Parts and Service Technology

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the new program content guide for the Automotive Parts and Service Technology Diploma program, including 20 new courses; and recommend the Board of Governors approve the credential and program implementation.

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

- F. Ghesen presented the proposal for this new program, which will be the only two-year diploma of its kind in BC (BCIT offers one course, and KPU a one-year program). The first year of the program is mapped to SkilledTradesBC outcomes. Some curriculum adjustments were made based on Curriculum Committee feedback, including offering prior learning assessment and recognition (PLAR) for those with experience in the industry.
- T. Rowlatt added that some course learning outcomes were adjusted based on Curriculum Committee feedback. The committee also encouraged development of more specific and authentic evaluation plans for courses once instructors are hired. There were some concerns around the level of communications, as the program is geared towards international students. The Trades Success Centre can provide some support to students.
- The School requested provisional approval for this program, for which a new department will be established. The Provisional Approval of New Programs Committee provides support during the first run of a program and has the authority to approve minor curriculum adjustments.

b) Policy Committee

i) Edit to Procedures C.1.3 Granting of Credentials

- Education Policy Committee has the authority to approve changes to procedures, provided they do not conflict with policy principles. S. Kay presented an addition to C.1.3 Granting of Credentials procedures related to graduates wearing traditional or ancestral regalia or recognized objects of cultural significance at convocation. The Board of Governors had requested the College embed this current practice in official policy language.

ii) Edit to Procedures D.1.4. Curriculum/Educational/ Institutional Material Created within the College

- The committee approved edits to procedures D.1.4. Curriculum/Educational/ Institutional Material Created within the College. During the policy revision in 2019, oversight of copyright agreements was moved from the Executive Director, Finance and Chief Financial Officer (CFO) to the Dean, Library, Teaching and Learning Services. The committee approved returning authority to the CFO (or delegate), in alignment with the process for royalty agreements in the Purchasing policy. Minor edits were made to language around record-keeping.

c) Education Quality Committee (EQC)

- There were no meetings over the summer. The committee will meet next week and work on next steps identified in EQC's recent Annual Program Review Summary Report to EdCo.

8. CHAIR REPORT

- N. Mandryk reported on the Academic Governance Council's first meeting after a longer hiatus on June 21. The council is made up of EdCo chairs and vice-chairs from institutions across B.C. Topics of interest included micro-credentials, Indigenous representation on Education Councils, and policy writing and review. The next meeting is planned for November.
- The Registrar's Office added online options for the TOEFL and IELTS English tests to VCC's English Language Proficiency page. Previously, VCC accepted only results from the in-person versions of these tests.
- The September 2023 intake for the Medical Transcription and Documentation Editing Certificate was cancelled due to low enrolment. The program was recently significantly revised. Cancellation of the single intake for this program raised questions related to policy C.3.3 Suspension and/or Discontinuance of Programs that warrant further discussion.
- The Board of Governors met on June 28.
 - The Board received the ministry's 2023/24 [mandate letter](#).
 - The only item brought forward from EdCo was the suspension of the ABE Graduation Program and ABE Intermediate Program Certificates. These program content guides were replaced with course content guides to reflect the course-based nature of these offerings.
 - The Board received a VCCFA report, which outlined increased spending on administration at VCC and called for a freeze on faculty lay-offs. The Board noted that these were operational matters. T. Thomson reiterated the VCCFA's position against lay-offs at the Education Council meeting.

9. STUDENT REPORT

- M. Ng reported on the Students' Union's Welcome Days activities. Elections for the SUVCC Board of Directors are underway.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will take place on October 10, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 5:11 p.m.

APPROVED AT THE OCTOBER 10, 2023 EDUCATION COUNCIL MEETING

**Natasha Mandryk,
Chair, VCC Education Council**