



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES
January 8, 2019, 3:30-5:30pm, Room 5025 BWY-A

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:33 p.m.
2.	Acknowledgement	E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by P. Yeung and seconded THAT Education Council adopt the January 8, 2019 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by P. Yeung and seconded THAT Education Council adopt the December 11, 2018 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	
	a) Enrolment Plan Update	<p>B. Beacham explained that the presented report is based on budgeted registrations projected by Finance, representing potential enrolment. Institutional Research uses these projections for FTE calculations. The Enrolment Plan Update was re-sent with corrected dates before the meeting. The current document is a draft that will be finalized upon approval by the Board of Governors. B. Beacham noted positively that the total FTE 2018-19 forecast exceeds expectations, although it falls short of the ministry target.</p> <p>T. Rowlatt inquired about the calculations for international students and actuals reporting. B. Beacham explained that the report only deals with projections and the FTE reporting for international students has changed. The numbers for the Centre for International Education (CIN) include international cohorts only. International students in mixed cohorts are attributed to the home school. There are still seats reserved for international students, but there is no more separate CRN to identify international students in Banner.</p> <p>D. McMullen explained that instead of the separate CRNs for domestic and international students in Banner, there is an extra field for international students. E. Ting asked how the number of seats reserved for international students is determined. D. McMullen and B. Beacham explained that seat allocation is communicated between International Education and the Deans. T. Rowlatt questioned the benefit of a separate field in Banner for international students and the separation of international cohorts from the schools that run the programs.</p>

Item	Topic	Discussion
		<p>B. Beacham explained that the separate field allows tracking of seats allocated to international students for financial purposes as well as to comply with ministry restrictions on the number of international students registered in domestic programs. Historically, international cohorts have always been reported separately from their schools.</p> <p>H. Parisotto asked how registrations are calculated. B. Beacham explained that the number in the registration column is the number of students multiplied by the number of courses. I. Belhacene inquired about the ratio between domestic and international students. B. Beacham explained that the ratios are different for programs, with some having no international students due to their structure. J.-E. Zakoor questioned the projected increase in Health Sciences, since last year some courses could not be filled. There was some discussion around the fact that predictions are based on the potential maximum numbers in classes rather than the actual number of students. T. Rowlatt asked whether the Deans were consulted. D. McMullen explained that he was not involved in conversations, but initially there were discussions around historical enrolment patterns and expectations. The current projections are based on registrations, whereas in the past projections were not substantiated in a standardized way. D. McMullen stated that the numbers came in close to projections.</p> <p>N. Coles questioned whether existing student services can meet the rising demands of a growing student population. K. McNaughton noted that Deans or Directors can make a business case based on growth if more resources are required.</p>
	<p>b) ILO Update</p>	<p>A. Sellwood reported on the initiatives undertaken in collaboration with K. McNaughton and Marketing to increase awareness and adoption of ILOs in the VCC community. Initiatives include the ILO webpage (myvv.ca/ilo), a bimonthly online newsletter, the “ILO Challenge” online game, discussion of ILOs at Curriculum Committee and Leaders’ Forum, and department visits. Incorporating ILOs in the style guide being discussed by Curriculum Committee could help departments keep ILOs in mind during course and program development or re-design. Each of the next six Leaders’ Forums will focus on one of the ILOs.</p> <p>I. Belhacene inquired about information for students; A. Sellwood explained that there may be workshops open to students in the future. Departments can request a facilitated session on ILOs (approx. thirty minutes) by emailing ILOfeedback@vcc.ca.</p>

Item	Topic	Discussion
		N. Coles commended the ILO working committee on their very clear and professionally executed plan. K. McNaughton added that ILOS are already being practiced and are reflected in the total student experience, not just in the classroom.
7.	Committee Reports	
	<ul style="list-style-type: none"> a) Curriculum Standing Committee <ul style="list-style-type: none"> i) Program Update: Heavy Mechanical Technology Diploma 	<p>T. Rowlatt presented the revisions to the Heavy Mechanical Technology Diploma (International Cohort) program. The revisions after the original EDCO approval were necessitated by the fact that the department did not know at that time what space or training aids would be available. Revisions include changes to course titles, course descriptions, time allocations, grading and evaluation descriptions, course order, and the addition of three shop simulation weeks to better integrate international students into the workplace.</p> <p>Curriculum Committee recommended moving attendance out of the assessment section into the PCG under Evaluation of Student Learning, with a reference to the department’s attendance guideline. Topics were adjusted to match standard language, “(International Cohort)” was added to the program title, and course titles were shortened to a maximum of 75 characters. T. Rowlatt confirmed to K. Crossett that the department is aware of the 30-character limit on transcripts and schedules.</p> <p>There are ongoing conversations about support for students on the separate Annacis Island Campus as well as discussions with International Education regarding strategies for student failures and re-insertion of international students. English 10 with a C was added as equivalent to the current language admission requirements to open up the program to international students attending high school in Canada. The high school graduation requirement for the international cohort is intended to increase student success. E. Ting requested T. Rowlatt confirm the current ABE articulated course name for Apprentice and Workplace Math 10.</p> <p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the Heavy Mechanical Technology Diploma (International Cohort) program. All in favour. Motion carried.</p>
	<ul style="list-style-type: none"> b) Policy Standing Committee 	J. Demeulemeester reported that the December meeting was cancelled, but the subcommittee met regarding C.1.4 Assignment of Credits to Courses. During the December 7, 2018 planning session, the committee discussed the agenda for next year, including policy gaps and website changes. The next Policy Standing Committee meeting is on January 9; the subcommittee will meet on January 14.

Item	Topic	Discussion
	c) Appeals Oversight Committee	A. Candela reported that the subcommittee is working on documentation, letter templates, and training of Deans. The Appeals Oversight Committee will meet on January 16 to work on Terms of Reference, Recommendations on Policy Language, J:Drive for Documents, Tribunal Training Days, and Lunch and Learns. The revisions of the Tribunal Training Moodle course are complete, and A. Candela will inform EDCO once the course is available to faculty and students.
	d) Program Review and Renewal Committee	T. Rowlett reported that the response received from QAPA was very positive. There will be a meeting tomorrow to start drafting a response. The report will go to PRRC this month and to EDCO in February. The committee is working on trialing course evaluation and program evaluation forms. The goal is to evaluate the student experience by focusing on the course/program, not the instructor. The feedback at the Leaders' Forum was positive. A call will be put out for proposals for \$400,000 in CD funds, with adjudication in March. Programs undergoing renewal will automatically receive \$5,000 in seed money without having to go through the proposal process (usually 4–8 programs per year). Proposals are required for additional funds needed for work arising out of renewals. K. McNaughton added that accreditation funds go into the school budget where accreditation is part of the process, such as for Health Sciences and Trades, Technology & Design.
8.	Research Report	E. Ting reported that one new project was approved. The December 14 REB meeting focused on changes in Tri-Council's federal funding guidelines. There will be a call-out for applications to the President's Research Fund.
9.	Chair Report	No report.
10.	Student Report	I. Belhacene explained the role of SUVCC in student advocacy. At the AGM on January 7, the budget and audit were presented to about 50 attendees. Welcome Back Days were organized at BWY and DTN on January 8/9. S. Sullivan reported that the Students' Union will attend a B.C. Federation of Students meeting this week. SUVCC is currently working on a campaign to eliminate interest on student loans. S. Sullivan asked attendees to remind students of their 150 free prints at the SUVCC offices. S. Sullivan will inform K. Crossett once the budget is approved in the next few weeks.
11.	Next meeting	February 12, 2019 3:30-5:30pm room 240 DTN
12.	Adjournment	Motion: Moved by I. Belhacene and seconded THAT Education Council adjourn the January 8, 2019 meeting. All in favour. Motion carried. The meeting was adjourned at 4:26 p.m.

ATTENDEES:	Elle Ting Kathryn McNaughton Andrew Candela Natasha Mandryk	Todd Rowlatt Ilyes Belhacene Taryn Thomson Nona Coles	Jo-Ellen Zakoor Dave McMullen Paul Yeung Karen Crossett	John Demeulemeester David Wells Heidi Parisotto
REGRETS:	Dharuv Puri	Denise Beerwald	Robert Kunka	
GUESTS:	Brian Beacham Carlie Deans	Andy Sellwood	Sydney Sullivan	Nicole Degagne

RECORDING SECRETARY: Darija Rabadzija



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

February 20, 2019, 3:30-5:30pm, Room BWY 1223-B

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:36 pm.
2.	Acknowledgement	E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by A. Candela and seconded THAT Education Council adopt the February 20, 2019 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by I. Belhacene and seconded THAT Education Council adopt the January 8, 2019 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising a) Annual Update/Report Deans and Directors	<p>Deans and directors presented their departments' accomplishments from 2018/19 and priorities for 2019/20. Presentations were made by Brett Griffiths, Dean of Trades, Technology and Design; Jo-Ellen Zakoor, Dean of Health Sciences; and Jennifer Gossen, Director of International Education.</p> <p>T. Rowlatt inquired about the CASN accreditation for the Practical Nursing Diploma. Jo-Ellen Zakoor responded that, since this is a pilot, some of the accreditation cost will be covered by CASN, and a site visit is scheduled for 2020. H. Parisotto asked about opportunities for repeated cohorts in the Health Care Assistant Program through the Aboriginal Community Career Employment Services Society (ACCESS) Partnership. Jo-Ellen Zakoor responded that there are 12 students currently enrolled. K. McNaughton added that the Head of ACCESS is now on the Indigenous Advisory Committee.</p> <p>J. Gossen responded to T. Rowlatt's question that international students now make up about 11 percent of the student population. The department is cognizant of the need to maintain a balance. A. Candela asked about oversight of representatives in other countries regarding ethical practices. J. Gossen responded that there is no oversight body on a national level, but IE consults with local resources and ICEF, a training organization, to confirm agents meet industry standards. T. Rowlatt asked about challenges finding housing in Vancouver. J. Gossen responded that housing does not appear to be an issue for international students. VCC's homestay program is only used by 6–10 students per year. Some students live with family and friends or find</p>

Item	Topic	Discussion
	<p>b) Annual Update/ VP Academic, Students and Research</p>	<p>roommates through agents. J. Gossen will send S. Sullivan information to increase awareness of the homestay program among students.</p> <p>K. McNaughton presented the major accomplishments and priorities of the Office of the VP Academic, Students and Research. She welcomed C. Deans to the new project coordinator role and thanked T. Rowlatt, J.-E. Zakoor, and P. Fahim for their work on the main project, the Quality Assurance Process Audit (QAPA). K. McNaughton noted that the panel had commended VCC for its collaborative and collegial atmosphere.</p> <p>Other accomplishments include the creation of a Leaders’ Forum working group to identify training opportunities, development of ILOs, completion of the Online Learning Strategy, and the hiring of A. Dunn as the manager of Online Learning Strategy & Design. Priorities for 2019/20 include diversity, Universal Design for Learning (e.g., the use of Blackboard Ally), and partnership development.</p>
<p>7.</p>	<p>Committee Reports</p> <p>a) Curriculum Committee Reports</p> <p>i) Program Update: Business and Project Management Post-Degree Diploma</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the Business & Project Management Post-Degree Diploma program.</p> <p>A. Petrone presented the proposed changes to the math admission requirements to include courses at the post-secondary level in finance, statistics, or accounting, in addition to mathematics or pre-calculus. The rationale is that students require quantitative skills in the second year of the program, when the program content diverges from the Canadian Business Management Post-Degree Diploma. The department is expecting enrolment of about 50 students in two cohorts for the first offering starting in September.</p> <p>A. Candela expressed concern that requiring only one math course may be insufficient to ensure student success. N. Mandryk explained that students need to have completed one degree in any discipline and one post-secondary quantitative course. T. Rowlatt responded that there is a fair amount of math in the program and emphasized that the program is only an introduction to Project Management. A. Petrone took note of the comment. D. Innes added that the program is marketed to students with a math background. He expressed confidence that the updated prerequisite and marketing strategy will attract students who can succeed in the program. E. Ting suggested considering a maximum time limit after course completion for these courses to be accepted as pre-requisites. K. McNaughton commented that faculty and staff need to be more aware of students’ diverse experiences in their home countries. All in favour. Motion carried.</p>

Item	Topic	Discussion
	<p>ii) Program Update: Culinary Arts Diploma</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, with the change approved at this meeting, the revisions to the Culinary Arts Diploma program and two new courses: CULI 1526 Cook Chill Production Kitchen 2 and CULI 1528 Short Order Café 2.</p> <p>T. Rowlatt reported that the original proposal came to Curriculum Committee in January. The proposal was revised at the February 19 meeting, based on C. Gill’s discussion with the Registrar’s Office. T. Rowlatt distributed copies of the revised decision note, PCG, and two new course outlines.</p> <p>C. Gill presented the proposal, which aims to streamline course scheduling by creating blended international and domestic cohorts. Terms 1 and 2 will be identical for both student populations. Only international students continue on after Term 2 to complete their diploma. Currently, CULI 1516 and CULI 1518 (8 credits per course) are each split between the DTN and BWY campuses. After revisions, the content will be split into four courses of 4 credits each: CULI 1506 & CULI 1508 at the Downtown cafeteria in Term 2 (blended), and the new courses CULI 1526 & CULI 1528 at Quizine on the Broadway campus (international only) in Term 3. The remaining program content was moved to Term 4 and a newly created Term 5.</p> <p>Other proposed changes include</p> <ul style="list-style-type: none"> • Removing “(International Cohort)” from the title of the program to reflect blended cohorts in Terms 1 and 2 • New “upon acceptance” admission requirements, including a FoodSafe Level 1 Certificate; an immunization record; a negative skin TB test; a note regarding the ability to handle meat, seafood and dairy; and the disclosure of food allergies • Adding Math 10 to admission requirements <p>T. Rowlatt explained that CULI 1511 was replaced with CULI 1501, which does not include FoodSafe, since students need to obtain their FoodSafe Level 1 Certificate separately. The PCG was revised to clearly state that evidence for completion of “upon acceptance” requirements needs to be submitted by the end of Block One to the department (not to International Education). This allows international students to obtain their FoodSafe Level 1 Certificate and immunizations after arrival in Canada.</p> <p>H. Parisotto asked whether students can continue in the program if they fail to provide immunization records. C. Gill responded that in order to continue after Block One (during which</p>

Item	Topic	Discussion
		<p>students do not work in a food outlet) students need to provide proof of immunization. J.-E. Zakoor asked what record is used to verify immunization status and who will review the records. N. Degagne responded that she is planning a meeting with D. Seremba, C. Gill, Health Sciences, and Hospitality to discuss centralizing this process. N. Degagne will report to Education Council next month. J.-E. Zakoor noted that Health Sciences uses a form with more vaccinations and suggested considering the inclusion of measles vaccinations due to the current outbreak. T. Rowlatt clarified that immunization requirements have already been added to Professional Cook 1 and 2, but not yet to Asian Culinary Arts.</p> <p>K. Crossett requested clarification of terminology, since the term “Block” is used internally by the department to indicate one month but is not defined in the PCG. The wording will be revised to “before the end of CULI 1501 Kitchen Orientation (the first course of the program).” All in favour.</p> <p>Motion carried.</p>
	<p>iii) Course Update: NETT 2107</p>	<p>Motion: Moved by T.Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to NETT 2107 Active Directory.</p> <p>S. Khullar reported that the revisions are necessary since Microsoft has retired exam 70-640 relating to the Windows Server 2008 environment. Support for Server 2008 will end in 2020. Windows Server 2012R2 will still be supported for a number of years. Updates were made to reflect the fact that students use Microsoft Azure cloud technology, and the participation grade was separated out in the evaluation plan. T. Rowlatt added that this urgent change is a stopgap measure, since the Networking Technology Certificate program is in the last stages of renewal, with major changes coming next year. All in favour. Motion carried.</p>
	<p>iv) Program Updates: Practical Nursing & Access to Practical Nursing Diplomas</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to the Practical Nursing Diploma and Access to Practical Nursing Diploma programs.</p> <p>J. Schappert reported that the British Columbia Practical Nursing Program Provincial Curriculum (PNPPC) was revised in 2018. The Practical Nursing and Access to Practical Nursing Diploma programs need to align with these updates to maintain recognition by the BCCNP. The provincial revision process included eight major recommendations including language modifications, changes to faculty qualifications, admission requirements updates, and additions to learning outcomes. Additional outcomes refer to cultural humility and safety, especially regarding</p>

Item	Topic	Discussion
		<p>Indigenous people, intercultural competency, LGBTQ2 content, trauma informed practice, and enhanced leadership skills.</p> <p>H. Parisotto inquired about the required passing grade of 100% in math for Pharmacology. J. Schappert responded that this requirement was put in place in view of medication errors. All in favour. Motion carried.</p>
	b) Policy Standing Committee	<p>J. Demeulemeester reported on the January meeting’s discussion about D.1.4 Students with Disabilities, led by B. Higgins and S. Wiwchar. The report from the February 13 meeting will come to Education Council in March.</p>
	c) Appeals Oversight Committee	<p>A. Candela reported that the Tribunal Training online Moodle course is complete and accessible to all students and employees of VCC. He presented the 15-hour module as a good PD opportunity. After course completion, participants can opt to have their name added to a roster of potential tribunal panel members. A. Candela will promote the training at the Leaders’ Forum. The link can be found on myVCC: https://employee.vcc.ca/college/governance/education-council/appeals-oversight-committee/tribunal-training/</p> <p>The Tribunal Training Day for in-person training is set for September. A. Candela noted the role of the Appeals Oversight Committee in supporting Deans to populate tribunal panels. Committee will discuss at the next meeting where to house and how to share the roster of potential panelists; suggestions include the Registrar’s Office or the VP Academic, Students and Research. A minor change to the Terms of Reference to include Procedural Fairness and Natural Justice precepts will come to Education Council next month. The Committee will work on feedback to several policies under review, including D.4.1 Students with Disabilities, D.4.3 Student Code of Conduct, and D.4.5 Student Educational Contact.</p>
	d) Program Review and Renewal Committee	<p>T. Rowlatt reported that the response to the QAPA report will come to committee next week and to Education Council in March before being sent to the ministry.</p> <p>T. Rowlatt announced the upcoming annual program reviews with Deans’ presentations of their Action Plans. CD Fund proposals are due by the end of the week; proposal presentations and adjudication are scheduled for the second week of March. The revised CD Fund guidelines include automatic seed funding of \$5,000 for programs on the approved Program Renewal schedule.</p>

Item	Topic	Discussion
		A. Candela asked when CD Fund guidelines are revisited. He voiced the concerns of Arts & Sciences instructors about lack of opportunity to develop and reinvigorate instructional language materials. T. Rowlett responded that CD Fund guidelines are continuously reviewed by the committee, which includes faculty members. He reiterated that CD Funds are provided to work on the overall structure of the curriculum, not on teaching materials. Regarding Universal Design for Learning (UDL), he responded that CD Funds could be used to support the planning process, but not the development of classroom materials. K. McNaughton recommended exploring open educational resources and external funding options through other agencies or partnerships. She emphasized to need to think about resources beyond textbooks for student populations such as the Deaf and Hard of Hearing or Visually Impaired.
8.	Research Report	E. Ting reported that the REB received five review requests last month. Course designations (approving the course rather than each individual research project) are coming to REB from Dental Hygiene and Nursing. The President's Research Fund is accepting applications for a total amount of \$10,000. The fund is adjudicated by the newly struck Research Advisory Committee; any questions can be sent directly to E. Ting. The REB is also looking to join the harmonization process of REBs underway in B.C., with the goal of streamlining the review process for multi-site projects. Currently, only universities and health authorities are included, but VCC and other colleges are in talks with UBC. Projects with VCC as their primary site still need to undergo review by VCC's REB. E. Ting reported on the visit by Mitacs, a federal program that funds student internships in research work. Talks are ongoing with BCARIN to create a research inventory allowing researchers to connect with each other. Federal funding is being sought for our next research symposium.
9.	Chair Report	No report.
10.	Student Report	I. Belhacene reported on SUVCC events, including a Lunar New Year lion dance on February 6 DTN, chocolates for Valentine's Day, and Donut Day in March. S. Sullivan reported that the campaign to eliminate interest on student loans was successful. SUVCC is working with the Learning Centre and library on an open educational resources campaign connected to TextbookBroke. K. McNaughton announced activities for Pink Shirt Day, including a bracelet sale, special buffet at JJ's, and a VCC video.
11.	Next meeting	March 12, 2019 3:30-5:30pm room 5025 BWY-A
12.	Adjournment	The meeting was adjourned at 5:22 p.m.

ATTENDEES:	Elle Ting Kathryn McNaughton Andrew Candela	Todd Rowlett Denise Beerwald Ilyes Belhacene	Jo-Ellen Zakoor Heidi Parisotto Natasha Mandryk	John Demeulemeester Karen Crossett
REGRETS:	David Wells Dave McMullen	Dharuv Puri Nona Coles	Paul Yeung Taryn Thomson	Robert Kunka Julie Gilbert
GUESTS:	Brett Griffiths Sid Khullar Sydney Sullivan	Jennifer Gossen Al Petrone Nicole Degagne	Janita Schappert Dennis Innes Gordon McIvor	Collin Gill Les Apouchtine

RECORDING SECRETARY: Darija Rabadzija



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

March 12 2019, 3:30-5:30pm, Room 5025 BWY-A

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 Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by I. Belhacene and seconded THAT Education Council adopt the March 12, 2019 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by D. Wells and seconded THAT Education Council adopt the February 20, 2019 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	J. Choi presented the first budget draft for 2019/2020. The finalized budget will come to the Board of Governors in April. The five-year outlook forecasts revenue growth based on an increase in international enrolment, new programs, online programming, and partnership development. Improved systems and processes are being implemented, including new software for HR and a new CS online registration system. The Campus Master Plan process is ongoing, with open houses at both the Downtown and Broadway campuses in the first week of April.
	a) Budget Update	
	b) 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 D. Innes, Dean of Hospitality, Food Studies and Applied Business; T. Pierce, Director of Indigenous Education & Community Engagement; and T. Rowlett on behalf of S. Lew, Dean of Library, Teaching & Learning Services.
c) Annual Update on Affiliation Agreements	K. McNaughton presented the annual update on affiliation agreements. She requested that any updates regarding affiliation agreements be sent to L. Zabrieszach. N. Coles will follow up on E. Ting's request for more information about practicum placement agreements for counselling students at SFU, UBC, and the Alder Institute. E. Ting will send L. Zabrieszach an update on the NSERC and SSHRC grants. Motion: Moved by T. Thomson and seconded THAT the affiliation agreements with ILAC and ILSC come to the next Education Council meeting for discussion. T. Thomson noted that MOU details state as the goal of the agreement to facilitate admission of students from ILAC and ILSC to VCC, while in practice VCC's IE refers students to these institutions for English upgrading, rather than this upgrading taking place at VCC. She requested further discussion of these agreements at the next Education Council meeting with J. Gossen, Director of	

		<p>International Education. There was a discussion about barriers to international student enrolment in VCC’s EAL classes. Factors discussed included higher cost at VCC and less frequent intakes than at language schools.</p> <p>S. Broekhuizen had inquired with IE regarding English upgrading options for international Hospitality students; she quoted a response from Alison Rudko explaining that the tuition for ENGL 1101/1102 for international students is quite high, and the language admission requirements for these English courses are higher than the language requirements for admission to international Hospitality programs.</p> <p>K. McNaughton supported a conversation about these affiliations agreements, since the landscape has changed over the last years. She also recommended a discussion with EAL about their capacity and different models for EAL offerings. All in favour. Motion carried.</p>
7)	<p>Committee Reports</p> <p>a) Curriculum Standing Committee</p> <p>i) New Course: ACED 0700: Career Planning 12</p> <p>ii) Course Update: ENSK 0826: Writing Skills 11</p> <p>iii) Course Update: MATH 1020: Precalculus</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the new course ACED 0700 Career Planning 12.</p> <p>T. Rowlatt explained that this course provides a Career Planning 12 credit towards the Adult Graduation Diploma in blended or online format. The course will be brought for provincial articulation after Education Council approval. Evaluation activities were clarified as requested by Curriculum Committee. D. Wells responded to A. Candela that the department name listed in the course outline cannot be updated due to the connection to budget codes. All in favour. Motion carried.</p> <p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the course outline for ENSK 0826 Writing Skills 11.</p> <p>T. Rowlatt reported that the course outline for this non-credit writing skills improvement course had been requested by D. Seremba, since the original went missing. Minor edits at Curriculum Committee included standardizing language around course learning outcomes. T. Rowlatt clarified that there are three different delivery options outlined under learning strategies. All in favour. Motion carried.</p> <p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the revisions to MATH 1020 Precalculus.</p> <p>C. Karavas presented the proposal for an online delivery option for this course. The rationale is to increase enrolment through greater flexibility compared to the face-to-face offering. T. Rowlatt added that the major change was the inclusion of a participation grade for the online offering to encourage student engagement. All in favour. Motion carried.</p>

	<p>iv) New Program: Transportation Trades Sampler</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the curriculum for the Transportation Trades Sampler Short Certificate, and recommend the Board of Governors approve the program.</p> <p>B. Griffiths presented the proposal for this ITA-funded program for high school students. The program was previously offered under a Continuing Studies CRN. The forklift certification is no longer a requirement, since high school students may not have a driver’s license. T. Rowlatt added that students only need to complete eight of the ten courses to obtain the certificate. Regarding N. Coles’ concerns around access to counselling, B. Griffiths explained that most students are from VSB, which runs year-round. This allows VCC counsellors to connect with high school counsellors during the summer months. Solutions need to be found for high schools that close over the summer. B. Griffiths responded to E. Ting’s question that students aged 16 and over are treated as adults, in line with school board requirements. T. Rowlatt received Education Council’s approval to finalize course numbers with L. Apouchtine. All in favour. Motion carried.</p>
	<p>v) Provisional Approval of Curriculum</p>	<p>Notice of Motion: T. Rowlatt will bring a motion to the April Education Council meeting for approval of a two-year pilot of the Provisional Approval of New Programs Ad Hoc Committee and its Terms of Reference.</p> <p>The idea of a provisional approval process was previously discussed at Education Council and Curriculum Committee. The goal of this optional process is to offer additional review and support from experienced committee members during the first offering of new or significantly revised programs, especially in areas not previously taught at VCC. The new process would allow for minor adjustments during the first offering, as long as students are not disadvantaged and the program’s integrity is not compromised.</p> <p>H. Parisotto inquired about the definition of “significantly revised” programs. T. Rowlatt referred to policy C.3.14 Curriculum Development and Approval Process. Significant revisions include, for example, a change of credential, extensive changes to program learning outcomes, or major changes to credits.</p> <p>A. Candela inquired about provisional approval of courses, in addition to programs. T. Rowlatt responded that the proposal refers only to programs due to their larger scope and usually longer duration. T. Rowlatt emphasized that provisional approval does not present a shortcut to the standard approval process.</p>

		<p>M. Heaps gave feedback based on discussions among Instructional Associates in the CTLR. She noted that mechanisms are already in place for new programs, such as student feedback collection after each course by IR and IA-supported faculty group discussion at the end of each term. There was a discussion about communication of student and faculty feedback collected by IR to committee. M. Heaps also emphasized the need for clear criteria denoting which programs can undergo the provisional approval process. T. Rowlatt acknowledged that the process is only appropriate for some programs, not for those with standardized credentials. K. McNaughton added that the Canadian Business Management Post-Degree Diploma could have benefited from this approach, since it was the first time this content was taught.</p>
	<p>b) Policy Standing Committee i) D.1.4 Curriculum/Instructional Materials Created within the College</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council recommends the Board of Governors approve D.1.4 Curriculum/Instructional Materials Created within the College.</p> <p>T. Rowlatt presented the revised policy and procedures document, since J. Demeulemeester and V. Adams were unable to attend. The rationale for the revisions was to clarify ownership of materials created during work hours. The policy outlines that the College retains copyright with extensive exceptions as noted in the VCCFA collective agreement. Relevant sections of the VCCFA collective agreement are included in the policy’s appendix.</p> <p>E. Ting inquired about collaborative research with industry partners and the question of patents. D. Wells noted that patent and copyright law supersedes the policy. T. Rowlatt explained that the policy calls for a written agreement in scenarios involving third parties. All in favour. Motion carried.</p>
	<p>c) Appeals Oversight Committee i) Terms of Reference Update</p>	<p>Motion: Moved by A. Candela and seconded THAT Education Council approve, with edits agreed at this meeting, the updated Appeals Oversight Committee Terms of Reference.</p> <p>A. Candela proposed the following revision to the end of the purpose section: “in full compliance with educational policies, the legislative requirements of the College & Institute Act <i>and in accordance with procedural fairness and natural justice precepts.</i>”</p> <p>K. Crossett asked why support staff are not included in the membership. T. Rowlatt responded that most appeals are directly related to instructors or deans. All in favour. Motion carried.</p>
	<p>d) Program Review and Renewal Committee i) QAPA Response</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT, on the advice of the Program Review and Renewal Committee, Education Council approve, in the form presented at this meeting, the response and action plan to the Quality Assurance Process Audit Recommendations.</p>

		T. Rowlatt reported on the QAPA process, which culminated in an external panel visit in November and a very positive assessors’ report received in December. VCC had three months to formulate a response and action plan based on the nonbinding recommendations. The response draft, including an introductory letter by K. McNaughton and the action plan, went to committee for feedback and approval. The response focuses on improving processes, gap analysis, and further steps to roll out ILOs. T. Rowlatt acknowledged the work done by J.-E. Zakoor and P. Fahim, who were invited by Langara to share their expertise. The next QAPA will take place in eight years. All in favour. Motion carried.
8)	Research Report	E. Ting reported that the REB completed the course designation for Dental Hygiene. There are discussions to change the name from "course designation" to "course-based approval." The deadline for the President’s Research Fund was extended until Friday. The new Research Advisory Committee is meeting for the first time tomorrow. Its mandate is to provide information and guidance for research conducted at VCC.
9)	Chair Report	No report.
10)	Student Report	I. Belhacene reported that SUVCC is planning an end-of-semester event. S. Sullivan added that the campaign to eliminate interest on student loans was successful on the provincial level and will continue on the federal level. Other SUVCC activities include work on the Grants not Loans campaign and collaboration with the Library and Learning Centre around open educational resources. S. Sullivan commented positively on SUVCC’s health and dental plan and reported high student engagement in the Campus Master Plan process.
11)	Next Meeting:	Special Meeting: April 2, 2019 2:30 to 3:00 p.m., room 5025 BWY-A Regular Meeting: April 9, 2019 3:30-5:30 p.m., room 240 DTN
12)	Adjournment	The meeting was adjourned at 5:19 p.m.

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|-------------------|--|--|--|---|
| ATTENDEES: | Elle Ting
Kathryn McNaughton
Heidi Parisotto | Todd Rowlatt
Denise Beerwald
Nona Coles | Jo-Ellen Zakoor
David Wells
Karen Crossett | Shawna Broekhuizen
Andrew Candela
Ilyes Belhacene |
| REGRETS: | Dave McMullen
Paul Yeung
Cindy Reeves | John Demeulemeester
Robert Kunka
Margaret Buxton | Natasha Mandryk
Shirley Lew | Gurpreet Kaur
Virginia Adams |
| GUESTS: | Jamie Choi
Costa Karavas
Denis Seremba | Dennis Innes
Brett Griffiths
Nicole Degagne | Tami Pierce
Sydney Sullivan | Taryn Thomson
Marilyn Heaps |

RECORDING SECRETARY: Darija Rabadzija



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES

April 2, 2019, 2:30-3:00pm, Room 5025 BWY-A

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 2:31 p.m.
2.	Acknowledgement	E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by T. Rowlatt and seconded THAT Education Council adopt the April 2, 2019 agenda as presented. All in favour. Motion carried.
4.	Business Arising a) Academic Plan	<p>Motion: Moved by K. McNaughton and seconded THAT Education Council recommends the Board of Governors approve the 2019-2024 Academic Plan. All in favour. Motion carried.</p> <p>K. McNaughton presented the Academic Plan and noted the difference to previous years' Integrated College Plan. K. McNaughton highlighted diversity, changing delivery models, partnership development, and streamlining of processes as important factors. She emphasized the importance of adapting to demographic change and the demands of a knowledge and digital economy. The goal of the nascent Strategic Plan is to ensure sustainable, innovative programming for the future.</p> <p>A. Candela asked D. Wells how the Academic Plan for the School of Arts and Sciences was developed. D. Wells explained that the content is largely based on department plans, with some additions regarding ABE restructuring and redesign in the context of a proposal for innovation funding from the ministry. Initiatives will be guided by experiences gained from the EAL Pathways program, with the scope largely dependent on funding. The ABE Literature Review report has been sent to funding bodies and partners and is being distributed to departments.</p> <p>K. McNaughton agreed to A. Candela's request to include language around collaboration and department-wide consultation regarding ABE 2020-2021 initiatives.</p> <p>K. McNaughton acknowledged that this is the last Academic Plan she is presenting to Education Council and thanked everyone involved for their work. In view of the upcoming Strategic Plan and possible changes to the format, she recommended continuing with a rolling plan model built on department plans as a clear and flexible roadmap.</p>

Item	Topic	Discussion
	b) Enrolment Plan	<p>Motion: Moved by D. Wells and seconded THAT Education Council recommends the Board of Governors approve the 2019-2020 Enrolment Plan. All in favour. Motion carried.</p> <p>B. Beacham presented the final draft of the 2019–20 Enrolment Plan. He explained that the numbers for the Centre for International Education (CIN) include international cohorts only, while international students in blended cohorts are attributed to the home school. He noted the forecast increase in international FTEs.</p> <p>T. Rowlatt inquired about the purpose of including a separate line for the CIN, since the numbers do not include all international students and the CIN does not run the programs. There was a discussion regarding different options for reporting international student FTEs.</p> <p>D. McMullen explained that the previous system of duplicate CRNs for international and domestic students was changed to increase efficiency. While international students have historically been reported under the CIN, B. Beacham was open to the idea of combining all students under their respective home schools.</p> <p>T. Rowlatt suggested minor edits to the Enrolment Plan. D. Wells explained that LINC numbers are always added at a later point. H. Parisotto will inquire with J.-E. Zakoor why the FTE number for Dental Assisting has increased.</p>
5.	Next Meeting:	April 9, 2019 3:30-5:30 p.m., room 240 DTN
6.	Adjournment	Motion: Moved by E. Ting and seconded THAT Education Council adjourn the April 2, 2019 meeting. All in favour. Motion carried. The meeting was adjourned at 2:59 p.m.

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|-----------------------------|---|--|--|------------------------------------|
| ATTENDEES: | Elle Ting
Kathryn McNaughton
Andrew Candela | Todd Rowlatt
Denise Beerwald
Ilyes Belhacene | John Demeulemeester
Dave McMullen
Karen Crossett | Shawna Broekhuizen
David Wells |
| via teleconference: | Paul Yeung | Heidi Parisotto | Nona Coles | |
| REGRETS: | Robert Kunka | Jo-Ellen Zakoor | Natasha Mandryk | Gurpreet Kaur |
| GUESTS: | Brian Beacham
Les Apouchtine | Taryn Thomson
Tami Pierce | Yulia Gracheva
Natalie Wood-Wiens | Jennifer Gossen
Sydney Sullivan |
| RECORDING SECRETARY: | Darija Rabadzija | | | |



**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 Sḵw̱x̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: 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. Motion carried.
4.	Approve Past Minutes	Motion: Moved by P. Yeung and seconded THAT Education Council adopt the March 12, 2019 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	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.
	a) Annual Update/Report Deans and Directors	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.

Item	Topic	Discussion
		<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 & 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>Motion: 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>

Item	Topic	Discussion
		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. Motion carried.
	ii) Program Update: First-Year University Transfer Computing Science and Software Systems Certificate	<p>Motion: 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. Motion carried.</p>
	iii) New Program: Gladue Report Writing Certificate	<p>Motion: 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. Motion carried.</p>
	b) Policy Standing Committee i) Update to Terms of Reference	<p>Motion: 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. Motion carried.</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

Item	Topic	Discussion
	<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>Motion: 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. Motion carried.</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 & 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>

Item	Topic	Discussion
		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



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES
May 14, 2019, 3:30-5:30pm, Room 5025 BWY-A

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32 p.m.
2.	Acknowledgement	D. Beerwald acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by K. McNaughton and seconded THAT Education Council adopt the May 14, 2019 agenda as presented. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by N. Coles and seconded THAT Education Council approve the April 2, 2019 minutes as presented. All in favour. Motion carried. Motion: Moved by H. Parisotto and seconded THAT Education Council approve the April 9, 2019 minutes as amended. J.-E. Zakoor requested “de-escalation” be removed from her statement. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	D. McMullen presented the Office of the Registrar’s accomplishments from 2018/19 and priorities for 2019/20.
	a) Annual Update/Report Deans and Directors	
	b) Contract Training Update	T. Sawkins presented the annual Contract Training Update for 2018-2019. She reported that most contracts are held by the Partnership Development Office, followed by the School of Instructor Education. The largest contract is the LINC contract through IRCC. T. Sawkins did not observe much change from the previous fiscal year in terms of growth, but noted a trend of provincial funding being targeted to specific populations facing barriers, such as Indigenous communities or workers over the age of 55. While most of VCC’s contract training is government funded, T. Sawkins hopes to discuss options to increase and diversify funding with the new Vice President, Enterprise and International Development. With regards to unemployed youth, T. Sawkins explained that VCC has not been responding to calls for proposals in this area, since the College has more expertise with the 55+ age group.
	c) Non-credit course outlines (Continuing Studies)	G. McIvor presented the summary of 2018 non-credit course offerings in Continuing Studies. He reported that 42% of courses were non-credit, and 57% were credit. He highlighted unique offerings such as the Introduction to School-Age Care course and the Gladue Report Writing pilot program. In Continuing Studies about 20% of courses were cancelled (8% of credit and 34% of non-credit courses), since minimum enrolment was not met. G. McIvor added that the department was financially very successful last year due

Item	Topic	Discussion
		<p>to increased enrolment and successful technology courses, increasing its financial contribution to the College by 61%.</p> <p>d) Online Learning Strategy and Design</p> <p>A. Dunn, Manager of Online Learning, Strategy and Design, presented VCC’s Online Learning Strategy. Key aspects include</p> <ul style="list-style-type: none"> • creating training materials for faculty to create and deliver online courses using technologies such as the video hosting service Kaltura and video conferencing platform Zoom • quality assurance of online materials • policy and governance; for example, records management and retention of Moodle content <p>A. Dunn also emphasized the importance of following Universal Design for Learning principles. A current project undertaken in collaboration with IT is the CTLR’s move to a new helpdesk system. A. Dunn and B. Friesen are hosting roadshows at all department to introduce the Online Learning Strategy and involve departments in its delivery.</p>
7.	<p>Committee Reports</p> <p>a) Curriculum Standing Committee</p> <p>i) Course Deactivations: MATH 0855, MTSK 0987, SCIE 0757, 0861, 0867, 0871, 0877</p> <p>ii) Course Updates: ACED 0707, 0709, 0710, 0711</p> <p>iii) New Program: Train the Trainer Short Certificate</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve the deactivation of MATH 0855, MTSK 0987, SCIE 0757, SCIE 0861, SCIE 0867, SCIE 0871, and SCIE 0877.</p> <p>T. Rowlatt explained that these seven College & Career Access (CCA) courses are no longer taught. He inquired whether Education Council prefers to continue receiving deactivation requests for approval, or whether this authority should be transferred to Curriculum Committee. Education Council decided to maintain the current process of receiving deactivation requests, in the interest of ensuring documentation. All in favour. Motion carried.</p> <p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the course outlines for ACED 0707 Job Search Techniques, ACED 0709 Education & Career Exploration, ACED 0710 Work Experience, and ACED 0711 Communications.</p> <p>T. Rowlatt reported that Education Council recently approved ACED 0700 Career Planning 12; the current proposal contains the same content split into four courses. Since students need to complete all four course to fulfill the requirement for ABE Career Planning, the articulation committee requested that specific learning outcomes be included in the course outlines, rather than a link to the ABE Articulation Guide, in order for the courses to be articulated. All in favour. Motion carried.</p> <p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the program content guide for the Train the Trainer Short Certificate, and recommend the Board of Governors approve the credential.</p>

Item	Topic	Discussion
		<p>T. Rowlatt reported that this program consists of the three core courses of the Provincial Instructor Diploma Program (PIDP). The program is an exit option for students who begin the PIDP or a starting point for those wishing to continue on to complete their PID. Courses were already approved as part of the PIDP renewal. All in favour. Motion carried.</p>
	<p>iv) Program Updates: Professional Cook 1 Plus Certificate & Culinary Arts Diploma</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Culinary Arts Diploma and the Professional Cook 1 Plus Certificate.</p> <p>C. Gill presented the proposal to remove the TB test and immunization admission requirements. These requirements were put in place in response to an outbreak and were based on research that turned out to refer to standards for the health sector, not food services. Going forward, the department will manage immunization expectations with departmental guidelines. All in favour. Motion carried.</p>
	<p>v) Provisional Approval of New Programs Ad Hoc Committee</p>	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve the formation of a Provisional Approval of New Programs Ad Hoc Committee and its Terms of Reference.</p> <p>T. Rowlatt presented the proposal for the optional provisional approval process, providing additional support from experienced curriculum and program developers during the first offering of new or significantly revised programs, especially in areas not previously taught at VCC. The new process allows for minor adjustments during the first offering, as long as students are not disadvantaged and the program’s integrity is not compromised. T. Rowlatt met with the CTLR’s Instructional Associates in March to discuss their recommendations. Revisions were made to the original proposal presented to Education Council in March, clarifying that all those involved in the program’s development participate in conversations throughout the provisional approval period. All in favour. Motion carried.</p>
	<p>b) Policy Standing Committee i) D.1.4 Curriculum/ Educational/Institutional Materials Created within the College</p>	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council recommends the Board of Governors approve D.1.4 Curriculum/Educational/Institutional Materials Created within the College. All in favour. Motion carried.</p> <p>J. Demeulemeester reported from the May 8 committee meeting; J. Shin, Associate Vice President, Student Success, had presented updates on student services policies D.4.2 Student Grievance, D.4.3 Student Code of Conduct (Non-Educational Matters) and D.4.5 Student Educational Conduct. These policies will come to committee within the next few months. Policy C.1.4 Assignment of Credits to Courses will be presented at the next Education Council meeting for approval.</p>

Item	Topic	Discussion
		Committee discussed policy C.3.7 Off-Campus Activity Involving Students (formerly Student Field Trips), which will be brought to Administrative Policy Committee next. There was a discussion about C.3.7 falling into the purview of Education and/or Administrative Policy Committee. J. Demeulemeester will follow up with S. Aulakh.
	c) Appeals Oversight Committee	D. Beerwald reported on committee’s continued work revising documents for a Tribunal Chair’s resource package.
	d) Program Review and Renewal Committee i) Update to Terms of Reference	Motion: Moved by T. Rowlatt and seconded THAT Education Council approve revisions to the Terms of Reference of the Program Review and Renewal Committee and its name change to Quality Assurance Committee. T. Rowlatt explained that the new name reflects the scope of committee’s work, including educational service renewals, accreditations and overall quality assurance. The quorum was changed to a simple majority and the membership updated to reflect the current status, with an appointed Dean (B. Griffiths) and the Dean of the Centre for Teaching, Learning, and Research (S. Lew). A third faculty member was added to ensure balance. There was a discussion about the committee name, and Quality Assurance Committee was accepted. All in favour. Motion carried.
	ii) PRRC Action Plan	Motion: Moved by T. Rowlatt and seconded THAT Education Council approve the 2019-2022 Quality Assurance Committee Action Plan. T. Rowlatt presented the Quality Assurance (previously Program Review and Renewal) Committee’s Action Plan with priorities for 2019-2022. The plan was partially informed by recommendations from the QAPA process. Committee is currently working on making the annual program review process more user-friendly; as part of this effort, IR is changing the visualization of data presented to departments for program reviews. All in favour. Motion carried.
8.	Research Report	E. Ting joined the meeting via phone from the RIPE/BCARIN conference in Kelowna. She reported that the REB received several extension requests in April for projects started 12 months ago. The Research Advisory Committee adjudicated the President’s Research Fund; feedback was received regarding the user-friendliness of the application forms, which will be reviewed by the REB in June.
9.	Chair Report	E. Ting reported that she will attend an academic governance meeting at JIBC on May 22. A special Education Council meeting/planning session is scheduled for June 3. I. Belhacene, student representative for Broadway/Annacis Island, resigned from Education Council and its standing committees. E. Ting thanked him for his involvement and energetic participation.

Item	Topic	Discussion
10.	Student Report	S. Sullivan reported that SUVCC representatives will attend the BC Federation of Students' annual Skills Development Symposium with workshops on how to work with administration and engage students. K. McNaughton thanked SUVCC for its contribution to VCC's Mental Health and Wellness Day.
11.	Next Meeting:	Education Council Planning Day: June 3, 9:00-12:00 p.m., room 5025 BWY-A Regular Meeting: June 11, 2019 3:30-5:30 p.m., room 240 DTN
12.	Adjournment	The meeting was adjourned at 4:57 p.m.

ATTENDEES: Denise Beerwald Todd Rowlett Jo-Ellen Zakoor Kathryn McNaughton
Dave McMullen Heidi Parisotto Natasha Mandryk Nona Coles

via teleconference: Elle Ting John Demeulemeester

REGRETS: Andrew Candela Robert Kunka Karen Crossett David Wells
Shawna Broekhuizen Gurpreet Kaur Paul Yeung Cindy Reeves
Karen Brooke

GUESTS: Tanis Sawkins Gordon McIvor Andrew Dunn Collin Gill
Nicole Degagne

RECORDING SECRETARY: Darija Rabadzija



Vancouver Community College
EDUCATION COUNCIL

MEETING MINUTES
June 11, 2019, 3:30-5:30pm, Room 240 DTN

Item	Topic	Discussion
1.	Call to Order	The meeting was informally called to order at 3:30 p.m. due to lack of quorum, and formally called to order at 3:50 p.m.
2.	Acknowledgement	E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	Motion: Moved by T. Rowlatt and seconded THAT Education Council adopt the June 11, 2019 agenda as amended. Item 7avi) Program Update: Professional Cook 1 Certificate (EAL Cohort) was removed. All in favour. Motion carried.
4.	Approve Past Minutes	Motion: Moved by J. Demeulemeester and seconded THAT Education Council approve the May 14, 2019 minutes as presented. All in favour. Motion carried.
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	R. Warick presented the mLearning EAL pilot project, funded by IRCC and provided in partnership with US-based tech company Cell-Ed. The program delivers English lessons on mobile devices to those on VCC's LINC program waitlist. About 185 learners at CLB levels 2-5 were recruited for phase 1; the goal for phase 2 phase is to recruit 350 learners at levels CLB 6-8 and to expand recruitment beyond VCC's waitlist. Students can connect with Cell-Ed coaches, who provide motivation and support, but do not act as EAL instructors. About six coaches are contracted through Continuing Studies.
	a) mLearning EAL App	There was a discussion about the demand and funding for LINC programs, as well as mLearning curriculum development and evaluation. R. Warick reported that content for phase 1 was provided by Cell-Ed and reviewed by a contracted curriculum developer. Content for phase 2 will be developed with VCC for the Canadian context. T. Rowlatt encouraged collaboration with VCC's EAL department in evaluating the project.
	b) Academic Schedule	Motion: Moved by D. McMullen and seconded THAT Education Council recommend the Board of Governors approve the 2020/21 Academic Schedule. K. McNaughton presented the Academic Schedule for 2020/21. All in favour. Motion carried.
	c) K-12 BC High School Curriculum Changes	D. Seremba presented the changes, approved by the Ministry at the end of last year, for information. Several course names have changed, and some courses have been discontinued. Admission requirements and course pre-requisites on the website and in International Education's

Item	Topic	Discussion
		marketing materials will be updated. There was a discussion about English course equivalencies and the process to implement the changes.
7.	Committee Reports a) Curriculum Standing Committee i) Program Update: Canadian Business Management Post-Degree Diploma	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the Canadian Business Management Post-Degree Diploma program content guide and three courses, including the new course MGMT 1019 Preparation for the Canadian Workplace 1.</p> <p>J. Rivera presented the proposed revisions including changes to course scheduling to align the first year with the Business and Project Management Post-Degree Diploma program. In order to better prepare international students for their practicum, the new course MGMT 1019 Preparation for the Canadian Workplace was created. Credits for the practicum (MGMT 2020) were reduced as a result of adding credits for MGMT 1019 and increasing credits for MGMT 2019. Based on feedback from Curriculum Committee, the department made revisions in collaboration with Instructional Associates from the CTRL.</p> <p>T. Rowlatt noted L. Apouchtine’s significant concerns, shared by D. McMullen, about the timing of the proposal, due to the amount of work required by the Registrar’s Office by the effective date of September 2019. All in favour. Motion carried.</p>
	ii) Program Update: Access to Practical Nursing Diploma	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Access to Practical Nursing Diploma program.</p> <p>J. Gilbert presented the proposed update to the admission requirements to include information for internationally educated nurses (IENs) to apply to the program. The rationale is that IENs often have a higher level of experience and education than the Health Care Assistants for which this program is designed. All in favour. Motion carried.</p>
	iii) Course Update: NURS 3264 Nursing Clinical Practice 6 Care of the Acutely Ill Adult - Lab and Clinical	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to NURS 3264 Nursing Clinical Practice 6: Care of the Acutely Ill Adult.</p> <p>T. Rowlatt presented the proposed changes to the evaluation plan aimed at ensuring students demonstrate theoretical knowledge through examinations, instead of passing based on a clinical</p>

Item	Topic	Discussion
		assignment. Testing proficiency is important since students need to pass a standardized examination after graduation to be licensed. All in favour. Motion carried.
	iv) New Course: SIGN 1110 Advanced ASL	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the new course SIGN 1110 Advanced ASL.</p> <p>B. Carmichael presented the proposal for this course, which is designed as a pilot for teaching ASL online. During the pilot phase, the course has no tuition or credits. Since Douglas College does not offer a 2019 intake into its Interpreting Diploma program, this course also allows students to maintain their ASL skill set while waiting to apply for the next intake. Discussions are ongoing regarding the future of the Interpreting Diploma program. All in favour. Motion carried.</p>
	v) Program Update: Professional Cook 2 Advanced Certificate	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Professional Cook 2 Advanced Certificate.</p> <p>The Culinary Arts department proposed removing the requirement for immunizations and TB skin tests; the same change was approved by Education Council for the Professional Cook 1 Plus Certificate and the Culinary Arts Diploma in May 2019. All in favour. Motion carried.</p>
	vi) Program Update: Professional Cook 1 Certificate (EAL Cohort)	Item removed from agenda.
	vii) Program Update: Computer Systems Technology Diploma	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Systems Technology Diploma program and courses.</p> <p>Recently hired Computer Technology Programs Department Head R. Nezami presented the proposed revisions to bring the curriculum up to date with the current state of technology and the local labour market, before the first program offering in September.</p> <p>T. Rowlatt acknowledged concerns expressed at Curriculum Committee about the challenge for the Registrar's Office due to the timing of the changes. Committee's vote on this proposal was split.</p> <p>There was a discussion about the lack of specificity in some evaluation plans and about the timing for hiring instructors. All in favour. Motion carried.</p>

Item	Topic	Discussion
	viii) Course Deactivations: CSTP 1102, 2203, 1107, 2206, 2103, 2207, 2105	Motion: Moved by T. Rowlatt and seconded THAT Education Council approve the deactivation of seven courses as part of the revisions to the Computer Systems Technology Diploma program: CSTP 1102, 1107, 2103, 2105, 2203, 2206, and 2207. All in favour. Motion carried.
	ix) New Program: Electronics Repair Technology Diploma	<p>Motion: Moved by T. Rowlatt and seconded THAT Education Council provisionally approve, in the form presented at this meeting, the curriculum for the Electronics Repair Technology Diploma program, and recommend that the Board approve the program and credential.</p> <p>B. Griffiths presented the new program slated for January 2020, with a new department yet to be established. The two-year program, which will run in the Samsung lab, was developed in collaboration with Best Buy and is designed to train students for the growing consumer electronics repair industry. Students can exit after the first year with a certificate.</p> <p>T. Rowlatt reported that Curriculum Committee had some concerns about the alignment between learning outcomes and evaluation plans. Committee recommended to Education Council that this program enter the provisional approval process. This approach provides additional support for the new department and allows some flexibility for adjustments during the first offering. B. Griffiths supported this approach. All in favour. Motion carried.</p>
	b) Policy Standing Committee i) C.3.2 Program Review and Renewal	T. Rowlatt presented the proposed revisions arising from the QAPA process. The procedures now clearly state that external review committees as part of program renewals are selected by the VP Academic, based on recommendations from the Steering Committee, which is in line with current practice. J. Demeulemeester added that the revisions are being presented to Education Council for information, and C.3.2 will be posted for community feedback.
	ii) C.1.4 Assignment of Credits to Courses	<p>Motion: Moved by J. Demeulemeester and seconded THAT Education Council approve C.1.4 Assignment of Credits to Courses policy and procedures.</p> <p>L. Apouchtine presented the main revisions. The general rule is that one credit should equate to 45 hours of total learning time, both inside and outside of class. Four broad types of instruction were identified. Previous differentiations between degree and non-degree ratios were removed and the ratio simplified to 15:1 for lecture, seminar or online delivery. The policy sets out minimum numbers of hours per credit and allows instructors to modify up to 10% of the total course hours without a change to the course outline. All in favour. Motion carried.</p>
	c) Appeals Oversight Committee	No report. A. Candela sent his regrets.

Item	Topic	Discussion
	d) Quality Assurance Committee i) Program Review Report	T. Rowlatt reported on committee’s work to make the annual program review process more user friendly. The statistics report sent to department heads was revised and separated from the report form departments are asked to fill out. Departments will have the option to combine reports for related programs.
8.	Research Report	E. Ting attended the RIPE/BCARIN conference in Kelowna and is requesting federal funding on behalf of VCC to host a similar event later this year. REB received its first complaint regarding a project that was not reviewed, prompting a conversation between REB and faculty about which projects require research ethics review.
9.	Chair Report	E. Ting attended the Academic Governance Council meeting on May 22, where the challenges of recruiting and retaining student members were discussed.
10.	Student Report	S. Sullivan reported that SUVCC is working on student engagement in view of the September elections. SUVCC is also undergoing staffing changes.
11.	Next meeting	September 10, 2019 3:30-5:30pm room 5025 BWY-A
12.	Adjournment	The meeting was adjourned at 4:46 p.m.

- | | | | | |
|-------------------|--|---|----------------------------------|--|
| ATTENDEES: | Elle Ting
Kathryn McNaughton
Natasha Mandryk | Todd Rowlatt
Dave McMullen
Shawna Broekhuizen | Jo-Ellen Zakoor
David Wells | John Demeulemeester
Heidi Parisotto |
| REGRETS: | Andrew Candela
Denise Beerwald | Nona Coles
Gurpreet Kaur | Karen Crossett
Robert Kunka | Paul Yeung |
| GUESTS: | Rachel Warick
Collin Gill
Sydney Sullivan | Joel Rivera
Reza Nezami
Denis Seremba | Julie Gilbert
Brett Griffiths | Brenda Carmichael
Les Apouchtine |

RECORDING SECRETARY: Mya Willie



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Andrew Candela
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Natasha Mandryk
Nona Coles
Paul Yeung
Shawna Broekhuizen
Todd Rowlatt

Regrets

Denise Beerwald (Vice Chair)
Dave McMullen
Gurpreet Kaur
Karen Crossett
Robert Kunka

Guests

Claire Sauvé
Denis Seremba
Hazel Koe
Hila Coopman
Janet Theny
Janita Schappert
Jacqueline Shehadeh
Jennifer Giesbrecht
Julie Gilbert
Justin Ewart
Laurence Mollerup
Nadia Kawas
Phoebe Patigdas
Sarah Murray
Shirley Lew
Sydney Sullivan

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sk̓wxwú7mesh Úxwumixw (Squamish), xʷməθkʷəṽəm (Musqueam) and Tseil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the September 10, 2019 agenda as presented.

Moved by P. Yeung, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council adopt the June 11, 2019 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Website Redesign

- N. Kawas and H. Coopman presented updates to the program and course pages on the VCC website. Some information (e.g., admission requirements) is directly imported from CourseLeaf, while other content has been rewritten by J. Giesbrecht. Changes were made only to marketing information fields at the bottom of CourseLeaf pages, not to program content guides or course outlines. J. Giesbrecht added that marketing content is reviewed by departments before being posted online.
- Five departments have gone through the website update process so far; the remaining program descriptions will be updated gradually after the website launch in the fall.
- There was a discussion about course room numbers, which are currently not part of the new website. Any feedback regarding the website can be sent to webmaster@vcc.ca.

b) Concept Paper: VR/AR Design and Development Diploma

- S. Lew and J. Shehadeh presented the concept paper for this new joint offering with Vancouver Film School (VFS). Students complete the first term of foundational courses at VCC, followed by two terms at VFS and a final practicum term at VCC.
- N. Mandryk raised questions about access and diversity, due to all-male faculty at VCC and VFS, higher tuition at the private institution, and the challenge for students with disabilities of completing the program in the prescribed time frame. J. Shehadeh acknowledged the dearth of female applicants for instructor positions, while the PAC includes female members. The partnership with VCC allows students to complete pre-requisites to enter VFS, and VCC UT courses will presumably be offered at the usual UT rates. The time limit is necessary in this rapidly evolving field to ensure students' knowledge is current at the start of the practicum.
- T. Rowlatt raised questions about VCC as the credential-granting institution, since VFS teaches the higher-level content, and students complete a practicum in the final term, rather than returning to VCC for classes. J. Shehadeh responded that VCC will hire an instructor with expertise in the field, who will be able to assist students during their practicum and grade their final projects.
- E. Ting inquired how VCC's program compares to BCIT's AR/VR offering. J. Shehadeh explained that BCIT's offering, consisting of four courses, is not comparable to the VCC diploma program, since it only provides an overview and does not equip students to immediately enter the workplace without further training or practice.

c) Annual Report: Admission Requirements & English Language Proficiency Requirements Update

- D. Seremba presented the updated English Language Proficiency Requirements webpage, which has been developed based on consultations with various College departments and student feedback. The Registrar's Office is working with International Education on merging all English language requirements into one document.
- Link: <https://www.vcc.ca/applying/registration-services/english-language-proficiency-requirements/>
For additional information about English Language Proficiency Standards in B.C., please visit: https://www.bccat.ca/pubs/English_Language_July_2019.pdf.

d) 2020 Education Council Meeting Dates

MOTION: THAT Education Council approve the 2020 Education Council Meeting Schedule as presented.

Moved by P. Yeung, Seconded & CARRIED (Unanimously)

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program & Course Deactivations: LPN Perioperative Program Advanced Certificate

MOTION: THAT Education Council approve the deactivation of the LPN Perioperative Program Advanced Certificate and three courses: NURS 1130, NURS 1131 and NURS 1132.

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

- T. Rowlatt explained that the Ministry did not approve funding or implementation of this program, which has therefore not been presented to the Board of Governors for approval. The PCG will be shredded in CourseLeaf and the courses deactivated.

ii) Course Deactivation: HOSP 4260

MOTION: THAT Education Council approve the deactivation of HOSP 4260 Strategic Planning.

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

- T. Rowlatt explained that this course was incorrectly included in the Bachelor of Hospitality Management list of courses, instead of GNED 4260 Sustainability in Business. The PCG has been corrected, and HOSP 4260 can be deactivated, since it is not part of any active program.

iii) New Courses: BIOL 2106, 2204, 2216

MOTION: THAT Education Council approve, in the form presented at this meeting, three new Biology Courses: BIOL 2106 Invertebrate Zoology, BIOL 2204 Plant Biology, and BIOL 2216 Comparative Vertebrate Zoology.

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

- T. Rowlatt presented the proposal for three new transferrable second-year courses, which will support the launch of the Associate of Science degree.

iv) New Courses: CMPT 2225, 2276, 2295

MOTION: THAT Education Council approve, in the form presented at this meeting, three new Computing courses: CMPT 2225 Data Structures and Programming, CMPT 2276 Intro to Software Engineering, and CMPT 2295 Intro to Computer Architecture.

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

- T. Rowlatt presented the proposal for three new transferrable second-year courses, which will support the launch of the Associate of Science and Associate of Arts degrees. Changes requested by Curriculum Committee were completed before submission to Education Council.

v) New Courses: ELSK 0346, 0347, 0446, 0447

MOTION: THAT Education Council approve, in the form presented at this meeting, four new courses: ELSK 0346, ELSK 0347, ELSK 0446 and ELSK 0447.

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

- T. Rowlatt presented the LINC department's proposal for four new beginner level English pronunciation and grammar courses, which complement existing courses at the intermediate and advanced levels. The courses are not covered by the LINC contract, but are tuition-reimbursable through the AUG funding. In consultation with the Registrar's Office, course codes were changed from SETL to ELSK.

vi) Program Update: Fashion Merchandising Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revisions to the Fashion Merchandising Certificate program and eight (8) courses.

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

- T. Rowlatt presented the proposed revisions as an interim step to update the curriculum before the formal program renewal in 1 ½ years. Changes requested by Curriculum Committee were completed before submission to Education Council.

vii) Program Update: Makeup Artistry Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revisions to the Makeup Artistry Certificate program and eight (8) courses.

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

- T. Rowlatt presented proposed revisions, including an increase in hours to give students more time to practice. The 11-credit program does not align with the 18-credit minimum in policy C.1.3 Granting of Credentials; the department is aware and will address this during the formal program renewal in 1 ½ years. The current revisions are required as an interim step to update the curriculum first developed in 2010. Education Council had no concerns.

viii) Program Update: Music Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revisions to the Music Diploma program content guide and 41 course outlines for Preparatory Music and Music Diploma courses.

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

- T. Rowlatt and L. Mollerup presented the proposal for minor revisions to correct errors from the large curriculum revisions in 2018. In addition, the number of credits for full-time status was reduced to match current practice in the Registrar's Office.

b) Policy Committee

i) A.1.2 Student Appeal to Board of Governors

MOTION: THAT Education Council recommends the Board of Governors approve revisions to A.1.2 Student Appeal to Board of Governors policy and procedures.

Moved by J. Demeulemeester, Seconded & CARRIED (Unanimously)

- J. Demeulemeester explained that policy A.1.2 Student Appeal to Board of Governors concerns a student's right to appeal suspension or expulsion from the College by the President. Some of the changes were a response to a legal opinion obtained by the Board, stating that the Board should have greater power to review the President's decisions on expulsion or suspension. Proposed revisions also expand grounds for appeal beyond questions of procedural fairness and substantive new information. Committee also recommended the Board pay for translators if required by appealing students.
- J. Demeulemeester emphasized that appeals to the Board are rare, and widening grounds for appeal in A.1.2 does not constitute an argument to expand grounds for appeal in other policies.
- The motion was reworded from "advising" the Board to "recommending approval" of revisions.

c) Appeals Oversight Committee

- A. Candela reported that P. Patigdas (SUVCC) and H. Parisotto have joined the committee. The next Tribunal Training Day is planned for February 21 or 28, 2020.

d) Quality Assurance Committee

i) QAPA Summary

- T. Rowlatt reported that VCC received a very positive Ministry response to the QAPA review. He thanked everyone who contributed to the process, especially J.-E. Zakoor, P. Fahim, K. McNaughton and the departments involved.

ii) Annual Program Reviews Summary Report 2018

- T. Rowlatt presented the report and highlighted key themes, including space renovations and equipment needs, international and Indigenous student recruitment, and experiential and blended learning.

iii) Program Renewal Report: TESOL

- T. Rowlatt presented the report for information. The main recommendation was to move the TESOL program to the School of Instructor Education. Renewal of the TESL Canada accreditation in 2020 is part of the Action Plan.

8. RESEARCH REPORT

- E. Ting reported that the REB will soon renew its membership and is recruiting institutional members to fill vacancies. Research Day is planned for the third week of November, and the Annual Report will be presented in October or November.

9. CHAIR REPORT

- E. Ting presented the Education Council Annual Report 2018 and reminded members of 2019 Education Council election timelines. She noted that D. Wells has taken over the position of Vice President, Academic and Applied Research from K. McNaughton. The Education Council Planning Day will take place on November 29 or December 6; members were asked to indicate their availability and to suggest topics for discussion.

10. STUDENT REPORT

- S. Sullivan has replaced V. Skalicky as SUVCC Executive Director, and new SUVCC Organizer P. Patigdas will work with Education Council and its Standing Committees going forward. Upcoming events include SUVCC elections and the UPass referendum. SUVCC has launched a Deals App for student discounts, and is endorsing various campaigns, including Knock Out Interest on Student Loans; Our Time is Now, encouraging students to vote in federal elections; United Way's Period Promise; and a bill banning conversion therapy.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 8, 2019 3:30-5:30 p.m., room 240 DTN.

MOTION: THAT Education Council adjourn the September 10, 2019 meeting.

Moved by E. Ting, Seconded & CARRIED (Unanimously)

- The meeting was adjourned at 5:08 p.m.

APPROVED AT THE OCTOBER 8, 2019 EDUCATION COUNCIL MEETING

Elle Ting

Chair, VCC Education Council



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Denise Beerwald (Vice Chair)
Andrew Candela
David Wells
Jo-Ellen Zakoor
John Demeulemeester
Natasha Mandryk
Paul Yeung
Shawna Broekhuizen
Todd Rowlatt

Guests

Dennis Innes
Feras Ghesen
Helen Roberts
Louise Dannhauer
Lucy Griffith
Phoebe Patigdas
Shirley Lew
Tanis Sawkins

Regrets

Dave McMullen
Gurpreet Kaur
Heidi Parisotto
Karen Crossett
Nona Coles
Robert Kunka

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:34 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 8, 2019 agenda as presented.

Moved by P. Yeung, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council adopt the September 10, 2019 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Academic Master Plan

- D. Wells presented on “Programs of the Future.” The Academic Master Plan and a timeline of consultations will be presented at VCC Day 2019, with the goal of launching the plan at VCC Day 2020.

- There was a discussion about the importance of the new program assessment metric of alignment with VCC's values, vision and mission, in addition to programs' market and financial value. D. Wells acknowledged the importance of value alignment, while recognizing the need for a sustainable, balanced mix of programs. Another point of discussion was decolonization of all areas, including teaching, student services and student support. D. Wells reported that the College is looking to hire a new Dean, Indigenous Initiatives.

b) Program & Education Service Renewal Schedule

- D. Wells presented the updated Program and Education Service Renewal schedules. S. Broekhuizen requested adding the Hospitality Diploma to the Degree program for renewal in 2020/2021. T. Rowlatt recommended populating the final two years of the five-year schedule so departments are aware of upcoming renewals.

c) EdCo Planning Calendar 2020

- E. Ting presented the Planning Calendar for information. T. Rowlatt suggested a small formatting change.

COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: HAIR 0900 & HAIR 0901

MOTION: THAT Education Council approve, in the form presented at this meeting, two new courses: HAIR 0900 Access to Spa and HAIR 0901 Access to Salon.

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

- L. Dannhauer and L. Griffith presented the proposal for two new non-credit, tuition-free access courses for DHH students. T. Rowlatt added that minor changes requested by Curriculum Committee were completed. Responding to P. Yeung, L. Dannhauer explained that students are currently being recruited internally from the DHH area, with N. Scott as the contact person.

ii) Program Update: Esthetics & Spa Therapy Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Esthetics & Spa Therapy Certificate and three new courses: ESTH 1101, 1201 and 1301.

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

- L. Dannhauer presented the proposal to restructure the program into three new courses, with one course per term. This change better reflects teaching and learning in this program and allows for continuous evaluation of students. The same structure is already in place for the Hairstyling Certificate program. T. Rowlatt noted the RO's concerns regarding situations in which students leave a course half-way through a term without receiving any credit, as well as the very brief transcripts. Issues regarding transferability and student mobility do not arise in this program, since there is little or no transfer between VCC and competing private institutions, or across provinces.

iii) New Certificate Programs: Administrative Professional 1 & Administrative Professional 2

MOTION: THAT Education Council approve, in the form presented at this meeting, curriculum for the new Administrative Professional 1 and Administrative Professional 2 Certificates, including 17 new courses, and recommend that the Board of Governors approve the two new credentials.

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

- H. Roberts presented the proposal to restructure the eight-month Administrative Assistant Certificate program into two certificates (four months each). The changes arose from the recent

program renewal and the need to update the curriculum. The new programs will have intakes in January, May and September. Since several programs in the Applied Business Department require office skills, the long-term plan is to create a “building blocks” system, with AP 1/2 providing a foundation for further studies in the legal or medical office fields.

- T. Rowlatt reported that Curriculum Committee had requested more departmental consultation in order for the proposal to move forward, which has taken place in the meantime. Other recommendations included considering PLAR for courses in Word or Excel, which H. Roberts noted is being considered for a later date.

iv) Omnibus Motion: PLAR Language

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised wording to the PLAR section in programs that have no PLAR.

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

- T. Rowlatt presented the proposal arising from work on a Curriculum Style Guide, aimed at standardizing curriculum documents. Once approved by Education Council, PLAR wording will be updated in CourseLeaf and admin saved.

v) Curriculum Development Time Frame 2020

- T. Rowlatt presented the document for information. The time frame is also posted on myVCC.

b) Policy Committee

i) D.4.2 Student Complaints

- J. Demeulemeester asked for the item to be deferred, due to correspondence regarding clarification of some sections of the policy. D.4.2 will be presented at the next Education Council meeting for information, before being posted for community feedback.

c) Appeals Oversight Committee

- A. Candela reported on the committee’s work on Tribunal Training Day planning. The final date has yet to be determined (either February 21 or 28, 2020).

d) Quality Assurance Committee

i) Program and Education Service Renewal Reports

- T. Rowlatt presented the reports and highlighted the amount of work done by the CTLR. E. Ting thanked Institutional Research (IR) for their contributions to program renewals.

ii) Recognition Report: Practical Nursing & Access to Practical Nursing

- J.-E. Zakoor clarified that the document in the meeting package is a recognition report, not an accreditation report.
- T. Rowlatt reported that IR and the CTLR conducted a survey of participants in recent program renewals (external reviewers, Steering Committee members and faculty). The overall feedback was positive, with some suggestions from faculty for a clearer process and sufficient resources. Surveys will be conducted after each renewal going forward, and the data will be aggregated once a year.

iii) Curriculum Development Funds Update

- T. Rowlatt presented the Curriculum Development Funds Update. C. Deans will follow up regarding outstanding updates.
- T. Rowlatt was invited to share VCC’s experience with the QAPA process with Langara College, in preparation for its audit.

7. RESEARCH REPORT

- E. Ting reported that the REB is looking to recruit more institutional members. Research Day will most likely take place on November 21.

8. CHAIR REPORT

- E. Ting reported from the Academic Governance Council meeting in Kelowna. Representatives from various Education Councils discussed strategies to increase and maintain student representation, such as offering a student stipend and the possibility of providing directed studies credit for meeting attendance. Participants also discussed expediting governance processes through a provisional approval approach.

9. STUDENT REPORT

- P. Patigdas reported on the successful Our Time is Now campaign encouraging students to vote in the federal elections, as well as in various elections at the College. Upcoming events include Advocacy Week, organized by the British Columbia Federation of Students, and “Stress Buster” events on all three campuses.

10. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on November 12, 2019, 3:30-5:30 p.m., in room 5025 at the Broadway Campus.
- Education Council Planning Day, November 29, 2019:
 - Education Council Planning Session: 8:30 a.m.–12:00 p.m., Broadway-B, room 1228
 - Planning Day Lunch: 12:00–1:00 p.m., Broadway-B, room 1227
 - Curriculum & Education Policy Committee Planning Sessions: 1:00–4:00 p.m., Broadway-B, rooms 1227 & 1228
- The meeting was adjourned at 4:49 p.m. (Quorum was lost at 4:42 p.m. with the departures of P. Yeung and J.-E. Zakoor).

APPROVED AT THE NOVEMBER 12, 2019 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Denise Beerwald (Vice Chair)
Andrew Candela
Dave McMullen
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Lucy Griffith
Natasha Mandryk
Nona Coles
Shawna Broekhuizen

Regrets

Todd Rowlett

Guests

Jennifer Kelly
Karin Jones
Phoebe Patigdas
Taryn Thomson

Recording Secretary

Darija Rabadzija

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 Sk̓wxwú7mesh Úxwumixw (Squamish), x̣m̓əθḳẉəỵəm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 12, 2019 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council adopt the October 8, 2019 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Notice of Elections

- E. Ting informed Education Council that elections for all Chair positions and the Education Council Executive will be held at the next meeting on December 10.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: First-year University Transfer Computing Science and Software Systems Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the First-year University Transfer Computing Science and Software Systems Certificate program.

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

- N. Mandryk reported on the proposed changes based on the transfer agreement with SFU. To align with SFU's updated program requirements, MATH 2700 was added as a required course, PSYC 1200 removed from electives, and the number of credits in electives was reduced from 6 to 3.

ii) Program Update: First-year University Transfer Environmental Studies Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the First-year University Transfer Environmental Studies Certificate program.

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

- N. Mandryk presented the proposal to update the course list based on SFU's updated program requirements, in addition to correcting an error in CourseLeaf by replacing BIOL 2204 with BIOL 2104.
- An error message currently appears in the program content guide in CourseLeaf, since course GEOG 2241 was inadvertently deleted. The Registrar's Office has been made aware of this issue.

iii) Program Update: Jewellery Arts and Design Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Jewellery Art and Design Diploma program, including 16 revised course outlines and 4 new courses (JADE 1105, JADE 1206, JADE 2105, and JADE 2205).

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

- N. Mandryk and K. Jones presented the proposal to bring curriculum documentation up to date so it reflects how the program is currently taught. In addition, several courses were revised and four new courses created. Curriculum Committee feedback was incorporated.

iv) Course Deactivations: Jewellery Arts and Design

MOTION: THAT Education Council approve the deactivation of six (6) courses: JADE 1104, JADE 1204, JADE 2104, JADE 2107, JADE 2204, and JADE 2207.

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

- N. Mandryk and K. Jones presented the proposal to deactivate six courses as part of the updates to the Jewellery Arts and Design Diploma program.

v) Ranges in Evaluation Plans and Renaming Goal to Program Purpose

MOTION: THAT Education Council approve the use of percentage ranges in the evaluation plans on formal course outlines.

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

- N. Mandryk presented the proposal arising from work on a Curriculum Style Guide. Instead of requiring a fixed percentage, this new approach would allow ranges of percentages in evaluation plans (e.g., tests are worth 20–35%) up to a range of 15%. Evaluation plans on course syllabi would have to be finalized and provided to students by the first day of class.

- There was a discussion about the need for transparency for students, and the fact that evaluation plans could vary among cohorts in the same program. D. Wells explained that a similar structure is in place at SFU, allowing some flexibility for instructors to customize evaluation plans to match their teaching style or for a cohort of students. Responding to a question about policy implications, J. Demeulemeester noted that policy C.1.1 Grading, Progression and Withdrawal would not need to be revised.

MOTION: THAT Education Council approve changing the name of the “Goal” section of the Program Content Guide (PCG) to “Program Purpose.”

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

- N. Mandryk reported that Curriculum Committee felt “Goal” did not properly represent the point of this section in the PCG. Different options were discussed, and “Program Purpose” was felt to most clearly reflect what should be contained in this section, namely the purpose for students to choose the program in terms of knowledge and skills acquisition and prospective careers.

b) Policy Committee

i) C.3.2 Program Review and Renewal

MOTION: THAT Education Council recommend that the Board of Governors approve, with changes approved at this meeting, revised C.3.2 Program Review and Renewal policy and procedures.

Moved by J. Demeulemeester, Seconded & CARRIED (Unanimously)

- J. Demeulemeester presented the revisions, which were primarily driven by recommendations from the Quality Assurance Committee and received community feedback. Small changes included clarifying the number of external reviewers and exempting programs undergoing renewal from the annual program review.
- Committee discussed feedback regarding financial viability, which was considered to fall under policy C.3.3 Program Suspension, rather than C.3.2. Committee will work on policy language to address Indigenization, inter-cultural competency, and Universal Design for Learning.
- E. Ting suggested the following minor edits, which were accepted: update to the name of the Quality Assurance Committee (see item 7di), minor rewording of procedure #9, and update of procedure #15 to allow for more than one Instructional Associate to chair a Steering Committee.

ii) D.1.4 Curriculum/Educational/ Institutional Materials Created within the College

MOTION: THAT Education Council recommend that the Board of Governors approve, in the form presented at this meeting, D.1.4 Curriculum/Educational/ Institutional Materials Created within the College policy and procedures.

Moved by J. Demeulemeester, Seconded & CARRIED (Unanimously)

- J. Demeulemeester presented the policy and procedures with revisions made in consultation with HR, the VCCFA, and policy writer Virginia Adams. The policy clarifies ownership of materials created by employees at the College. The College generally owns the copyright, unless one of two exceptions applies: a written agreement or collective agreement provisions contrary to the policy (e.g. in the VCCFA collective agreement). Previously, language from the VCCFA collective agreement was included in the policy appendix, but it was removed as part of the latest revisions. A policy principle regarding the respectful use and protection of Indigenous knowledge was included. Procedures were clarified, and employees are encouraged to consider entering a written agreement before commencing work.

c) Appeals Oversight Committee

- A. Candela reported that the next Tribunal Training Day is planned for February 21, 2020. The event will be advertised on myVCC, and committee will work with SUVCC to recruit students. The format will differ from previous training days and include a variety of activities. J.-E. Zakoor emphasized the importance of training panel members for different types of appeals, besides appeals to EdCo.

- Committee member and Department Head of Counselling N. Coles is looking for the opportunity to observe a panel for training purposes, with permission of all parties involved.

d) Quality Assurance Committee

i) Committee Name Change

MOTION: THAT Education Council approve a change in the name of the 'Quality Assurance Committee' to 'Education Quality Committee.'

Moved by H. Parisotto, Seconded & CARRIED (Unanimously)

- H. Parisotto presented the proposal on behalf of T. Rowlett, who was unable to attend. Committee felt that the current name and acronym do not accurately represent the committee's work, and suggested the new name "Education Quality Committee."

ii) Renewal Report and Action Plan: Leadership Suite of Programs

- H. Parisotto presented the renewal report and action plan for the Leadership Suite of Programs. Participants in the renewal felt it was an enriching experience; work on curriculum revisions is underway.

8. RESEARCH REPORT

- E. Ting reported that Research Day will take place on November 21 and encouraged College members to RSVP. The event is funded through a \$5,000 NSERC grant. The REB received three new project reviews, with one going to the full board on November 27. The new REB group for 2019/20, with six new members from VCC, held its first meeting on October 25. The annual research report will be presented in December.

9. CHAIR REPORT

- E. Ting welcomed L. Griffith as the new Education Council representative for the School of Trades, Technology and Design.
- A draft agenda for the upcoming EdCo Planning Day on November 29 was distributed. Since Education Council currently does not have any student or support staff representatives, E. Ting's suggestion to invite representatives from SUVCC and CUPE as guests was accepted.

10. STUDENT REPORT

- P. Patigdas reported that SUVCC representatives attended the provincial Advocacy Week organized by the B.C. Federation of Students in Victoria. Main topics included needs-based grants, tuition fee limits for international students, and strengthening sexual violence policies. The newly elected SUVCC Board started its term at the end of October. November activities will be focused on Transgender Awareness Week and unlearning sexism. The SUVCC Downtown office is closed for renovations until January, but all students can access services at the Broadway office.

11. NEXT MEETING AND ADJOURNMENT

- The Education Council Planning Day will be held on November 29, from 8:30 a.m.-12:00 p.m., at the Broadway Campus, room 1228, followed by lunch and planning sessions for Education Policy and Curriculum Committees. The next regular Education Council meeting will be held on December 10, 2019, 3:30-5:30 p.m., at the Downtown Campus, room 240.

MOTION: THAT Education Council adjourn the November 12, 2019 meeting.

Moved by E. Ting, Seconded & CARRIED (Unanimously)

- The meeting was adjourned at 4:18 p.m.

APPROVED AT THE DECEMBER 10, 2019 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Denise Beerwald (Vice Chair)
Andrew Candela
David McMullen
David Wells
Heidi Parisotto (via teleconference)
Jo-Ellen Zakoor
John Demeulemeester
Lucy Griffith
Natasha Mandryk
Nona Coles
Todd Rowlatt

Regrets

Shawna Broekhuizen

Guests

Claire Sauvé
Daniel Warlock
Helen Roberts
Jennifer Gossen
Katarina Jovanovic
Phoebe Patigdas
Taryn Thomson
Tilda Venalainen

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:32 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the December 10, 2019 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council adopt the November 12, 2019 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) International Education

- J. Gossen presented on International Education trends at VCC and across Canada.
- Responding to T. Rowlatt, J. Gossen noted the high retention rate of about 97% as one of International Education's success measures. Regarding academic integrity, J. Gossen noted that there are fewer issues with hands-on, trades-focused programs, but there are conversations about this topic and the impact of cultural differences.

- T. Thomson followed up on the discussion of affiliation agreements with private language schools ILAC and ILSC at the April 2019 Education Council meeting; the concern at the time was that students were being referred to these schools for English upgrading. J. Gossen explained that the affiliation agreement is designed to bring students to VCC from these institutions. In addition, information about VCC's EAL Pathways program has been added to materials for prospective students.
- L. Griffith inquired about plans to offer study abroad options. J. Gossen responded that the process is still at the preliminary stage; VCC has been engaged in the government's consultation process and hopes to obtain federal funds to allow students to study abroad.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Program: Administrative Professional Certificate (International)

MOTION: THAT Education Council approve, in the form presented at this meeting, the Program Content Guide for the new Administrative Professional Certificate (International) program, and recommend that the Board of Governors approve the new credential.

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

- T. Rowlatt presented the proposal, which combines the four-month Administrative Professional 1 and 2 Certificate programs into one eight-month program for international students. H. Roberts added that up to six international students per cohort will be taught alongside domestic students.

ii) New Program: Early Childhood Care and Education Diploma (International Cohort)

MOTION: THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Early Childhood Care and Education Diploma (International Cohort), including one (1) new course ECCE 1011, and recommend the Board of Governors approve the credential.

Moved by T. Rowlatt Seconded & CARRIED (Unanimously)

- K. Jovanovic and C. Sauvé presented the three Early Childhood Care and Education (ECCE) proposals. The department is proposing a daytime, full-time version of its ECCE diploma, including a new program for international students. The domestic program was modified for international students by adding a preparatory course (ECCE 1011) and rearranging the course order to accommodate work permit processing times. Curriculum Committee approved minor revisions to nine ECCE courses and requested a number of changes to the ECCE program content guides, which were completed.
- Responding to J. Demeulemeester, C. Sauvé explained that the tuition for domestic students will remain the same, while international tuition has not been set yet.
- A. Candela suggested more emphasis on previous experience working with children in the admission requirements, and inquired about English language proficiency. K. Jovanovic and T. Rowlatt responded that candidates are thoroughly vetted and receive ample practical training during the program. The English language requirements are the same for international and domestic students and can be revisited in the future if necessary.
- In view of the expansion to a full-time offering, J. Demeulemeester and T. Thomson asked at what point programs are moved out of Continuing Studies (CS) into base funded areas covered by the VCCFA collective agreement. T. Thomson objected to the fact that the ECCE Diploma instructors, as CS faculty, do not enjoy the same rights and privileges as other faculty, especially since students in the international program will pay higher tuition rates. There was a discussion about whether base funding may become available in the future, in the context of increased government investment in ECCE.

iii) Program Update: Early Childhood Care and Education Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, updates to the PCG for the Early Childhood Care and Education Diploma program, including a change to the program name and removal of the physician's report from the admission requirements.

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

- K. Jovanovic presented the proposal to change the program name from ECCE Post-Basic Diploma to Early Childhood Care and Education Diploma, in order to maintain a consistent naming convention. The physician's report was removed from the admission requirements for both the domestic diploma program and the certificate program (see 7iv), since it is no longer required for the Early Childhood Education Registry in B.C.

iv) Program Update: Early Childhood Care and Education Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, updates to the Early Childhood Care and Education Certificate program admission requirements, removing the physician's report.

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

- K. Jovanovic presented the proposal to remove the physician's report from the admission requirements (see 7iii).

v) Curriculum Style Guide: Admission Requirements

- T. Rowlatt reported on continued committee work on the Style Guide at the November 29 planning day session. The suggested standardized format for admission requirements was developed in collaboration with the Registrar's Office and J. Giesbrecht (Marketing). C. Deans is reformatting admission requirements for all programs and asking departments to approve the changes. The goal is to bring these formatting changes to Education Council in an omnibus motion.

b) Policy Committee

i) D.4.3 Student Code of Conduct (Non-Educational Matters)

MOTION: THAT Education Council post D.4.3 Student Code of Conduct (Non-Educational Matters) policy and procedures for community feedback.

Moved by J. Demeulemeester, Seconded & CARRIED (Unanimously)

- J. Demeulemeester presented revisions to the policy and procedures documents. There was a discussion around students' right to protest. Regarding the suggestion that Appeals Oversight Committee create Terms of Reference for Appeal Hearing Committees, A. Candela responded that the policy and procedures already outline these terms. T. Rowlatt noted that the creation of guidelines for a standardized approach to hearings was recommended, rather than including these details in the procedures.

ii) A.1.2 Student Appeal of Suspension to Board of Governors

- J. Demeulemeester presented an information note from Governance Committee regarding revisions to this policy; language around grounds for appeal and accommodations was broadened. The Board has approved the revised policy.

c) Appeals Oversight Committee

- A. Candela reported that committee is planning next year's Tribunal Training Day (February 21, 2020). Committee supports the inclusion of staff, in addition to faculty, in hearing panels, and staff will be invited to attend the training event. A. Candela also reminded Education Council members of the resources stored on the committee's shared folder, including a roster of trained panelists.

d) Education Quality Committee

i) Program Renewal Report and Action Plan: Deaf and Hard of Hearing (DHH)

- The November committee meeting was cancelled. T. Rowlatt reported that the Board of Governors approved minor revisions to C.3.2 Program Review and Renewal policy and procedures. Upcoming events include Deans' annual program review presentations and Curriculum Development (CD) Funds adjudication. The call for proposals will go out in January, with a submission deadline of February 21, 2020.
- The Deaf and Hard of Hearing (DHH program) renewal report was included in the meeting package; work on curriculum updates has begun.

8. RESEARCH REPORT

- E. Ting reported that Research Day on November 21 was a success, with about 130 attendees. The event received federal funding from NSERC, which also provides funds for events involving industry.
- The REB has completed three new approvals, including one full board review; one amendment and two new projects are in progress, and two course-based approvals are expected for February. The REB Annual Report will be presented in January.
- E. Ting encouraged members to apply for the President's Research Fund; the call-out for proposals is planned for January 2020.

9. CHAIR REPORT

- E. Ting reported from Education Council's Planning Day on November 29. Topics included Work-Integrated Learning, Universal Design for Learning, Academic Equity, Academic Integrity, the Teaching and Learning Framework, and the Academic Master Plan.

10. STUDENT REPORT

- P. Patigdas reported on recent SUVCC activities focused on Transgender Day of Remembrance, International Day for the Elimination of Violence against Women, and the "Orange the World" campaign about consent. SUVCC will organize end-of-semester events focused on relaxation for students, including dog therapy.

11. ELECTIONS

a) Education Council Chair

- D. McMullen thanked everyone for their service in leadership capacities before beginning the election process.

N. Coles nominated E. Ting. Nomination accepted.

Second and third call for nominations: there were none.

By acclamation, E. Ting was announced Chair of Education Council.

b) Education Council Vice Chair

- N. Mandryk nominated A. Candela. Nomination accepted.
- Second and third call for nominations: there were none.

By acclamation, A. Candela was announced Vice Chair of Education Council.

c) Two Executive Committee Members

- T. Rowlatt nominated N. Mandryk. Nomination accepted.
- E. Ting nominated L. Griffith. Nomination accepted.
- Second and third call for nominations: there were none.

By acclamation, N. Mandryk and L. Griffith were announced Executive Committee Members of Education Council.

d) Standing Committee Chairs

i) Curriculum Committee

- N. Mandryk nominated T. Rowlatt. Nomination accepted. Second and third call for nominations: there were none.
- By acclamation, T. Rowlatt was announced Chair of Curriculum Committee.

ii) Education Policy Committee

- J. Demeulemeester nominated A. Candela. Nomination accepted. Second and third call for nominations: there were none.
- By acclamation, A. Candela was announced Chair of Education Policy Committee.

iii) Education Quality Committee

- L. Griffith nominated T. Rowlatt. Nomination accepted. Second and third call for nominations: there were none.
- By acclamation, T. Rowlatt was announced Chair of Education Quality Committee.

iv) Appeals Oversight Committee

- A. Candela nominated L. Griffith. Nomination accepted. Second and third call for nominations: there were none.
- By acclamation, L. Griffith was announced Chair of Appeals Oversight Committee.

12. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 14, 2020, 3:30-5:30 p.m., at the Broadway Campus, room 5025.

MOTION: THAT Education Council adjourn the December 10, 2019 meeting.

Moved by E. Ting, Seconded & CARRIED (Unanimously)

- The meeting was adjourned at 5:04 p.m.

APPROVED AT THE JANUARY 14, 2020 EDUCATION COUNCIL MEETING

Elle Ting

Chair, VCC Education Council