



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
January 12, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on January 12, 2021.

RESOLVED THAT Education Council approved:

- Seven (7) new EAL courses:
 - ELSK 0846 Communication Skills for Online Learning - Intermediate
 - ELSK 0866 Communication Skills for Online Learning - Advanced
 - ELSK 0946 Improve Your Writing - Intermediate Focus A
 - ELSK 0947 Improve Your Writing - Intermediate Focus B
 - ELSK 0966 Improve Your Writing - Advanced Focus A
 - ELSK 0967 Improve Your Writing - Advanced Focus B
 - ELSK 1007 IELTS Academic Preparation - Intensive

Dated: January 12, 2021

APPROVED BY

Elle Ting, Chair
VCC Education Council



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
February 9, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on February 9, 2021.

RESOLVED THAT Education Council approved:

- New course: ENGL 0999 Provincial English 12 Literature Online
- New course: PIDP 3350 Supporting Multilingual Learners
- Updates to electives in the Teaching Online Certificate and Provincial Instructor Diploma program content guides
- Posting D.4.3 Student Non-Academic Conduct and D.4.5 Academic Integrity policies and procedures for community feedback

Dated: February 9, 2021

APPROVED BY

Elle Ting, Chair
VCC Education Council



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
March 9, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on March 9, 2021.

RESOLVED THAT Education Council approved:

- New course ENGL 0300 Topics in Fundamental English
- Program content guide for the new Mechanical Engineering Technician Certificate program
- Revisions to the Health Unit Coordinator Certificate program content guide and 14 new courses:
 - HLUC 1005 Information Technologies for Health Sciences
 - HLUC 1015 Keyboarding: Speed and Accuracy
 - HLUC 1025 Role of the HUC
 - HLUC 1035 Communication in Healthcare
 - HLUC 1040 Medical Foundations
 - HLUC 1045 Pharmacology
 - HLUC 1050 HUC Practicum 1
 - HLUC 1105 Order Processing Foundations
 - HLUC 1115 Lab Foundations 1
 - HLUC 1125 Lab Foundations 2
 - HLUC 1135 Diagnostic Foundations
 - HLUC 1140 Surgical & Specialty Foundations
 - HLUC 1145 Practicum Orientation
 - HLUC 1150 HUC Practicum 2

RESOLVED THAT Education Council recommends the Board of Governors approve:

- New Mechanical Engineering Technician Certificate credential

Dated: March 9, 2021

APPROVED BY

Elle Ting, Chair
VCC Education Council



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
March 17, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on March 17, 2021.

RESOLVED THAT Education Council recommends the Board of Governors approve:

- 2021-2024 Academic Plan
- 2021-2022 Enrolment Plan

Dated: March 17, 2021

APPROVED BY

Elle Ting, Chair
VCC Education Council



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
April 13, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on April 13, 2021.

RESOLVED THAT Education Council approved:

- Updated program content guide for the Pharmacy Technician Certificate program, including new course PHAR 1397 Practicum
- Revisions to the Dental Technology Sciences Diploma program content guide, 16 revised and 5 new course outlines:

Revised courses:

- DENT 1100 Dental Technology Foundations
- DENT 1110 Biosciences 1
- DENT 1130 Professional Practice 1
- DENT 1210 Biosciences 2
- DENT 1240 Removable Prosthetics 1
- DENT 1250 Fixed Prosthetics 1
- DENT 1260 Orthodontics 1
- DENT 2330 Professional Practice 2
- DENT 2340 Removable Prosthetics 2
- DENT 2350 Fixed Prosthetics 2
- DENT 2360 Orthodontics 2
- DENT 2440 Removable Prosthetics 3
- DENT 2450 Fixed Prosthetics 3
- DENT 2460 Orthodontics 3
- DENT 2510 Dental Technology Practicum
- DENT 2530 Professional Practice 3

New courses:

- DENT 1170 Dental Laboratory Patient Care 1
 - DENT 1180 Digital Technology 1
 - DENT 1270 Dental Laboratory Patient Care 2
 - DENT 1280 Digital Technology 2
 - DENT 2380 Digital Technology 3
- Revised D.4.5 Academic Integrity policy and procedures
 - Revised Terms of Reference for the Education Quality Committee

RESOLVED THAT Education Council recommends the Board of Governors approve:

- Revised D.4.3 Student Non-Academic Conduct policy and procedures

Dated: April 13, 2021

APPROVED BY

Elle Ting, Chair, VCC Education Council



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
May 11, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on May 11, 2021.

RESOLVED THAT Education Council approved:

- Six (6) new ABE Math courses:
 - Math 0611 Fundamentals of Mathematics 1
 - Math 0621 Fundamentals of Mathematics 2
 - Math 0631 Fundamentals of Mathematics 3
 - Math 0641 Fundamentals of Mathematics 4
 - Math 0651 Fundamentals of Mathematics 5
 - Math 0661 Fundamentals of Mathematics 6
- Extending the use of the Duolingo English Test as an option for demonstrating English Language Proficiency for admissions to the 2022 Spring Term (inclusive)
- Posting D.1.5 Use of Library Resources policy and procedures for community feedback

RESOLVED THAT Education Council recommends the Board of Governors approve:

- Academic Year 2021/22, 2022/2023, and 2023/2024

Dated: May 11, 2021

APPROVED BY

Elle Ting,
Chair, VCC Education Council



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
June 8, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on June 8, 2021.

RESOLVED THAT Education Council approved:

- Program content guide for the new Asian Culinary Arts Advanced Certificate and three new courses:
 - ACUL 2201 Asian Restaurant Operation Management
 - ACUL 2202 Asian Pacific Cooking
 - ACUL 2203 Asian Restaurant Business Management
- Revisions to the Health Care Assistant Certificate (EAL Cohort) program content guide and three (3) courses to align with BC Registry of Health Care Assistants and Community Workers standards:
 - ELSK 0701 English Language Skills 1
 - ELSK 0702 English Language Skills 2
 - ELSK 0703 English Language Skills 3
- VCC Quality Assurance Process for Externally Accredited or Reviewed Programs (see Appendix)
- Posting D.3.6 Admissions and C.2.1 International Students on Study Permits policies and procedures for community feedback

RESOLVED THAT Education Council recommends the Board of Governors approve:

- VCC Strategic Innovation Plan 2022–2025
- New Asian Culinary Arts Advanced Certificate credential

Dated: June 8, 2021

APPROVED BY

Elle Ting,
Chair, VCC Education Council



VCC Quality Assurance Process for Externally Accredited or Reviewed Programs

<p>Program Name:</p> <p>Program Leads:</p> <p>Date:</p>
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Purpose

To determine if there are any areas and topics that are part of the VCC program renewal process that are not covered by your program's accreditation process.

Accreditation processes are often focused on the set standards and competencies delivered in the curriculum and whether it meets the requirements of the external body. While this is crucial, the program renewal process includes looking at other program needs, such as departmental structure, workload and operational matters. In doing so, program renewals tend to provoke discussions to ensure high quality and sustainable programs.

By completing the form below, the external accreditation process is compared to VCC's program renewal process and gaps are identified. Subsequently, a meeting is set up with a subcommittee of the Education Quality Committee to determine if any additional actions are required beyond what is required by the accreditation process.

Process

Complete the form below.

This will typically be done collectively by the department head, instructional associate assigned to the accreditation, the dean, and any additional members of the department heavily involved in the accreditation process.

When to complete this form?

We recommend you complete this form after you have completed the initial accreditation report/self-study or when the external review committee has finished their visit. It must be completed before the end of your accreditation review process.

What is the review process?

A three (3) member subcommittee of the Education Quality Committee will be assigned to your review and will meet with the accreditation leads for your program to discuss any potential gaps in your accreditation.

If additional actions are required due to identified gaps, the subcommittee will provide a reasonable timeframe for your department to complete the work.

Upon completion of the accreditation process, please complete this form and submit to edco@vcc.ca.

SECTION 1: Process

Does the program accreditation process include the following elements?

**Comments are not required*

Elements	Fully	Partially	Not Addressed
Steering Committee including College and departmental representation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Self-study (report submitted to the accreditation body) completed by the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
External Review process that includes panel, site visit (or virtual visit), and report with recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Opportunities for feedback (during self-study and/or external review process) from: program instructors and staff; current students; alumni; and Program Advisory Committee or other community/industry partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Action Plan completed by the department (based on self-evaluation and/or accreditation recommendations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<i>Additional Comments:</i>			

SECTION 2: Topics Included in Accreditation Review

There are six (6) areas of discussion required by the College's Program Renewal. These are covered in detail in the self-study (or report submitted to the accreditation body) and are then reviewed by the external panel.

Does the program accreditation process require discussion of the following topics:

**Comments are not required*

CURRICULUM & INSTRUCTION	Fully	Partially	Not addressed
Program Structure and Alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Admission and graduation requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Teaching and assessment strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Curriculum delivery (e.g. online, blended, experiential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Curriculum quality, relevance, and connection to professional or entry to practice standards (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Clinical, practicum, and other workplace learning (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<i>Additional Comments:</i>			

**Comments are not required*

INSTRUCTORS & STAFF	Fully	Partially	Not addressed
Qualifications and hiring practices, including training and experience in teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Professional and career development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Connections to professional associations, community and/or workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			

Research and scholarly activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<i>Additional Comments:</i>			

**Comments are not required*

STUDENT OUTCOMES	Fully	Partially	Not addressed
Student progression (e.g. enrolment, attrition, retention, remediation, graduation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Student satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Employment outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Course evaluations including work placements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<i>Additional Comments:</i>			

**Comments are not required*

EDUCATION SUPPORT SERVICES	Fully	Partially	Not addressed
Breadth and accessibility of services, including: <ul style="list-style-type: none"> • Indigenous services; • library and research support; • academic support and tutoring; • counselling and disability services; • advising services; • career services; • international student services; and • financial support, scholarships and bursaries 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Student satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Support for instructors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<i>Additional Comments:</i>			

**Comments are not required*

PROGRAM PLANNING & ADMINISTRATION	Fully	Partially	Not addressed
Enrolment planning, marketing and recruitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Department organization, instructor and staff complements, administrative support and operational budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Indigenization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Equity, diversity and inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Program Advisory Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Department planning processes, labour market and competitive analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Succession planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Alignment with College policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Affiliation, articulation and transfer agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Ongoing curriculum development and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<i>Additional Comments:</i>			

**Comments are not required*

PHYSICAL & LEARNING ENVIRONMENTS	Fully	Partially	Not addressed
Physical spaces including facilities, classrooms, labs, work placement sites, and offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Online learning spaces and educational technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Equipment and technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Comments:</i>			
Safety (including work placement sites)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
Accessibility (including work placement sites)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<i>Additional Comments:</i>			

SECTION 3: REVIEW BY EVALUATION SUBCOMMITTEE

**To be completed by the 3-person Evaluation Subcommittee assigned by the Education Quality Committee*

Are there any significant gaps in the program accreditation process compared to the College's Program Renewal requirements?

If yes, what actions are required?

What is the timeframe for these actions to be completed?

Additional Comments:

Date Reviewed by Evaluation Subcommittee:

Date Reviewed by Education Quality Committee:



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
September 14, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on September 14, 2021.

RESOLVED THAT Education Council approved:

- Extension of the alternative curriculum change process approved on May 12, 2020, for the Fall 2021 and Winter 2022 programming (until the end of March 2022); see appendix
- New course MATH 2120 Discrete Mathematics 2
- Updates to 14 courses in the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and Architectural Technician Certificate programs, including updates to pre-requisites, course descriptions, topics, learning outcomes, and evaluation plans:
 - DRFT 1270 Residential Design
 - DRFT 1271 Site Planning
 - DRFT 1272 Codes and Regulations 1
 - DRFT 1273 Construction Assemblies 1
 - DRFT 1274 Single Family Residences
 - DRFT 1275 Codes and Regulations 2
 - DRFT 1276 Construction Assemblies 2
 - DRFT 1277 Multi Family Residences
 - DRFT 1278 Drawing Plan Reading
 - DRFT 1371 Codes and Regulations 3
 - DRFT 1372 Construction Assemblies 3
 - DRFT 1373 Commercial Retail Buildings
 - DRFT 1374 Introduction to 3D and BIM
 - DRFT 1375 Commercial Layouts Using BIM
- Revisions to the Business and Project Management Post Degree Diploma program content guide and 16 new courses:
 - MGMT 1014 Business Management Essentials
 - MGMT 1015 Applied Quantitative Skills
 - OPMT 1004 Logistics and Supply Chain Management
 - OPMT 1005 Process Improvement and Lean Design
 - OPMT 2020 Workplace Safety and Sustainability
 - PGMT 1001 Fundamentals of Project Management
 - PGMT 1002 Product Development and Project Scope Management
 - PGMT 1003 Project Stakeholder and Communications Management
 - PGMT 1004 Project Schedule and Cost Management
 - PGMT 1005 Project Resource and Procurement Management
 - PGMT 2001 Project Quality and Risk Management
 - PGMT 2002 Agile Project Management
 - PGMT 2003 Project Leadership and Change Management
 - PGMT 2020 Project Management Technology



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
September 14, 2021**

- PGM 2021 Project Integration and Capstone
- PGM 2022 Project Contract Negotiations and Management
- Revisions to the Pharmacy Technician Certificate program content guide, including changes to learning outcomes, program duration and credits, and 15 new courses:
 - PHAR 1101 Professional Practice 1
 - PHAR 1102 Pharmacology & Therapeutics 1
 - PHAR 1103 Pharmacy Calculations 1
 - PHAR 1104 Pharmacy Communications 1
 - PHAR 1105 Pharmacy Management 1
 - PHAR 1106 Community Pharmacy
 - PHAR 1201 Professional Practice 2
 - PHAR 1202 Pharmacology & Therapeutics 2
 - PHAR 1203 Pharmacy Calculations 2
 - PHAR 1204 Pharmacy Communications 2
 - PHAR 1205 Pharmacy Management 2
 - PHAR 1206 Hospital Pharmacy
 - PHAR 1207 Sterile Products
 - PHAR 1208 Practicum Preparation
 - PHAR 1309 Pharmacy Practicum

RESOLVED THAT Education Council provisionally approved:

- Program content guide for the new Optician Diploma and 18 new courses:
 - OPTC 1100 Customer Service & Professional Communications 1
 - OPTC 1110 Anatomy & Physiology of the Eye
 - OPTC 1120 Professional Practice & Office Procedures
 - OPTC 1130 Foundations of Optics
 - OPTC 1140 Eyeglasses Theory
 - OPTC 1210 Eyeglasses Lab
 - OPTC 1220 Eyeglasses Fabrication & Design
 - OPTC 1230 Customer Service & Professional Communications 2
 - OPTC 1240 Low Vision Conditions & Devices
 - OPTC 1250 Consolidated Practice Experience: Eyeglasses
 - OPTC 2310 Sales & Marketing Skills for the Entrepreneur
 - OPTC 2320 Contact Lens Theory
 - OPTC 2340 Contact Lens Lab
 - OPTC 2350 Consolidated Practice Experience: Contact Lenses
 - OPTC 2420 Business Management for the Entrepreneur
 - OPTC 2430 Refractive Conditions & Automated Refraction
 - OPTC 2440 Program Review and License Exam Prep
 - OPTC 2450 Preceptorship



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
September 14, 2021**

RESOLVED THAT Education Council recommends the Board of Governors approve:

- Affiliation Agreement between VCC and Stenberg College International (SCI) regarding the Optician Diploma Program at VCC
- Implementation of the revised Pharmacy Technician Certificate program
- New Optician Diploma credential
- Revised D.1.5 Use of Library Resources policy and procedures
- Revised D.3.6 Admissions policy and procedures
- Rescinding C.2.1 International Students on Study Permits policy and procedures

Dated: September 14, 2021

APPROVED BY

Elle Ting,
Chair, VCC Education Council



INFORMATION NOTE

ISSUE: Curriculum Changes during the COVID-19 Pandemic

BACKGROUND:

Following guidance from the Provincial Health Officer and the Ministry of Advanced Education, Skills & Training (AEST) in the current COVID-19 pandemic, VCC suspended face-to-face instruction as of March 17, 2020. The transition to alternative delivery methods has made it necessary to adjust courses and programs very quickly to allow for a smooth transition and positive learning experience, but due to the urgency of the situation, following standard governance processes is currently not practicable.

Education Council still has the responsibility to maintain oversight and ensure changes are made in a procedurally sound manner with appropriate consultation and documentation; however, without being able to predict whether the COVID-19 public health emergency will extend into the Fall 2020 and Winter 2021 terms, the college must be prepared to face a period of *“extended transition during continued turmoil.”*¹ As such, VCC’s governance has developed provisional processes that balance responsiveness to the immediate, urgent transition resulting from the temporary suspension of face-to-face instruction with preparation for the gradual return to more “normal” times through the establishment of educational technology infrastructure and its intentional integration into programming.

This note provides a process description of alternative governance requirements put in place to support the current and anticipated curricular changes necessitated by the COVID-19 emergency. This provisional process was approved by Education Council on May 12, 2020.

This process is designed to maintain a holistic, agile approach to reporting and overseeing curriculum changes, despite the uncertainties presented by the current pandemic.

The process has been divided into two pathways:

Pathway 1: Changes to curriculum driven by the need to transition to alternative delivery due to the COVID-19 pandemic.

- Departments and instructors are allowed to make changes to courses and programs without seeking prior governance approval, except for changing or meeting program learning outcomes (see Pathway 2 below).
- These changes should be focused on ensuring students can meet overall learning outcomes and competencies.

¹ Hill, Phil. “Revised Outlook for Higher Ed’s Online Response to COVID-19.” *Phil on Ed Tech*. 31 Mar. 2020. <https://philonedtech.com/revised-outlook-for-higher-eds-online-response-to-covid-19/>. Accessed 8 Apr. 2020.

- Guidelines provided by regulatory, accrediting, or governing bodies (such as the Industry Training Authority) can be followed without internal VCC governance approval.
- A summary of changes must be sent to Education Council for information. The summary can be sent as soon as reasonable; in some cases, this will be after the start date of the program. This chronology of changes will record the College's teaching approach and facilitate future debriefing that will take place after the COVID-19 health emergency has ended.
- Changes are considered temporary and are only in effect during program/course offerings during the COVID-19 pandemic. The summary of changes sent to EDCO should include dates.
- It is the responsibility of instructors and department leaders to inform students as soon as possible about changes to courses or programs (including evaluation plans, sequencing of courses, and teaching modes). Whenever possible, changes to courses should be established in the syllabus at the start of a class. Given the likelihood of conditions changing, Education Council authorizes reasonable changes to be made that are required on short notice (such as the availability of lab or clinical opportunities).

Pathway 2: Changes to program learning outcomes (PLOs) for cohort-based programs; changes to course learning outcomes (CLOs) for non-cohort-based courses; and the granting of credentials based on *substantial completion*.

- Changes to program learning outcomes (and some course learning outcomes) require approval from Education Council. These changes will receive expedited review by Education Council.
- For courses that are not primarily part of a program (e.g. University Transfer), and in cases where course learning outcomes cannot be met in that course, changes to course learning outcomes must be approved by Education Council. However, alternate options for delivery (such as delaying a lab component) are acceptable and fall under Pathway 1 above.
- Substantial completion: Programs awarding credentials to students based on substantial completion of the program must submit a description of how substantial completion has been determined for expedited approval by Education Council. Consultation with external stakeholders/Program Advisory Committees is recommended. Programs whose regulatory, accrediting, or external governance bodies (such as the ITA) have provided guidelines for substantial completion are exempt from this requirement but must report these guidelines under Pathway 1.

PREPARED BY: Elle Ting, Chair, Education Council

DATE: May 14, 2020



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
October 12, 2021**

I, Elle Ting, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on October 12, 2021.

RESOLVED THAT Education Council approved:

- New courses: CSTP 1004 Computer Systems Primer and CSTP 1006 Website Development Primer
- Revisions to the Bachelor of Science in Nursing (Advanced Entry) and Bachelor of Science in Nursing (First Year Entry) program content guides, including updates to admission requirements
- Updates to five Culinary Arts programs, including
 - Changes to admission requirements, recommended characteristics of students, and course lists in the following program content guides:
 - Professional Cook 1 Plus Certificate
 - Professional Cook 1 Certificate (ITA Youth Cohort)
 - Professional Cook 1 Certificate (EAL Cohort)
 - Professional Cook 2 Advanced Certificate
 - Culinary Arts Diploma
 - Three new courses:
 - CULI 1510 Short Order and Cafe Service
 - CULI 2500 Kitchen Management and Cost Controls
 - CULI 2513 Restaurant Kitchen
 - Revised course name: CULI 1506 Production Kitchen
- 2022 Education Council and Standing Committees Meeting Schedule

Dated: October 12, 2021

APPROVED BY

Elle Ting,
Chair, VCC Education Council



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
November 9, 2021**

I, Todd Rowlatt, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on November 9, 2021.

RESOLVED THAT Education Council approved:

- Three new courses:
 - ECOM 1001 Developing Ecommerce
 - ECOM 1002 Maintaining Ecommerce
 - ECOM 1003 Growing Ecommerce
- Revisions to the Dental Hygiene Diploma program content guide, including changes to admission requirements and Prior Learning Assessment & Recognition (PLAR), and updates to 16 course outlines:
 - DHYG 2114 Dental Hygiene Care 1
 - DHYG 2124 Clinical Foundations
 - DHYG 2134 Professional Practice 1
 - DHYG 2144 Oral Health Sciences 1
 - DHYG 2214 Dental Hygiene Care 2
 - DHYG 2224 Clinical Practice 1
 - DHYG 3244 Oral Health Sciences 2
 - DHYG 3254 Health Sciences
 - DHYG 3314 Dental Hygiene Care 3
 - DHYG 3324 Clinical Practice 2
 - DHYG 3364 Community Foundations
 - DHYG 3424 Clinical Practice 3
 - DHYG 3434 Professional Practice 2
 - DHYG 4344 Oral Health Sciences 3
 - DHYG 4414 Dental Hygiene Care 4
 - DHYG 4464 Community Practice

Dated: November 9, 2021

APPROVED BY

Todd Rowlatt,
Chair, VCC Education Council



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
December 7, 2021**

I, Todd Rowlett, Chair of the Education Council of Vancouver Community College (“VCC”), certify that the following resolutions were duly passed by the Education Council of VCC at a meeting held on December 7, 2021.

RESOLVED THAT Education Council approved:

- Revised minimum Duolingo scores for base programs and Pathways courses, and extending the use of Duolingo as an approved method for demonstrating English proficiency to any programs starting before or during the January–April 2023 term.
- New course: BUSI 1334 Foundations of Business
- Update to the Jewellery Art & Design Diploma program content guide to include the new course:
 - JADE 1128 History and Culture of Jewellery 2
- Updates to the Fashion Design & Production Diploma and Fashion Design & Production Certificate program content guides and 23 course outlines, including changes to hours:
 - FSHN 1101 Fashion Cycle 1
 - FSHN 1103 Fashion Cycle 2
 - FSHN 1107 Illustration and Design 1
 - FSHN 1109 Pattern Drafting 1
 - FSHN 1111 Sewing Techniques 1
 - FSHN 1113 Draping
 - FSHN 1201 Fashion Cycle 3
 - FSHN 1203 Fashion Cycle 4
 - FSHN 1207 Illustration and Design 2
 - FSHN 1209 Pattern Drafting 2
 - FSHN 1211 Sewing Techniques 2
 - FSHN 1215 Tech Fashion Illustration 1
 - FSHN 1301 Fashion Cycle 5
 - FSHN 1313 Fabric and Textile Studies
 - FSHN 1315 Tech Fashion Illustration 2
 - FSHN 2101 Fashion Cycle: Project Preview
 - FSHN 2103 Fashion Cycle: Project Final
 - FSHN 2105 Business Planning
 - FSHN 2109 Computer Aided Drafting
 - FSHN 2115 Website Design and Ecommerce
 - FSHN 2205 Overseas Production
 - FSHN 2209 Pattern Grading
 - FSHN 2215 Fashion Portfolio



**VANCOUVER COMMUNITY COLLEGE
EDUCATION COUNCIL
CERTIFIED RESOLUTION
December 7, 2021**

- Program content guide for the new Health Care Assistant Diploma (International Cohort) and 12 new courses:
 - HRCA 1161 Communications for Health Care Assistants 1
 - HRCA 1162 Information Technologies for Health Sciences
 - HRCA 1163 Impacts of Colonization on the Health and Wellbeing of Indigenous People
 - HRCA 1261 Communications for Health Care Assistants 2
 - HRCA 2135 Clinical 2
 - HRCA 2140 Common Health Challenges 3
 - HRCA 2161 Communications for Health Care Assistants 3
 - HRCA 2235 Clinical 3
 - HRCA 2240 Common Health Challenges 4
 - HRCA 2261 Communications for Health Care Assistants 4
 - HRCA 2265 Community Practicum
 - HRCA 2291 Advanced Communication Skills for Cognitive and Mental Health Challenges

RESOLVED THAT Education Council recommends the Board of Governors approve:

- New Health Care Assistant Diploma (International Cohort) credential

Dated: December 7, 2021

APPROVED BY

Todd Rowlett,
Chair, VCC Education Council