



ATTENDANCE

Education Council Members

Natasha Mandryk (Chair)	David Wells	Lisa Beveridge
Sarah Kay (Vice-Chair)	Dennis Innes	Marcus Ng
Brianna Higgins	Emily Simpson	Todd Rowlett
Dave McMullen	Jessica Ligeralde	Vivian Munroe
David Kirk	Kseniia Osipova	

Regrets

Belinda Kaplan	Heidi Parisotto	Simranjot Kaur
Dana Valeria Rodriguez Arellano	Louise Dannhauer	
Derek Sproston	Shirley Lew	

Guests

Adrian Lipsett	Janet Chee	Pervin Fahim
Cathy Larson	Jennifer Gossen	Rosie Gosling
Claire Sauvé	John Demeulemeester	Sky Yu
Clay Little	Katarina Jovanovic	Stefan Nielsen
Clayton Munro	Lucy Griffith	Tannis Morgan
Dawn Cunningham Hall	Marnie Findlater	Taryn Thomson
Herbie Atwal	Nicole Degagne	

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- K. Osipova acknowledged the College’s location on the traditional unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Skwx̱ 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.

3. ADOPT AGENDA

**MOTION:** THAT Education Council adopt the February 13, 2024 agenda as presented.

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

4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approve the January 16 and January 24, 2024 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on an exchange with North Island College’s Curriculum Committee Chair around externally written learning outcomes, e.g., in SkilledTradesBC or articulated courses.

## 6. BUSINESS ARISING

### a) Welcome to David Kirk

- N. Mandryk welcomed D. Kirk, Curriculum & Pedagogy, as the new Indigenous educational administrator on EdCo, appointed by President & CEO A. Patel. The addition of this designated new seat on EdCo was approved by both the council and A. Patel in December.

### b) Enrolment Plan

- N. Mandryk announced the timeline for the 2024—25 Enrolment Plan. Due to uncertainty around how international enrolment will be affected by recent federal and provincial policy changes, the plan is still being developed. The first draft will be circulated to EdCo members on March 1. Members are encouraged to submit questions in advance to be addressed at a lunch & learn session on March 11. A revised plan format, which removes Full-time Equivalency (FTE) numbers in favour of a focus on registration numbers, will be presented at this session.
- EdCo will review the final draft of the Enrolment Plan at a special meeting on March 18 and provide a recommendation to the Board of Governors. The Board will vote on the plan on March 27.

### c) Deans & Directors – Part 2

- Annual updates were presented by C. Munro, Associate Vice President Student & Enrolment Services; D. McMullen, Registrar; and D. Innes, Dean of Hospitality, Food Studies & Applied Business. Presentations focused on providing context and themes for EdCo to consider related to curriculum and educational policy.
- Topics of discussion included recruitment and marketing strategies to increase domestic enrolment; mechanisms to capture the student voice; and an early warning system pilot to identify students who require more support. The second annual mental health and well-being survey is in progress, and work is underway on initiatives in VCC's Accessibility Plan.

### d) Affiliation Agreements Update

- D. Wells presented an update on affiliation agreements, following previous discussions about educational agreements that were not aligned with College approval processes.
- A contracts and agreements working group has been established. An audit of all agreements is underway to ensure they are accurately classified by agreement type and status (active/expired/ requiring renewal); to identify associated risks and remediation strategies; and to develop a process for review and make recommendations for governance approval of existing agreements and agreement renewals.
- The presentation included a methodology for prioritizing agreements for review and remediation.
- School boards are moving toward a standard template for dual credit agreements, and VCC's existing agreements will be aligned. In addition, an internal VCC agreement template is in development.

### e) Science Admission Requirements Equivalencies

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

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

- D. McMullen presented the science admission requirements equivalencies table, which was developed in consultation with the science department. Similar tables for English language and math requirements are already in place and posted online to make this information easily accessible for students. It was suggested to link this information to other web pages, e.g. to content about flexible admissions or prior learning assessment and recognition (PLAR). Marketing is currently working on a website update.

## f) Concept Paper: Paralegal Diploma

- K. Jovanovic, J. Chee and C. Sauvé presented the concept paper for the revised Paralegal Diploma program, following the recent program renewal.
- The key change was to align the program structure with the Granting of Credentials Policy. The diploma program consists of core courses (including two practica), courses in several practice areas (litigation, real estate/conveyancing, corporate, family law/estates), and electives. The certificate exit pathway will involve students taking all core courses, all courses from one practice area, electives and a short practicum. Students can obtain only one certificate; previously, students could complete up to 5 credentials (diploma and 4 certificates) for fundamentally the same program, which was not aligned with policy.
- VCC's current program is one of three programs recognized by the BC Paralegal Association (BCPA), representing BC Paralegals in the regulatory process. The department is working with the BCPA to ensure the program continues to remain recognized.

## 7. COMMITTEE REPORTS

### a) Curriculum Committee

#### i) New Course Content Guides: Apprenticeships (Auto Body and Collision Technician, Automotive Refinishing Technician, Automotive Glass Technician, Automotive Service Technician, Baker, Hairstylist)

**MOTION:** THAT Education Council approve, in the form presented at this meeting, six new apprenticeship course content guides: Auto Body and Collision Technician Apprentice, Automotive Glass Technician Apprentice, Automotive Refinishing Technician Apprentice, Automotive Service Technician Apprentice, Baker Apprentice, and Hairstylist Apprentice.

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

- T. Rowlatt presented the proposal for new apprenticeship course content guides (CCGs). The proposed CCGs group apprenticeship courses so they can be displayed on the website in a way that is clearer and more accessible for students. Curriculum Committee had no feedback.

#### ii) Program Update: Certified Dental Assisting Certificate (Online)

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised Certified Dental Assisting Certificate (Online) program, 13 revised and 3 new course outlines.

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

- C. Larson presented the proposal for the revised online (formerly "distance") Certified Dental Assisting Certificate program. VCC also offers an in-person program. The online program is shifting to a cohort-based model from continuous intake, which became challenging to manage due to the number of students and changing demographics. The cohort-based structure will enhance the student experience, encourage engagement and program completion, support Universal Design for Learning (UDL), and improve funding opportunities for students.
- T. Rowlatt added that changes requested by Curriculum Committee were completed, mainly around threading outcomes related to cultural safety and humility throughout the program. One small edit was made just before the Education Council meeting: adding Prior Learning and Assessment (PLAR) to DENT 1403.
- There was a discussion about the shift to a cohort model and alignment with the standard term structure, while maintaining self-paced learning.

### iii) New Program: Global Supply Chain Management Post-Degree Diploma

**MOTION:** THAT Education Council provisionally approve, in the form presented at this meeting, the new program content guide for the Global Supply Chain Management Post-Degree Diploma and 15 new course outlines, and recommend the Board of Governors approve the credential and implementation of the new program.

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

- D. Innes presented the proposal for the new Global Supply Chain Management Post-Degree Diploma (PDD), which will prepare graduates for in-demand careers. This is a pilot program for the College's collaboration with the Scottish Qualifications Authority (SQA). Students will graduate with a VCC credential, a qualification from the SQA, and the opportunity to qualify for an American Society for Quality (ASQ) certification. Provisional approval is sought for this program, which means that a committee will be formed to support the program and approve minor curriculum adjustments during the first two-year run.
- T. Rowlatt added that Curriculum Committee requested including more learning outcomes around people skills and relationship building. These changes were made.

### b) Policy Committee

- S. Kay reported that the committee reviewed the revised Education Services Renewal policy at its February 7 meeting. The committee provided feedback and discussed support for education service renewals, as well as EdCo's oversight role related to these renewals under the College & Institute Act.
- The committee also debriefed the December 1 planning session on trauma-informed practice. The 2023 Annual Policy Report was provided by N. Degagne. The committee will look at academic policies up for review to suggest priorities and potentially form working groups to start revising policies.

### c) Education Quality Committee (EQC)

- T. Rowlatt reported that 2023 Annual Program Reviews (APR) are mostly complete. The committee will hold a panel discussion with all deans about themes emerging from APRs at the end of February.
- Curriculum Development (CD) Fund proposals are due by mid-February. Adjudication will take place in early March.
- The program renewal schedule is being finalized by D. Wells and D. Kirk and will be presented to EdCo for information in March.

## 8. CHAIR REPORT

- N. Mandryk reported on the February 7 Board of Governors meeting. The new Global Supply Chain Management Post-Degree Diploma, revised Deaf and Hard of Hearing Essential Employment Skills Certificate, and new Deaf and Hard of Hearing Employment Skills Advantage Short Certificate were approved.
- N. Mandryk now chairs the Governance Committee, one of the Board's standing committees.
- The Board received the International Education Strategic Plan (IESP) 2024–2029 for information. EdCo reviewed the plan at a special meeting and recommended approval to the Board, under the assumption that the plan requires approval. The question of the appropriate governance process for this plan will be discussed at the next Governance Committee meeting.
- Two newly appointed Indigenous Board members were welcomed: Christie Sparklingeyes and sXalusat – Michele Guerin.

## 9. STUDENT REPORT

- M. Ng reported on SUVCC activities around Lunar New Year and Valentine's Day.

## **10. NEXT MEETING AND ADJOURNMENT**

- The next Education Council meeting will be held on March 12, 2024, 3:30–5:30 p.m.
- A special Education Council meeting will be held on March 18, 3:00-4:00 p.m. for the Enrolment Plan.
- The meeting was adjourned at 5:28 p.m.

**APPROVED AT THE MARCH 12, 2024 EDUCATION COUNCIL MEETING**

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