



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Blair McLean
Brett Griffiths
Dave McMullen
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha (Student Representative)
Sarah Kay
Shane McGowan
Shantel Ivits
Todd Rowlatt

Regrets

Ali Oliver
Julia Skye Summers
Natasha Mandryk (Vice-Chair)

Guests

Adrian Lipsett
Andrew Dunn
Andy Sellwood
Bonnie Chan
Claire Sauvé
Clay Little
Dennis Innes
Joy Dalla-Tina
Ken McMorris
Nicole Degagne
Pervin Fahim
Phoebe Patigdas
Shirley Lew

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 Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəʔəm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the January 12, 2021 agenda as presented.

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

- Responding to questions, D. Wells confirmed that consultations with departments are in progress to create the Academic Plan 2021-24.

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the December 8, 2020 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Concept Paper: Applied Leadership and Management Certificate

- J. Dalla-Tina presented the concept paper and thanked the senior leadership team, A. Sellwood, F. Barillaro, and C. Sauvé for their support. The concept paper resulted from the renewal of VCC's well-established Leadership suite of programs, consisting of seven certificate programs focused on different industries. While students appreciated the flexibility and affordability of these offerings, the previous structure presented a challenge due to significant overlap between the different programs.
- The new program structure is more streamlined and focuses on microcredentials. The program consists of a core curriculum with specializations; specializations can be taken on their own to obtain a microcredential, or stacked with the core curriculum to obtain the full certificate. Wedding and event management was removed from the program and will be offered as a separate microcredential. C. Sauvé added that the current model of six-hour sessions on weekends lends itself well to a microcredential framework; the goal is to maintain this format, while aligning with the credentials policy to allow students to obtain a certificate. EdCo members commended the work done and suggested marketing this program to graduates of other VCC programs.

b) Planning for the New Normal in Teaching

- E. Ting and D. Wells opened the conversation on planning for the eventual return to campus and the "new normal" in teaching. D. Wells reviewed the topics discussed at Education Council meetings since the beginning of 2020 and commended the council for its responsiveness in adjusting to the pandemic.
- In view of the vaccine rollout, on-campus delivery may gradually increase in the spring and fall; VCC campuses are currently not expected to fully reopen before next winter. Planning needs to address priorities outlined in the ministry's mandate letter, such as a focus on clean energy, which aligns well with VCC's Campus Master Plan. The outcome of the provincial funding model review and its impact on VCC remain to be seen.
- Members emphasized the importance of a planned, deliberate approach to transitioning out of the pandemic, with a focus on maintaining and enhancing new ways of teaching developed since March. There was a discussion about the College's vision for delivery in the future—face-to-face, online, and/or in a hybrid model—including questions around hands-on/practical components, some of which are now taught online using new technologies. It was noted that departments will require additional resources and support to plan for the next one to two years and beyond.
- It was suggested to make this discussion a standing agenda item at Education Council meetings going forward.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: ELSK 0846, 0866, 0946, 0947, 0966, 0967, 1007

MOTION: THAT Education Council approve, in the form presented at this meeting, seven (7) new 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; and ELSK 1007 IELTS Academic Preparation-Intensive.

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

- K. McMorris presented the proposal for seven new EAL courses, which provide additional support to students, but are not a required component of the EAL Pathways program. ELSK 0946, 0947, 0966 and 0967 focus on improving writing skills, while ELSK 0846 and 0866 prepare students for communication in an online environment. ELSK 1007 is an intensive IELTS preparation course, which mimics a

successful CELBAN course the department has run several times. T. Rowlatt added that Curriculum Committee requested only minor edits, which have been completed.

ii) Minor Curriculum Changes

- The report on minor changes approved by Curriculum Committee in the last six months was presented for information.

b) Policy Committee

- No report; N. Mandryk sent regrets.

c) Appeals Oversight Committee

- No report.

d) Education Quality Committee

- T. Rowlatt reported on the 2021/22 Curriculum Development (CD) Fund (\$400,000). The callout for proposals went out on January 8; the submission deadline is February 12, with adjudication in early March. To continue supporting the transition to online delivery, development of online teaching and learning materials is again eligible for funding. The CTLR is planning workshops to support proposal writers.

8. RESEARCH REPORT

- E. Ting reported that proposals for the February 25/26 Teaching, Learning, and Research Symposium will be reviewed this week. Proposals were received from all over the world, including Australia and Russia; the keynote will be delivered from Finland.
- The Research Ethics Board continues receiving requests from further away; December saw requests from the UK, and a recently reviewed request came from Ontario.
- The callout for VCC Research Fund proposals is coming up; this fund supports internal research projects.

9. CHAIR REPORT

- E. Ting announced the session on Indigenization in policy and governance on January 13, facilitated by R. Daum and L. Heller. The Academic Governance Council has not had a chance to meet again before the winter break, but is working on planning its next meeting.

10. STUDENT REPORT

- P. Phoebe reported on the upcoming SUVCC by-election (February 1-3) for positions not filled in the fall election. SUVCC is providing welcome kits for students; kits can be delivered by mail or picked up at the Broadway campus next week. SUVCC is participating in the Knock Out Interest on Student Loans campaign and action week. Other activities include an upcoming budgeting workshop for students.

11. NEXT MEETING AND ADJOURNMENT

- The special Education Council session on Indigenization with R. Daum and L. Heller will be held on January 13, 9:30 a.m.–11:30 a.m. The next regular Education Council meeting is scheduled for February 9, 2021, 3:30–5:30 p.m.

MOTION: THAT Education Council adjourn the January 21, 2021 meeting.

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

- The meeting was adjourned at 4:32 p.m.

APPROVED AT THE FEBRUARY 9, 2021 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Natasha Mandryk (Vice-Chair)
Ali Oliver
Brett Griffiths
Dave McMullen
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha (Student Representative)
Sarah Kay
Shantel Ivits
Todd Rowlatt

Regrets

Blair McLean
Julia Skye Summers
Shane McGowan

Recording Secretary

Darija Rabadzija

Guests

Adrian Lipsett
Andy Sellwood
Barry Tsang
Bonnie Chan
Bruce McGarvie
Christine Shin
Claire Sauvé
Clay Little
Clayton Munro
Dennis Innes
Jennifer Gossen
Margaret Buxton
Nicole Degagne
Patris Aghakian
Phoebe Patigdas
Reba Noel
Rebecca Bennett
Shirley Lew
Sonny Ho
Taryn Thomson

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located 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 February 9, 2021 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the January 12, 2021 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annual Update: Deans and Directors

- Deans and directors presented their areas' accomplishments from 2020/21 and priorities for 2021/22. Presentations were made by S. Lew, Dean of Arts & Sciences and Library, Teaching & Learning Services; C. Munro, Associate Vice President of Student and Enrolment Services (interim); D. McMullen, Registrar; J. Gossen, Director of International Education; and D. Innes, Dean of Hospitality, Food Studies & Applied Business.
- J. Gossen clarified that VCC will receive funding from Global Affairs Canada for taking on the role of International Secretariat of University Mobility in Asia and the Pacific (UMAP), which will be used to create two new positions (director and project administrator), housed within IE. With regards to the impact of COVID-19 on VCC's international student enrolment, the main concern are border closures; overall, most students still plan to study in Vancouver (rather than remotely), but are postponing their studies and travel to Canada.
- There was a discussion about plans for the post-pandemic transition and support for departments in terms of resources and time. It was noted that the CTRLR and its online developers are providing support at the department level. Work on the Online Learning Strategy 2.0 is hoped to help identify gaps and guide the next phase with regards to faculty support, educational quality, tools, etc.
- Responding to a question about delays in answering student enquiries, D. McMullen explained that the Registrar's Office dealt with a backlog of student emails received over the holidays. Work is underway to provide more self-serve options for students, such as online registration for cohort programs starting this spring. The RO is also looking at different approaches for effective signage at the Broadway campus.

b) Concept Paper: Asian Culinary Arts Level 2

- S. Ho presented the concept paper for this 14-week program, which students can register in after completing Level 1 (20 weeks). There is growing labour market demand for cooks trained in a variety of Asian cuisines, and Level 1 graduates have expressed interest in further training. Extending the program duration to a total of 34 weeks will allow international students to obtain work permits and take on part-time jobs. Delivery will be either as two certificates or as one 34-week program. It was recommended to change the credential from a short certificate to an advanced certificate. S. Ho and B. Tsang were commended for their work on this proposal.

c) Concept Paper: Mechanical Engineering Technician Certificate

- B. McGarvie presented the concept paper; the Mechanical specialty was added as one stream in the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma program, approved by Education Council in December 2020. As with the other specialties in this program, students will be able to exit with a certificate after one year, and return within a specified timeframe to complete the diploma. The separate Mechanical Engineering Technician Certificate program content guide will go through governance shortly.

d) Concept Paper: Optician Diploma

- C. Sauvé, A. Lipsett, and R. Bennett presented the concept paper for this 16-month diploma program, preparing international students for careers in the in-demand field of opticianry. The intent is to license accredited curriculum from Stenberg College, a private career-training college in Surrey. Two options for delivery were explored; the current proposal is to begin with delivery in Stenberg College's existing labs, with a potential of building dedicated lab space at VCC in the future if the program proves successful. This program complements other healthcare offerings in Continuing Studies, such as the Medical Device Reprocessing Technician (MDRT) program.
- There was a longer discussion about the decision to offer this program through CS, rather than the School of Health Sciences, particularly in view of the 16-month program duration (versus 16 weeks for

the MDRT program). There were questions about the support structure for Continuing Studies instructors, who do not have access to PD time, in contrast to faculty. It was noted that Continuing Studies was viewed as the most suitable area to launch this type of innovative, niche programming with a low risk to the institution, due to the flexibility to introduce or discontinue programs, depending on their performance. The proposed program supports the priority in CS to expand partnerships with other institutions, and the mandate of CS to contribute to the College's financial sustainability.

- Questions were raised about partnering with a private college that offers competing programs in some areas. It was clarified that VCC's Optician program will target a different market—international students (who will be eligible for post-graduation work permits)—than Stenberg's domestic-only program. This is not a partnership per se, but rather a licensing agreement, which will allow VCC to launch the program more quickly and with less financial risk than developing its own curriculum.
- Work is underway to create VCC course outlines and a program content guide based on Stenberg's curriculum, with only minor modifications. The curriculum will need to be reviewed by the accreditation body and go through governance at VCC. Quality assurance, including course and program evaluations, will be managed solely by VCC.
- There was a discussion about how students studying in Stenberg College's facilities will access VCC's student services (counselling, library, disability services/accommodations, etc.), especially once currently remote services return to campus. This was acknowledged as an important consideration; the goal is to provide students with the same experience as all other CS students at VCC.

e) Draft Enrolment Plan 2021/22

- P. Aghakian presented the first draft of the Enrolment Plan 2021/22. Projected numbers for Continuing Studies are not reported to Institutional Research, and are therefore not included in the first draft. The second draft will include numbers for CS based on actual registrations in the previous year. There was a discussion about the enrolment planning process in CS, and a request for more information.
- It was clarified that budgeted numbers for international enrolment in Heavy Mechanical Trades (HMT - ORG 4305) are listed under Technical Training Access. Due to low enrolment, the international program was paused this year. Numbers for several programs in the School of Hospitality, Food Studies & Applied Business showing zero budgeted registrations are now listed on different lines in the report, mostly due to program redesigns.

f) Planning for the New Normal in Teaching

- Item deferred due to time constraints.

g) Debrief: Session on Indigenization in Governance and Policy

- Item deferred due to time constraints.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: ENGL 0999 Provincial English 12

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course ENGL 0999 Provincial English 12 Literature Online.

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

- T. Rowlatt presented this new online course, which combines ENGL 0981 and ENGL 0991 into one four-month term. Minor changes requested by Curriculum Committee were completed. The intent is to permanently offer this course online.

ii) New Course: PIDP 3500 & Program Updates: Provincial Instructor Diploma Program and Teaching Online Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course PIDP 3500 Supporting Multilingual Learners and updates to electives in the Teaching Online Certificate and the Provincial Instructor Diploma program content guides.

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

- T. Rowlatt presented the proposal for the new elective course PIDP 3500 Supporting Multilingual Learners, developed by J. Harrison and S. Yuen. Electives in both the Teaching Online Certificate (TOC) and Provincial Instructor Diploma program (PIDP) were updated. The concept of an equitable learning environment was added to learning outcomes and topics, as requested by Curriculum Committee.
- Curriculum Committee discussed and agreed with the different effective dates of the PCGs (April 2020 and 2021) and the new course (September 2021) to allow students who have started the TOC or PIDP programs earlier to select this new elective once it is offered.

b) Policy Committee

i) D.4.3 Student Non-Academic Conduct

MOTION: THAT Education Council send, in the form presented at this meeting, D.4.3 Student Non-Academic Conduct policy and procedures out for community feedback.

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

- This policy was presented to EdCo about 14 months ago, and posted for community feedback at that time. Further revisions were made since then, and the committee recommended sending out the policy and procedures for feedback again, in tandem with related policy D.4.5 Academic Integrity (see 7bii).
- There was a question whether Indigenous Education and Community Engagement was consulted, specifically in view of the language used (“corrective measures”) and the possibility of alternative methods of resolution. N. Mandryk responded that there are conversations at Education Policy Committee about Indigenization, decolonization and reconciliation; while these are still in the early stages, the intention to include Indigenous knowledge and teachings in the resolution of student non-academic misconduct issues is captured in the policy document.

ii) D.4.5 Academic Integrity

MOTION: THAT Education Council send, in the form presented at this meeting, D.4.5 Academic Integrity policy and procedures out for community feedback.

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

- N. Mandryk presented the significantly revised policy and procedures drafts. The current drafts reflect a shift from a punitive to a developmental approach, emphasizing the opportunity to educate students around academic integrity. Revised definitions of different types of academic misconduct include emerging issues, such as contract cheating. Procedures were simplified and streamlined. This policy has not yet been sent out for community feedback.

c) Appeals Oversight Committee

- No report.

d) Education Quality Committee

i) CD Fund Guidelines 2021/22

- T. Rowlatt referred to the document in the meeting package.

8. RESEARCH REPORT

- E. Ting invited attendees to register for the upcoming VCC Teaching, Learning, and Research Symposium on February 25 & 26.
- Proposals for the VCC Research Fund can be submitted until March 3.

9. CHAIR REPORT

- E. Ting announced that, due to the number of items coming to EdCo in March, a special meeting is scheduled for March 17.

10. STUDENT REPORT

- No report.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on March 9, 2021, 3:30–5:30 p.m. A special meeting is scheduled for March 17, 11 a.m. -12 p.m.

MOTION: THAT Education Council adjourn the February 9, 2021 meeting.

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

- The meeting was adjourned at 5:49 p.m.

▪

APPROVED AT THE MARCH 9, 2021 EDUCATION COUNCIL MEETING

Elle Ting

Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES

March 9, 2021

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Elle Ting (Chair)
Natasha Mandryk (Vice-Chair)
Ali Oliver
Brett Griffiths
Dave McMullen
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
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Regrets

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Guests

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Christine Shin
Claire Sauvé
Clay Little
Dennis Innes
Donald Bach
Harry Manak
Ian Humphreys
Jamie Choi
Jennifer Gossen
Kalli Cartwright
Kevin Marcoux
Nicole Degagne
Nicole Degagne
Patrick Lanchester
Pervin Fahim
Phoebe Patigdas
Radhika Kumar
Ralph Brewster
Reba Noel
Richard Cyr
Robert Riquelme
Taryn Thomson
Toby Griffith

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 9, 2021 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the February 9, 2021 minutes as presented.

Moved by B. Griffiths, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Budget Update

- J. Choi gave a presentation on the draft budget, which was previously shared at a recent town hall. The ministry has given the post-secondary sector some flexibility to run limited budget deficits in 2021-22, in view of the pandemic. The College needs to work on a deficit mitigation strategy to return to a balanced budget in future years. Principles and assumptions for the 2021-22 budget were outlined. Finalized numbers will be presented to the Board of Governors at its March 31 meeting.
- The expected return to campus in the fall is not reflected in the budget assumptions, as the ministry made this announcement only on March 8. It is too early to estimate the financial impact of a return to campus and potential reopening of services (e.g., food services).

b) Annual Update: Deans and Directors

- Deans and directors presented their areas' accomplishments from 2020/21 and priorities for 2021/22. Presentations were made by J.-E. Zakoor, Dean of Health Sciences; R. Noel, Dean of Indigenous Initiatives (acting); A. Lipsett, Dean of Continuing Studies; and B. Griffiths, Dean of Trades, Technology & Design.
- There was a conversation about the role of IECE in ACCESS (Aboriginal Community Career Employment Services Society) programs. The hope is to increase collaboration with the PDO and IECE as future opportunities arise.

c) Annacis Island Campus Update

- D. Wells gave a presentation that was previously delivered to the department and unions about the situation of VCC's Heavy Mechanical Trades (HMT) programming at the Annacis Island Campus. The contractual framework for VCC's and BCIT's 30-year lease of the space was outlined. VCC's cost for the lease will increase significantly for 2021/22 due to a number of factors, creating challenges for the financial viability of this program.
- Conversations with stakeholders are in progress regarding the future of VCC's HMT programming. Dean B. Griffiths asked Education Quality Committee to establish a working group to conduct consultations and create a feasibility report, as per policy C.3.3 Suspension and/or Discontinuance of Programs. This will be discussed at the next EQC meeting on March 23.
- Brendan Frith, Department Head of Heavy Duty/Commercial Transport, introduced the department and highlighted its successful history from its beginnings in 1949. The department moved to Annacis Island in 2014/15, and enrolment has grown to over 300 students last year, despite challenges due to the pandemic. Heavy Mechanical Trades are in high demand in B.C., and VCC has built a strong reputation within the industry as a leading HMT training provider. While acknowledging the financial challenges, he expressed his commitment to explore different ideas to secure the department's sustainability, and welcomed the opportunity to engage in this process as part of the working group.
- There was a discussion about timelines for the process, as well as the original inception of the lease agreement and previous program transfers.
- Updates on the ongoing discussions and consultations will be shared at upcoming Education Council meetings.

d) Duolingo Update

- Item deferred due to time constraints.

e) Annual Update on Affiliation Agreements

- Item deferred due to time constraints.

f) Concept Paper: Post-Degree Diploma in Hospitality Management

- D. Innes presented the concept paper for a new Post-Degree Diploma in Hospitality Management for international students. There is student demand, and the PAC strongly supports this proposal. Students entering the PDD program have already completed a degree and usually have some work experience, allowing them to enter the field in higher-level positions (e.g., as assistant managers) compared to graduates of the diploma program.
- While the hospitality industry has been hard hit by the pandemic, there are signs of recovery; future PDD graduates will enter the labour market at a time when high demand is expected due to a projected shortage of skilled labour in this field.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: ENGL 0300 Topics in Fundamental English

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course ENGL 0300 Topics in Fundamental English.

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

- T. Rowlatt presented this new ABE English course, which, together with MATH 0300, provides a new intake model for students entering Basic Education. Instead of a one-time intake exam, students enrol in this course to assess and build their skills and academic readiness, allowing them to be placed more accurately in ABE English levels. Curriculum Committee supported this proposal. (D. McMullen left the meeting at 5:30 p.m.)

ii) New Program: Mechanical Engineering Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the curriculum for the Mechanical Engineering Technician Certificate, and recommend the Board of Governors approve the credential.

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

- T. Rowlatt presented the proposal; the mechanical specialty was recently added to the CAD & BIM Diploma program, which includes a certificate exit option after the first year in each of the different specialties. The current proposal is for a separate program content guide for the certificate credential in the mechanical specialty.

iii) Program Update: Health Unit Coordinator Certificate (HUC)

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide and 14 course outlines for the Health Unit Coordinator Certificate program.

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

- T. Rowlatt presented the proposal for major revisions to the HUC program in response to recommendations from the 2019 program renewal. The revised curriculum incorporates electronic health records, digital literacy, and coordination skills necessary in this quickly changing field.
- The Registrar's Office requested a discussion of credits in health programs in general, which will take place next week. Curriculum Committee requested some more specific program learning outcomes related to coordination and collaboration within the HUC role, which have been added.

- There was a longer discussion at Curriculum Committee about cultural diversity and Indigenization, which were included in the curriculum to some degree, but not fully incorporated into course learning outcomes, topics and assessments. The department took away this feedback and decided to remove most mentions of Indigenization for now, while continuing to work with IECE on embedding this topic into the curriculum.

b) Policy Committee

- N. Mandryk reported on the committee's debrief of its session with R. Daum and L. Heller, consultants on the Indigenization Planning Framework. There is great enthusiasm to work on Indigenizing policies, both in the committee as a whole and in a subcommittee.
- Policies discussed at the last meeting included C.3.11 Qualifications for Faculty and Instructors (merged with C.3.12 Qualifications for Continuing Studies Instructors) and A.2.1 Appeal to Education Council on Academic Matters, on which advice was sought from Appeals Oversight Committee. Community feedback for D.4.3 Student Non-Academic Conduct and D.4.5 Academic Integrity has closed; these policies will be reviewed at the March 10 meeting.

c) Appeals Oversight Committee

- L. Griffith reported on the committee's two sessions on Indigenization with R. Daum and L. Heller; their upcoming report will inform and guide the committee's work going forward, including a review of its terms of reference and mandate.
- The two subcommittees presented their work at the March 4 committee meeting. The first group has been developing a process to track appeals data; the second group is developing hearing protocols that will form part of a resource package for tribunal chairs. N. Mandryk and N. Degagne were invited to the last committee meeting to review policy A.2.1 Appeal to Education Council on Academic Matters. The committee will meet again in early May.

d) Education Quality Committee

- T. Rowlett announced that the CD Fund adjudication meeting will take place tomorrow.

8. RESEARCH REPORT

- E. Ting reported on the successful VCC Teaching, Learning, & Research Symposium, which had about 230 attendees. She extended thanks to the planning committee and especially T. Biffard for coordinating this event.
- Applications for the VCC Research Fund are closed; adjudication will take place next week, and funds will be made available to recipients by April 1.
- The Research Ethics Board also met with R. Daum and L. Heller regarding the Indigenization Planning Framework process; the REB is currently reviewing its processes, documentation, and membership.

9. CHAIR REPORT

- E. Ting reported that the Board of Governors approved the new Automotive Collision and Refinishing Foundation Certificate and Automotive Collision and Refinishing Foundation Certificate (E-pprentice) programs, as well as revised policy C.3.10 Educational Affiliations.
- A by-election will be held to fill one vacant student seat (Downtown Campus) on Education Council.
- A special Education Council meeting will be held on March 17 to approve the Enrolment Plan and Academic Plan.

10. STUDENT REPORT

- P. Patigdas reported on SUVCC's advocacy work around government funding for post-secondary institutions, grants, and international student tuition fees.
- SUVCC continues to engage students through events such as "Stress Busters." Welcome kits for students will be available next week.

11. NEXT MEETING AND ADJOURNMENT

- A special Education Council meeting is scheduled for March 17, 11 a.m. -12 p.m. The next regular Education Council meeting will be held on April 13, 2021, 3:30–5:30 p.m.

MOTION: THAT Education Council adjourn the March 9, 2021 meeting.

Moved by B. Griffiths, Seconded & CARRIED (Unanimously)

- The meeting was adjourned at 5:45 p.m.

APPROVED AT THE APRIL 13, 2021 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
SPECIAL MEETING MINUTES

March 17, 2021

11:00 a.m.–12:00 p.m., Videoconference

ATTENDANCE

Education Council Members

Elle Ting (Chair)
Natasha Mandryk (Vice-Chair)
Dave McMullen
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha (Student Representative)
Sarah Kay
Shane McGowan
Shantel Ivits
Todd Rowlatt

Guests

Adrian Lipsett
Andrew Dunn
Christine Shin
Clay Little
Jennifer Gossen
Kalli Cartwright
Lucia Zabrieszch
Nicole Degagne
Patris Aghakian
Phoebe Patigdas
Reba Noel
Yulia Gracheva

Regrets

Ali Oliver
Blair McLean
Brett Griffiths
Julia Skye Summers

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 11:01 a.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̓m̓əθk̓w̓əy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the March 17, 2021 agenda as presented.

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

4. BUSINESS ARISING

a) Enrolment Plan 2021/22

MOTION: THAT Education Council recommends the Board of Governors approve the 2021/22 Enrolment Plan in the form presented at this meeting.

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

- P. Aghakian presented the second draft of the Enrolment Plan, based on updated numbers from Finance. Enrolment projections decreased slightly from the first draft, and FTEs were adjusted accordingly in every school. The change in FTE in the School of Library, Language, Teaching & Learning is due to the fact that EAL and LINC were moved under the School of Arts & Sciences. The actual projections for Continuing Studies are slightly higher than the listed number of budgeted registrations; for some CRNs, not all information was available in Banner to calculate FTEs, so these were omitted from the plan.
- There was a discussion about the slight decrease in projections. D. Wells explained the importance of setting targets the College is expected to be able to achieve. The ministry views 90% seat utilization as “substantially achieving” the target, allowing the College to keep full funding; if, on the other hand, projections are too high and actual numbers fall short of 90%, funding is clawed back.

b) Academic Plan 2021-2024

MOTION: THAT Education Council recommends the Board of Governors approve the 2021-2024 Academic Plan in the form presented at this meeting.

Moved by M. Ng , Seconded & CARRIED (Unanimously)

- D. Wells presented the 2021–2024 Academic Plan; the format was slightly modified from the previous year. The six current categories will be narrowed down further to four categories next year, as part of changes to the Strategic Innovation Plan (SIP).
- There was a discussion about revising some categories in the first section (1.1) to more clearly differentiate between entirely new programs, program renewals, and redesign of existing programs. This work is in progress as the SIP is being developed, with the following organizing goals: “what we deliver” – financial sustainability; “how we deliver” – microcredentials, digital learning, etc.; prioritizing diverse ways of being – Indigenization, decolonization, and EDI; systems, processes, and student support (e.g., RO Student Experience Project, online registration).
- High demand for new health programs is reflected in the development of the HCA International Diploma; a Dental Hygiene Degree completion year is being considered. There are ongoing discussions about clinic and simulation space requirements for dental programs. Conversations with the ITA about a Red Seal for Hair Design and Skin and Body Therapy are ongoing.
- Responding to question about the plans for Basic Education, D. Wells explained that the environmental scan proposed by CCA includes looking at the demand for online/blended learning, in the context of dramatically increased enrolment in online math and science courses (especially MATH 1054 Math for Health Sciences). With regards to the lower number of projected registrations in ABE/CCA, D. Wells reiterated that by setting more conservative targets, the College has a better chance of achieving at least 90% seat utilization and prevent funding being clawed back, which has happened in the past. The expectation is that ABE enrolment will increase somewhat with a return to campus, since the move to online learning has been challenging in this area.
- Prioritizing diverse ways of being (Indigenization, decolonization and EDI) is a key pillar; the College is awaiting the report from consultants R. Daum and L. Heller to guide the Indigenization Planning Framework process.
- It was noted that the current plan captures information from departments, but less holistic College-level initiatives with regards to support services for students, or the Online Learning Strategy 2.0. D. Wells clarified that these points will be captured in the SIP. With regards to a framework for experiential learning, the PDO has done some initial work on the CareerLab/WIL side, but not in the field of practicum education. This topic will be discussed at Leaders’ Forum next week.
- Responding to a question about prioritization of full-time programming in Continuing Studies, A. Lipsett noted that CS has not identified specific areas of programming beyond those listed, but the goal is to explore opportunities to offer innovative, niche programming that also appeals to international students, without competing with other VCC offerings.

- There was a discussion about how the Academic Plan fits into the overall SIP, and whether the document should move forward to the Board in its current form. D. Wells noted that the SIP categories will be developed by the summer, and the Academic Plan will be aligned more closely with the SIP next year. The Academic Plan will be presented to the Board for approval on March 31.
- (L. Griffith and D. McMullen left the meeting at 12:00 p.m.).

5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on April 13, 2021, 3:30–5:30 p.m.

MOTION: THAT Education Council adjourn the March 17, 2021 meeting.

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

- The meeting was adjourned at 12:06 p.m.

APPROVED AT THE APRIL 13, 2021 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Natasha Mandryk (Vice-Chair)
Ali Oliver
Brett Griffiths
Dave McMullen
David Wells
Jo-Ellen Zakoor
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha (Student Representative)
Sarah Kay
Shantel Ivits
Todd Rowlatt

Guests

Adrian Lipsett
Andy Sellwood
Dave Stevenson
Dennis Innes
Fred MacDonald
Jennifer Gossen
Ken Izumi
KJ Hills
Nicole Degagne
Pervin Fahim
Phoebe Patigdas
Sara Yuen
Shirley Lew
Taryn Thomson
Yulia Gracheva

Regrets

Blair McLean
Heidi Parisotto
John Demeulemeester
Julia Skye Summers
Shane McGowan

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 College is located on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̣ṃəθḳẉəỵəm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the April 13, 2021 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the March 9 and March 17, 2021 minutes as presented.

Moved by A. Oliver, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Duolingo Update

- D. McMullen presented data on the Duolingo English Test, which was adopted as an alternative English Language Proficiency (ELP) assessment at the beginning of the pandemic in March 2020. It was emphasized that this data is preliminary; the amount of information is limited at this point, since international students take the test a year in advance, and progression data for these students is not yet available.
- Some additional data collected to compare test scores and student success rates between Duolingo and previous assessments appears to indicate some differences; however, this data still needs to be fully analyzed, and the small sample size was noted. The plan is to reevaluate and recalibrate Duolingo test score levels; there have been some discussions with C. Munro and EAL Department Head K. McMorris, and faculty will be involved in this process.
- There were questions about the presented data, including the relationship between number of tests taken and students admitted/denied or withdrawing, as well as the selection of programs listed in the document. It was noted that some withdrawals occurred early in the pandemic and were attributable to programs being rescheduled, entire intakes cancelled (e.g. in HMT), or students deciding to remain overseas and postpone their education. Data was provided on programs with the highest numbers of students.
- Education Council originally approved the use of Duolingo as a pilot for one year; in view of uncertainty around the pandemic and rising case numbers, D. McMullen recommended continuing to accept Duolingo test results to enable continued student admissions. The next step is recalibration, which will include consultation with the assessment centre. A questions was raised about the impact on faculty positions in the assessment centre.
- D. McMullen will provide an update at the next EdCo meeting.

b) Annacis Island Update/Feasibility Report Committee

- D. Well reported that the College has retained F. MacDonald to assist with project coordination; he was the locum dean for the school before the move of Heavy Mechanical Trades programs to Annacis Island. The VPAs of VCC and BCIT will meet with the ministry in May.
- T. Rowlatt reported that a working group was established to create a feasibility report as per policy C.3.3 Suspension and/or Discontinuance of Programs. Members include T. Rowlatt as Chair, Instructional Associate L. Griffith, Department Head B. Frith, HMT faculty A. Kelly, as well as representatives outside the department: K. Mew, Department Head for Auto Collision Programs; K. McGibney, Toolroom Equipment Specialist and member of the CUPE Executive; D. Innes, Dean of Hospitality, Food Studies, and Applied Business; and J. Yeung, SUVCC's Director of Internal Affairs. The group held its first meeting and discussed its goals: outline the current situation in a transparent manner; identify financial and non-financial aspects of suspending the program; and explore alternatives to program transfer or suspension. The report will be presented to EdCo; the final decision on program suspensions rests with the Board of Governors.

c) Planning for the New Normal in Teaching – Return to Campus

- E. Ting opened the conversation, acknowledging the continuously changing context of the pandemic since the ministry's announcement in March of a return to campus in September. D. Wells noted that the College expects to receive return-to-campus guidelines by the end of April.
- Implications for EdCo and governance processes will need to be discussed; currently, departments are authorized to make certain adjustments to programs in response to the pandemic without governance approval. The question was raised what the governance process should look like for departments looking to incorporate changes post pandemic, based on their experiences during COVID-19, particularly moving towards more blended delivery.

d) Online Learning Agreement Update

- S. Lew and A. Sellwood presented an amendment to the online learning agreement to address situations in the online environment in which a student appears to be in distress. Language was developed in consultation with Director of Safety, Security and Risk Management, S. Aulakh, and Student Conduct & Judicial Affairs Officer D. Stevenson to reflect the College's duty of care. Students will be asked to provide their address and emergency contact information to the instructor at the beginning of the course, allowing instructors to notify an appropriate first responder, should a student appear in distress. The cover letter for instructors with guidance on this agreement will be updated accordingly.
- There was a longer discussion about the logistics of data collection and potential privacy concerns by students. It was clarified that instructors would ask students for their information at the beginning of a course, not in every class; it is ultimately the student's decision whether to provide this data.
- A major concern was raised about the impact of "wellness checks" on BIPOC students; clear guidance would need to be provided to instructors on when to alert first responders. There was a longer discussion about training for faculty, staff, and students; it was noted that legal expectations would be significantly higher for individuals trained as first responders. It was recommended to consult with students at the beginning of a course to determine what responses would be acceptable and appropriate for them in situations of distress. S. Lew and A. Sellwood will take back this feedback and review the issues raised.

e) Affiliation Agreements Update

- D. Wells presented the list of affiliation agreements; some agreements have expired and will be removed from the list. Agreements that will be reviewed in depth are those related to research and dual credit agreements with the K-12 sector. The NEC affiliation agreement was recently renewed; this is unique agreement crucial for NEC's funding. There were questions regarding the process for establishing agreements in general, and specific to the NEC agreement, which was not reviewed by EdCo, as outlined in recently revised policy C.3.10 Educational Affiliations. D. Wells responded that the renewed agreement with NEC has essentially remained the same, and may be better classified as an ongoing agreement. The NEC agreement will be presented at the next EdCo meeting.
- Agreements with local school districts related to VCC's Heavy Mechanical Trades program will be part of the overall discussions about the future of this program.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Update: Pharmacy Technician Certificate & New Course: PHAR 1397

MOTION: THAT Education Council approve, in the form presented at this meeting, the Pharmacy Technician Certificate program content guide and the new course PHAR 1397.

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

- T. Rowlatt presented the proposal. Major revisions to the Pharmacy Technician program to align with new accreditation standards were presented at the last Curriculum Committee meeting; this proposal is currently under review by the ministry in relation to tuition. As it is unclear when the ministry will provide a response, Dean J.-E. Zakoor is proposing a smaller interim change. The current proposal is to increase practicum hours (and credits) for the September intake, aligning with accreditation requirements and providing students with additional experiential learning opportunities. The proposal for this interim change has not gone through Curriculum Committee, but an increase in practicum hours was part of the original larger proposal. For this reason, and due to the short timeline until the September intake, T. Rowlatt concurred with the dean's request to bring this proposal directly to EdCo.

ii) Program Update: Dental Technology Sciences Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the program content guide, 16 revised and 5 new course outlines for the Dental Technology Sciences Diploma program.

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

- K. Izumi presented proposed major revisions to align the program with the new National Essential Competencies for Dental Technology Practice (adopted in December 2019), as well as technological changes in the field, and the expanded scope of practice. Changes included aligning evaluations and adding required digital components. New courses were created, mostly on digital technology and laboratory patient care; the total number of credits remained unchanged. The proposal was reviewed at two Curriculum Committee meetings, and recommended changes were completed. Committee commended K. Izumi and J. Gilbert for their work.

b) Policy Committee

i) D.4.3 Student Non-Academic Conduct

MOTION: THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, D.4.3 Student Non-Academic Conduct policy and procedures.

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

- N. Mandryk presented the policy and procedures, which were posted for a second round of community feedback, in tandem with policy D.4.5 (item 7bii). One comment was received, suggesting defining “Indigenous” to clarify whether the policy refers to the Indigenous peoples of Canada (Aboriginal, First Nations, Métis, and Inuit) or to all Indigenous peoples. Committee felt this was not within its purview, but a definition developed as part of the College’s work towards Indigenization could be added at a later time. IECE suggested language around acknowledging Indigenous and diverse ways of being, which was incorporated in the context and purpose section.

ii) D.4.5 Academic Integrity

MOTION: THAT Education Council approve, with changes approved at this meeting, D.4.5 Academic Integrity policy and procedures.

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

- N. Mandryk presented the revised policy. Community feedback was received, revolving around tracking of academic misconduct. After a longer discussion, committee recommended edits to clearly differentiate between informal resolution (agreed between instructor and student) and formal resolution, with involvement by the instructor and department head for minor first or second offences, and involvement by the dean for repeat or significant offences. Committee originally moved to send the policy for a second round of community feedback, but agreed (via email vote) to recommend the policy for approval instead, since the actual edits were relatively minor.
- There was a longer discussion at Education Council, including about the lower (recorded) number of academic misconduct issues at VCC compared to other institutions. Members agreed to the following changes to the policy and procedures:
 - References to department head: add “or designate” to give departments flexibility to manage their workload.
 - Include explicit statement about informing the student that an allegation of academic misconduct is being pursued (referring to procedures #4-6).
 - Expand possible courses of action under procedures #11 and #19 b – add: “another action that may be appropriate to the situation”; members acknowledged the tension between creating consistency and recognizing diverse ways of being.

- Minor offence: add back the option to assign a grade of “0”; otherwise, assigning a “0” to even a minor assignment would require involvement of the dean. Committee had originally removed this option in the context of informal resolutions, as these are not appealable; however, there is now a clear distinction between informal resolution and formal resolution of a minor offence (which is appealable).

c) Appeals Oversight Committee

- L. Griffith reported that the work of the subcommittees on appeals tracking and protocol was discussed at the last meeting. N. Mandryk and N. Degagne joined the meeting to review policy A.2.1 Appeal to Education Council on Academic Matters, and members were invited to provide feedback. Committee also debriefed its two sessions with R. Daum and L. Heller, consultants on the Indigenization Planning Framework Process. The next meeting was moved forward to May 6.

d) Education Quality Committee

i) Update to Education Quality Committee Terms of Reference

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Terms of Reference for the Education Quality Committee.

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

- T. Rowlatt presented the revised Terms of Reference; some position titles were updated, and two new representatives added: the Dean of Indigenous Initiatives (or designate), to support conversations around Indigenization (R. Noel agreed to join the committee if appointed); and an Operations Manager (P. Fahim, Operations Manager in Health Sciences, has been an annually appointed member, and this membership is now formalized).

ii) CD Fund Allocation 2021/22

- \$400,000 were allocated for curriculum development projects; the list of approved projects was included in the meeting package.

iii) Program and Education Services Renewal Schedules

- T. Rowlatt presented the schedules, which were updated in consultation with D. Wells, deans, and J. Shin and C. Munro. There were questions about the scheduled joint renewal of CACE and CCA computer courses; this would be the first instance of a joint renewal. S. Lew explained that conversations about refreshing these two offerings coincided; as they do not constitute formal programs, these areas would usually not undergo renewal, so the joint approach opened up the opportunity for a full renewal supported by \$5,000 in automatic Curriculum Development (CD) funding. There are no plans to discontinue basic computer courses; rather, opportunities will be explored to offer options to upgrade computer skills more broadly across the College. The lack of timely communication with affected department heads was acknowledged; this was due to the short timeframe to meet the CD Fund deadline.
- There was a discussion about the role of departments in renewals. As per policy, the renewal schedule is created by the VP Academic; while there is no formal requirement in policy to consult on the schedule, departments can request a renewal opportunity. Education Quality Committee was supportive of combining smaller offerings into one renewal, with the opportunity for CD funding.

iv) Program Renewal Report: Dental Reception Coordinator Certificate

- The program renewal report was included in the meeting package for information.

8. RESEARCH REPORT

- E. Ting reported that the Research Ethics Board has had a quiet month; work is underway to explore supporting action research.
- A. Copp from the Library is developing a page on myVCC for research-related information for faculty and students, in tandem with Marketing’s revamp of the public-facing research page.

9. CHAIR REPORT

- E. Ting reported that the Board of Governors approved the Enrolment Plan 2021/22, Academic Plan 2021-24, and the new Nail Technician and Mechanical Engineering Technician Certificates at its March 31 meeting. EdCo Planning Day is scheduled for June 3.

10. STUDENT REPORT

- P. Patigdas reported on SUVCC's recent activities, including online events for students; participation in a national survey on students' housing situations; and advocacy for international students. By-elections for the SUVCC Board of Directors are coming up, with voting taking place from April 26-30.
- E. Ting added that an EdCo by-election is taking place for one vacant student seat (Downtown campus). Nominations close on April 16.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on May 11, 2021, 3:30–5:30 p.m.

MOTION: THAT Education Council adjourn the April 13, 2021 meeting.

Moved by L. Griffith, Seconded & CARRIED (Unanimously)

- The meeting was adjourned at 5:37 p.m.

APPROVED AT THE MAY 11, 2021 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council



May 11, 2021

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Elle Ting (Chair)
Natasha Mandryk (Vice-Chair)
Ali Oliver
Brett Griffiths
Dave McMullen
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha (Student Representative)
Sarah Kay
Shane McGowan
Shantel Ivits
Todd Rowlatt

Guests

Adrian Lipsett
Bonnie Chan
Claire Sauvé
Clay Little
Dawn Cunningham Hall
Jane Shin
Jennifer Gossen
Michael Yue
Nicole Degagne
Pervin Fahim
Phoebe Patigdas
Rebecca Bennett
Shirley Lew
Tanny Marks
Taryn Thomson

Regrets

Blair McLean
Julia Skye Summers

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 College is located 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 May 11, 2021 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the April 13, 2021 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Duolingo Update

MOTION: THAT Education Council approve extending the use of the Duolingo English Test as an option for demonstrating English Language Proficiency for admissions to the 2022 Spring Term (inclusive).

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

- D. McMullen presented additional information on the Duolingo English test, which was adopted as an alternative English Language Proficiency (ELP) assessment at the beginning of the pandemic. Student success rates on the Duolingo test were dramatically higher than on the traditional English Language Assessment (ELA). Conversations have begun at VCC (and other institutions) about recalibrating Duolingo benchmarks, in consultation with faculty. The plan is to collect more data on student progression/completion to help evaluate the accuracy of student placement based on different assessments; however, comparing data from the Fall/Winter Terms 2020/21 and 2019/20 will also capture other factors (change to online/blended delivery).
- Since the Duolingo assessment was introduced as a temporary measure during the pandemic, questions were raised about whether to return to the previous assessment model with the expected return to campus in September. D. McMullen estimated that only about 50% of students will be on campus at any given time; D. Wells added that faculty and student surveys at VCC indicated a preference for blended learning (about 60% of respondents), with 20% in favour of fully online delivery (about 20%). A lot of work has been done over the pandemic, and the goal is to maintain what has proven effective.
- There was a discussion about the broader question of evaluating assessments. S. Lew reported that a short-term project will be initiated to evaluate different testing options and make recommendations to better support the needs of departments, particularly ABE and EAL. A call for expressions of interest will be sent out to faculty (0.25 FTE each for faculty with ABE and EAL backgrounds).
- The use of Duolingo was initially approved as a one-year pilot in March 2020; in view of the ongoing pandemic, Education Council agreed to vote on an extension for admissions to the 2022 Spring Term.

b) Annacis Island Update/Feasibility Report Committee

- T. Rowlatt reported that the working group is looking at different options for the HMT program and their feasibility: 1) remaining at Annacis Island Campus; 2) bringing a portion of programming back to the Broadway Campus; 3) identifying an alternative space in collaboration with other trades program or community partners. The financial circumstances would make option 1) extremely challenging.
- D. Wells added that the College has retained external legal counsel, which is expected to receive BCIT's term sheet shortly. A meeting is planned with both VPAs and the ministry.

c) Academic Year

MOTION: THAT Education Council recommends the Board approve the Academic Year 2021/22, 2022/2023, and 2023/2024.

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

- D. McMullen presented Academic Year information for the next three years. Policy C.3.13 Academic Year was revised last year, and the document now includes only term dates, public holidays and closures. Some information that was historically included in the Academic Schedule (e.g., which programs run during which term) was removed, as it forms part of the enrolment planning process.
- D. McMullen noted concerns around the workload in the Registrar's Office. The plan is to increase efficiency and improve the student experience by offering more online registration. A major challenge to implementing a standardized, automated system is the fact that a number of programs at VCC do not align with a standard term structure. While it was acknowledged that it is not feasible for all

programs to move to standard start and end dates, programs should be aligned with the term structure wherever possible. There will be conversations and consultation around this, and the RO will work with the CTLR to support these efforts. This issue ties in with current conversations around assessment of institutional risks, in this case potential impact on enrolment.

d) Planning for the New Normal in Teaching – Return to Campus & Governance Implications

- E. Ting shared B.C.'s [COVID-19 Return-to-Campus Primer](#) providing guidance to post-secondary institutions around planning for a return to campus.
- D. Wells is establishing a Program Reset Working Group to address questions around the return in September; this group will review survey data and feedback from program areas and the CTLR to inform program delivery going forward. There is interest in continuing some blended and online delivery, and implications on registration, disability services, technology, governance, etc. need to be considered. The goal is to convene a broad group of stakeholders to work on these issues over the next 3–4 months and develop recommendations.

e) Contract Training Update

- M. Yue, Director of the Partnership Development Office (PDO), noted that policy C.3.5 Education Service Contract was recently updated; the PDO, Finance and contract owners/managers have been working collaboratively to ensure compliance with the policy, procedures, and Contract Management Guide.
- A summary of new contracts (started in 2020-21) was presented, including contracts in response to COVID-19, the LINC contract (renewed for five years), and the five-year contract to serve as the UMAP (University Mobility in Asia and the Pacific) International Secretariat. The Material Handling 4.0 pilot project in collaboration with four colleges will start in 2021-22.
- Related to COVID-19, student emergency financial aid was provided in 2020-21 through a general fund (\$140,000) and a fund for Indigenous students (\$77,000). Funding will continue in 2021-22 as the pandemic continues.
- There was a discussion about funding of the LINC contract; the amount of funding and annual increases are not sufficient to cover increasing delivery costs. As a result, the number of offerings was reduced last year to remain within the budget. Slight reductions in delivery are expected over the next four years, but they will not be as significant as during the first year of the contract.

f) Affiliation Agreement with Native Education College (NEC)

- The affiliation agreement was distributed via email. The unique nature of this agreement, pertaining to funding for NEC, was emphasized. As NEC is technically considered a private institution, the province cannot directly fund NEC. Instead, VCC receives funds and forwards them to NEC, minus a small administration fee, along with a letter from the province outlining NEC's FTE obligations.
- This agreement goes back to about 2007; there were questions about the dates in the agreement, which lists funding only for one year at a time. Funding and FTE numbers are provided annually by the province and may change. A non-dated agreement was considered, but regular renewals provide a valuable opportunity for conversations, which previously led to a separate agreement on UPass. An MOU on programming opportunities in partnership is under consideration.
- Education Council members felt that this agreement falls under policy C.3.10 Educational Affiliations and should have come to EdCo and the Board for approval. It was agreed to accept the affiliation agreement as approved after the fact; D. Wells will bring future draft agreements to EdCo before signature.

g) Affiliation Agreement with Stenberg College

- The concept paper for the Optician Diploma was presented to Education Council in February, and Curriculum Committee recommended the curriculum for approval at its April meeting. The curriculum was not presented to Education Council at this meeting in order to allow for discussion of the

affiliation agreement with Stenberg College (SC), including the rental and curriculum licensing agreements. The draft agreement was distributed via email.

- The curriculum for the accredited two-year Optician Diploma was licensed from SC and slightly adapted for the VCC context, in collaboration with the CTLR. The program will be delivered at the SC campus in Surrey. VCC students will be instructed separately from SC students, and instructors will be hired into VCC's Continuing Studies (CS). There will be a PAC for the VCC program (with some crossover in membership from SC's PAC), and program quality assurance will be managed by VCC.
- Education Council members raised several questions, which were addressed by A. Lipsett, C. Sauvé, and R. Bennett:
 - Public/private partnership and distinction between SC's and VCC's programs: Discussion about ensuring the program encapsulates VCC's values and serves VCC's community, and is distinct from SC's diploma. Question about how to ensure instructors teach the curriculum adapted to the VCC context. It was noted that the curriculum was only slightly modified. Instructors have not yet been hired; there may be some instructors teaching at both institutions, which is not an uncommon practice.
 - Copyright: Concern about use of VCC documentation by other institutions, particularly in the public/private context, based on previous experiences. Suggestion to include a provision in the agreement regarding copyright on work done by VCC to meet its curriculum standards; this may become particularly relevant should VCC decide to offer a program independently in the future.
 - Sharing logos: Risk of blurring the distinction between VCC and SC and confusing students, particularly around competing programs offered at both institutions. Importance of protecting VCC's unique identity and excellent reputation; caution due to previous experiences of misrepresentation. The rationale for sharing logos is to improve VCC's visibility and increase enrolment. The logo may only be used with VCC's permission, after review by VCC's Marketing department.
 - Curriculum changes/quality assurance: SC's curriculum is accredited, and VCC will work on its own curriculum accreditation. Courses outlines/assessments were slightly modified for the VCC context. There will be a quality management committee consisting of two members each from SC and VCC, as per the licensing agreement. Any curriculum changes will go through VCC's regular governance process, and the program will undergo standard program renewal.
 - Curriculum licensing: Question why the curriculum was rented, rather than purchased outright. The cost to purchase the curriculum would have been prohibitive. VCC licenses its own Medical Device Reprocessing Technician (MDRT) curriculum to another institution in a similar way.
 - Practicum placements and support: Placements will be coordinated by SC, since the college has existing connections with industry. VCC will pay for this service. If the program is successful, VCC's CS program coordinator could take over this work in the future (not instructors). Instructors will work with the practicum host/preceptor; while they will not be continuously on site, they will conduct weekly check-ins with students.
 - Student support services: Concern about students' access to VCC services from SC's Surrey campus. Some services are available online or via phone; students will be able to access services at VCC's campuses outside of class time. SC will provide services in cases of emergency (first aid; emergency counselling). There is experience in CS with supporting students that are fully off-site in the (albeit significantly shorter) MDRT program.
 - Instructor support of students outside class time: Concern about sufficient support, since CS instructors are paid based solely on teaching hours. International students in the Optician Diploma may require more support than domestic students in the shorter MDRT program. CS expects instructors will make themselves available to students as needed.
 - Work and study spaces: Recommendation to outline explicitly in the rental agreement that students will be able to access common spaces, computer labs, printers, wifi, etc. after class.

International students may be more likely to spend more time on campus than SC's mainly domestic student body.

- Student transfers: Ensure the Registrar's Office has reviewed this language.
- Feedback will be taken under consideration; an updated agreement will be presented at the next EdCo meeting.

h) Education Service Renewal Report: Arbiter of Student Issues

- J. Shin acknowledged her location on the k^wik^wə^ləm (Kwikwetlem) First Nation territory. She presented the final education service renewal report on the Arbiter of Student Issues Office and commended the rigorous and thoughtful work done by T. Marks over the last two years. The report includes an action plan, and J. Shin will work with the arbiter on advancing these goals, particularly around operational capacity building and the student experience.
- T. Rowlatt commended the work done and inquired about several points that were discussed at the last Education Quality Committee meeting. Some action items deviate from external panel recommendations, particularly around the title of the office; office location; and the practice of taking notes. J. Shin and T. Marks responded to these questions. There are efforts to secure more space, but this is a general challenge at the College. The attempt in 2018 to transition the title from an arbiter to an ombudsperson did not find unanimous support by internal stakeholders; the reporting structure and single-source funding do not formally qualify the office as independent from the College, as would be the case for an ombuds office. Overall, the arbiter's role is different from and broader than an ombudsperson's. T. Marks outlined her view that taking notes, which students may request under FOIPPA, is crucial in terms of transparency and accountability; she acknowledged that this is in opposition to general practice in the ombuds field. J. Shin did not have concerns around this practice, and noted that there is a broader conversation with Counselling and Disability Services around privacy and confidentiality of notes. T. Marks added that the purpose of this discussion is to be more explicit and transparent with students about the limits to privacy and confidentiality of their records, in terms of potential access by the College.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: MATH 0611, 0621, 0631, 0641, 0651, 0661

MOTION: THAT Education Council approve, in the form presented at this meeting, the new courses: MATH 0611, 0621, 0631, 0641, 0651 and 0661: Fundamentals of Mathematics Levels 1-6.

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

- T. Rowlatt presented the proposal; six ABE math courses were updated to align with the latest version of the ABE Articulation Handbook. Course names and numbers were also changed.

b) Policy Committee

i) D.1.5 Use of Library Resources

MOTION: THAT Education Council send, in the form presented at this meeting, D.1.5 Use of Library Resources policy and procedures out for community feedback.

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

- N. Mandryk presented minor updates to the policy and procedures, completed as part of the regular five-year review.

c) Appeals Oversight Committee

- L. Griffith reported that the committee will next meet in June to work on an asynchronous appeals process; she thanked N. Degagne and N. Mandryk for their support.

c) Education Quality Committee

i) Gap Analysis Working Group Recommendations

- Item deferred due to time constraints.

8. RESEARCH REPORT

- E. Ting reported that the Research Ethics Board is reviewing a federal guideline change that will require policy changes around data management in the next two years.

9. CHAIR REPORT

- E. Ting reported that the Academic Year will be presented to the Board of Governors for approval at its May 27 meeting. The Academic Governance Council will hold its spring meeting at the end of the month.

10. STUDENT REPORT

- E. Ting provided the update on behalf of P. Patigdas, who had to leave the meeting. Two new student representatives were elected to the SUVCC Board of Directors in the recent by-election; orientation will take place this week.

11. NEXT MEETING AND ADJOURNMENT

- Strategic Innovation Plan (SIP) Presentation to EdCo: May 19, 3:00-3:45 p.m.
- EdCo Planning Day: June 3, 9:15 a.m.-12:15 p.m.
- The next regular Education Council meeting will be held on June 8, 2021, 3:30–5:30 p.m.

MOTION: THAT Education Council adjourn the May 11, 2021 meeting.

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

- The meeting was adjourned at 5:36 p.m.

APPROVED AT THE JUNE 8, 2021 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Natasha Mandryk (Vice-Chair)
Ali Oliver
Brett Griffiths
Dave McMullen
David Wells
Heidi Parisotto
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha (Student Representative)
Shantel Ivits
Todd Rowlatt

Guests

Adrian Lipsett
Andy Sellwood
Barry Tsang
Bonnie Chan
Clay Little
Dawn Cunningham-Hall
Deborah Lucas
Dennis Innes
Jane Shin
Jennifer Gossen
Lisa Beveridge
Phoebe Patigdas
Rebecca Bennett
Shirley Lew
Sonny Ho
Yulia Gracheva

Regrets

Blair McLean
Jo-Ellen Zakoor
Julia Skye Summers
Sarah Kay
Shane McGowan

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 College is located on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̣m̓əθḳw̓əỵəm (Musqueam) and Tsleil-Waututh peoples, and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the June 8, 2021 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the May 11, 2021 minutes as presented.

Moved by A. Oliver, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annacis Island Update/Feasibility Report Committee

- D. Wells and T. Rowlett provided a status update. A meeting between VCC, BCIT and ministry representatives is scheduled for June 9. The feasibility working group is costing out a potential return of part of the HMT program to the Broadway campus.

b) Strategic Innovation Plan

MOTION: THAT Education Council recommends the Board of Governors approve the VCC Strategic Innovation Plan 2022–2025.

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

- J. Shin presented the updated draft of the Strategic Innovation Plan, following robust consultations over the last weeks. Changes from the draft presented to EdCo on May 19 included updated language around environmental stewardship and the climate emergency, accessibility, and equity-deserving groups.
- The main change was to create two separate goals for reconciliation and JEDI+d (Justice, Equity, Diversity, Inclusion + decolonization). D. Wells spoke to the distinction between Decolonization/ decolonization. J. Shin thanked R. Noel and S. Ivits for their contributions. Minor edits may still be made to the draft before the final version is presented to the Board of Governors for approval on June 30. The next step will be implementation planning.

c) Affiliation Agreement with Stenberg College

MOTION: THAT Education Council approve the Affiliation Agreement with Stenberg College International (SCI) regarding the Optician Diploma program at VCC.

Moved by D. Wells and Seconded; 5 in favour, 8 opposed. Motion Defeated.

- A. Lipsett and R. Bennett presented the draft affiliation agreement with Stenberg College International (SCI) for the Optician Diploma program. The agreement was previously discussed at the May Education Council meeting, and feedback received. Drafts of the affiliation and rental agreements, as well as the signed licensing agreement, were distributed prior to the meeting via email.
- Education Council members raised several questions, which were addressed by A. Lipsett and R. Bennett:
- Study space available to VCC students at the SCI campus: A classroom-sized common study space with computers and desks will be freely accessible; an explicit statement was included in sections 17 and 18 of the draft rental agreement. R. Bennett will conduct a site visit in the summer, once pandemic restrictions are lifted. There were questions about the process, should facilities not meet expectations. Although this particular scenario was not discussed, SCI is willing to ensure the space is suitable to provide a positive experience for VCC students. The rental agreement is not permanent; an eventual transition to a VCC campus in the future would be more financially sustainable. The rental agreement includes a dispute resolution process, should there be concerns about the space. While the positive relationship with SCI and their willingness to make alterations as needed was acknowledged, it was recommended to capture this explicitly in the contract.
- Support for international students: Question whether there have been discussions with International Education (IE) since the last EdCo meeting around supporting the specific needs of international students, particularly regarding study space. A. Lipsett discussed student support with J. Gossen; students will continue to be encouraged to book appointments and connect with IE. Since the commute from SCI's campus to VCC is only about 30 minutes by SkyTrain, students will have access to VCC services in person during business hours, in addition to phone and email support.
- Support for faculty: Concerns about a full-time program being taught by CS instructors, rather than unionized faculty. Lower levels of compensation and support may increase stress for instructors, impacting educational quality for students, particularly in view of the needs of international students.

It was noted that compensation would equal that of other CS instructors in health programs. There are different supports available to all CS instructors to enable them to deliver delivery quality programs (assistance of program coordinators; development opportunities; review processes). CS has experience with full-time programming in ECCE.

- Use of the VCC logo by SCI: Risk of confusing students, particularly in view of competing health programs at both institution, and concern about maintaining VCC's excellent reputation. The licensing agreement includes a clause (#21) regarding appropriate use of the VCC logo, which would enable VCC to take steps against inappropriate use. There were discussions about SCI possibly including the VCC logo on documentation provided to students being referred to VCC, but this has not been formalized.
- Transferability of courses between SCI and VCC: Question about ensuring SCI students transferring to VCC meet VCC's program admission requirements. Some private institutions have different standards for equivalencies. The affiliation agreement (section 6b) outlines that transfers are subject to VCC policy; previous admission to SCI would not exempt a student from VCC's transfer processes.
- Provision of disability accommodations: Student services will be provided by VCC, except in emergencies (first aid) if no VCC employees are available. As there is no provincial funding for international students, the cost for accommodations would fall to VCC. Discussion about the College's legal duty to accommodate, up to a point of undue hardship.
- Support for Indigenous students: While most students will be international, there may be some domestic Indigenous students. CS would connect with IECE regarding orientation and support for these students, as for other CS programs. Question about cultural humility and competencies in the program, and support for decolonization and Indigenization of the VCC curriculum and learning activities. New National Alliance of Canadian Optician Regulators (NACOR) competencies around cultural humility were incorporated into the curriculum.
- Consultation with students/SUVCC around off-site delivery of a two-year program: There has been no consultation with student groups.
- The initial vote on the motion was six in favour, seven opposed. Due to the close result, the vote was repeated. The motion was defeated with eight opposed, five in favour. The question was raised whether the proposal would still move forward to the Board. It was noted that the agreement includes an element of course equivalency, and therefore requires joint approval by EdCo and the Board. A member suggested amending the motion to provisional approval for two years, after which the agreement would be revisited. It was noted that the motion was defeated, and the item could be brought back to EdCo. E. Ting will follow up with A. Lipsett and R. Bennett regarding next steps.

d) Planning for the New Normal in Teaching – Return to Campus & Governance Implications

- E. Ting reported that as part of EdCo Planning Day, members participated in an activity around the return to campus, blended learning, and governance implications. The transition will be a longer process, and the importance of clear, system-wide communication of the College's vision and plan around blended learning was emphasized. Another key discussion point was the importance of evaluation and feedback to improve practices.

e) CS Non-Credit Courses

- A. Lipsett presented the annual update on non-credit courses in Continuing Studies. In 2020, 46 new non-credit courses were launched; the 10% alumni discount was available for the second year running. Fully online, asynchronous LERN offerings were trialled to gauge demand for this type of programming; these accessible offerings fit in well with the Destiny One online registration system launching in July. Azure courses started last summer; uptake has been lower than expected, and CS will explore shifting the focus from individual students to medium and larger-sized organizations looking for technology training. Areas to explore further include niche offerings in business, as well as building service worker (BSW) training, which has seen increased demand.

f) EdCo Planning Day Debrief

- A half-day planning session was held on June 3. E. Ting thanked R. Noel and Elder John Sam for leading a Circle, following the discovery of 215 Tk'emlúps te Secwépemc First Nation children buried at a former Indian Residential School in Kamloops.
- S. Ivits presented on the work of the Equity, Diversity & Inclusion Advisory Committee (EDIAC), followed by a conversation about blended delivery, co-facilitated by E. Ting and A. Sellwood.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Program: Optician Diploma

- As the affiliation agreement with SCI was not approved (item 7c), T. Rowlatt suggested holding off on the curriculum until an agreement is in place. There were no objections. The item was withdrawn.

ii) New Program: Asian Culinary Arts Advanced Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the curriculum for the Asian Culinary Arts Advanced Certificate and three new courses, and recommends the Board of Governors approve the credential.

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

- T. Rowlatt presented the proposal for the new Asian Culinary Arts Advanced Certificate, which builds on the existing certificate program. This 14-week program offers advanced training in East and South-East Asian culinary techniques. Curriculum Committee discussed the proposal twice, and requested edits to expand learning outcomes, specify the types of cuisines, and clarify language around business management skills. These changes have been completed. L. Griffith commended S. Ho and B. Tsang for their work in designing this unique program.
- D. McMullen voiced concerns from the Registrar's Office about course ACUL 2202 being worth 14 credits; students who do not succeed in one part would need to repeat the entire course. He recommended repackaging the content into several shorter courses. T. Rowlatt responded that this was discussed extensively by Curriculum Committee. While acknowledging the RO's concern, the committee was comfortable with the current structure; the integrated way in which the course is taught does not lend itself to splitting up content into smaller components. In addition, there were no concerns about transferability, since there is no equivalent program.

iii) Program Update: Health Care Assistant Certificate (EAL Cohort)

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Health Care Assistant Certificate (EAL Cohort) program content guide and three courses: ELSK 0701, ELSK 0702 and ELSK 0703.

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

- T. Rowlatt presented revisions to the program in response to requirements of the BC Registry of Health Care Assistants and Community Workers; changes mostly focused on aligning English language components with the Canadian Language Benchmarks (CLBs).

iv) Minor Curriculum Changes

- T. Rowlatt presented the biannual update on minor curriculum changes approved by Curriculum Committee. He noted that some changes to areas that would technically be considered major changes were treated as minor if the changes were not significant. EdCo members had no concerns about this approach.

b) Policy Committee

i) D.3.6 Admissions

MOTION: THAT Education Council send, in the form presented at this meeting, D.3.6 Admissions policy and procedures out for community feedback.

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

- N. Mandryk presented revisions to policy D.3.6 Admissions, which was merged with C.2.1 International Students on Study Permits (item 7bii). The Registrar's Office and International Education collaborated on this revision. Education Policy Committee suggested only some minor wording changes.

ii) C.2.1 International Students on Study Permits (to be rescinded)

MOTION: THAT Education Council send C.2.1 International Students on Study Permits policy and procedures out for community feedback.

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

- As this policy was merged with D.3.6 Admissions, the proposal was to post the policy for feedback before its rescission.

c) Appeals Oversight Committee

- L. Griffith reported that the committee has not met since the last EdCo meeting; the next meeting will be in September. A small working group including N. Mandryk is developing a process for paper appeals; N. Degagne is working on draft documents.

c) Education Quality Committee

i) Gap Analysis Working Group Recommendations

MOTION: THAT Education Council adopt the VCC Quality Assurance Process for Externally Accredited or Reviewed Programs.

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

- T. Rowlatt reported that one of the recommendations from the 2019 Quality Assurance Process Audit (QAPA) was to perform a gap analysis comparing VCC's program renewal process with accreditation processes completed by VCC programs. A working group evaluated six accreditation processes in comparison to program renewals. There were very few gaps related to instruction, curriculum and student outcomes. Some gaps were identified around support services, and instructors and staff. The areas with the largest gaps were related to program administration, physical learning environments, department resources and succession planning, as well as online learning environments and educational technology.
- Based on these findings, the group recommended a process for departments to identify and address gaps as programs go through accreditation, with support from a smaller subcommittee of EQC.
- As the working group also made recommendations for program renewals at VCC, EQC is reviewing both program renewal and annual program review processes. T. Rowlatt thanked working group members L. Griffith, H. Parisotto, J. Gilbert, and P. Fahim.

8. RESEARCH REPORT

- E. Ting reported that the last REB meeting before the fall will take place on June 18. Regular regional REB conferences were cancelled again this year. Three REB members will take an online course on Indigenous research data ownership, control, access, and possession.
- E. Ting was elected Vice-Chair of BCARIN.

9. CHAIR REPORT

- E. Ting reported from the Academic Governance Council meeting on June 1; the discussion focused on third-party proctoring, a topic the CTLR is working on. The AGC will meet again in October. EdCo members were encouraged to submit questions and comments for discussion.

10. STUDENT REPORT

- P. Patigdas reported on SUVCC activities over the summer, including social media campaigns around Indigenous History Month and Pride Month. Online wellness events for students will continue, such as yoga and dance classes.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on September 14, 2021, 3:30–5:30 p.m.

MOTION: THAT Education Council adjourn the June 8, 2021 meeting.

Moved by A. Oliver, Seconded & CARRIED (Unanimously)

- The meeting was adjourned at 5:10 p.m.

APPROVED AT THE September 14, 2021 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Elle Ting (Chair)
Natasha Mandryk (Vice-Chair)
Ali Oliver
Brett Griffiths
Dave McMullen
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha (Student Representative)
Sarah Kay
Shantel Ivits
Todd Rowlett

Guests

Adrian Lipsett
Andy Sellwood
Anne Emberline
Claire Sauvé
Clay Little
Dawn Cunningham Hall
Dennis Innes
Fred MacDonald
Jennifer Gossen
Jennifer Vo
Maurice Della-Savia
Mehran Jamshidi
Pervin Fahim
Phoebe Patigdas
Rebecca Bennett
Reza Nezami
Shirley Lew
Tannis Morgan
Taryn Thomson

Regrets

Blair McLean
Julia Skye Summers
Shane McGowan

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 College is located on the traditional unceded territory of the Sk̓wxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples, and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

THAT Education Council adopt the September 14, 2021 agenda as
MOTION: amended, with added items 6i) Culinary Arts Update and 6j) Program Reset Working Group Update.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the June 8, 2021 minutes as presented.

Moved by M. Ng, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annacis Island Update/Feasibility Report

- D. Wells provided an update on negotiations with BCIT. The Feasibility Working Group submitted its final report outlining different options for the future of HMT programming at VCC. A townhall was held for HMT faculty and staff on August 30. T. Thomson provided an update from the VCCFA side. T. Rowlett thanked the working group members for their contributions to the report, which was shared with EdCo members.

b) Affiliation Agreement with Stenberg College

MOTION: THAT Education Council recommend the Board of Governors approve, in the form presented at this meeting, the Affiliation Agreement between VCC and Stenberg College International (SCI) regarding the Optician Diploma program at VCC.

Moved by D. Wells, Seconded & CARRIED (13 in favour; 1 abstention).

- The draft affiliation agreement, signed licensing and draft rental agreements were distributed separately via email. C. Sauvé presented revisions made to the affiliation agreement in response to feedback from the June EdCo meeting and additional consultations over the summer.
 - The clause on credit transfer was removed and replaced with a reference to VCC's Transfer Credit policy (D.3.11).
 - Use of each institution's logo by the other party will be restricted to marketing efforts for the Optician Diploma program.
 - A student resource guide was created outlining all VCC support services, amenities near the Surrey SC campus, policies, etc. There will be two student orientation sessions for each intake (with International Education and Continuing Studies). The plan is for on-site delivery starting in May 2022; should delivery need to move online, the resource guide would be updated.
 - C. Sauvé toured both the main Stenberg College campus (currently housing the Optician program) and the nearby satellite campus, at which the VCC Optician program will be delivered. The satellite campus was previously used by Douglas College and is currently undergoing renovations. Extensive amenities will be available to both students and instructors at the campus and in the surrounding area (Surrey Central). The long-term goal is to build a lab at VCC to house this program. The campuses are accessible, and there is space available to provide exam accommodations.
 - Measures to ensure instructor support and instructional quality will include course and program evaluations, to meet both accreditation body (National Alliance of Canadian Optician Regulators-NACOR) and VCC standards. Instructors will be supported in reflection and enhancing their instruction through meetings and workshops each term.
- Initial conversations have begun with NACOR and Accreditation Canada, and the formal accreditation process will start upon approval of the program. The first step is an initial assessment to achieve registered status (up to six months before the program start date); full accreditation will take place at a later date, once there are program graduates.

c) Return to Campus & Governance Implications: Alternative Process for Curriculum Changes during the COVID-19 Pandemic - Update

MOTION: THAT Education Council extend the alternative curriculum change process approved on May 12, 2020 for the Fall 2021 and Winter 2022 programming (until the end of March 2022).

Moved by A. Oliver, Seconded & CARRIED (Unanimously)

- E. Ting presented the proposal. In May 2020, Education Council approved an alternative curriculum change process for changes necessitated by the COVID-19 pandemic. In view of Phase 4 of BC's COVID-19 Restart Plan being delayed indefinitely, and to avoid creating workload issues for faculty during the return to campus, the EdCo Executive recommended extending the alternative process until the end of the fiscal year (March 2022).
- Members discussed the importance of informing students of changes ahead of time, and there were questions about withdrawal dates, which require further discussion. The alternative curriculum change process stipulates that students should be informed as early as possible, taking into account changing orders from the Provincial Health Officer (PHO).

d) Concept Papers: UI/UX Design Diploma & Web Design and Development (WDD) Diploma

- A. Emberline presented the concept paper for the UI/UX Design Diploma (User Interface/User Experience), consisting of three laddering certificates targeted at students with different levels of experience: a Design Foundation Certificate, a UI/UX Design Certificate, and a UI/UX Design Professional Practice Certificate. The program is unique, as it is suitable for students without any experience in this field and allows multiple entry and exit points. Since some of the courses are part of the current Graphic Design Diploma, the launch of this program will support delivery of a more flexible part-time option in Graphic Design.
- The Web Design and Development (WDD) Diploma combines existing courses from the Graphic Design and Computer Systems Technology Diplomas to teach students about both the aesthetics of design and backend coding. Students will have a choice of electives to specialize in their area of interest.
- International graduates of both programs will be eligible for a Post-Graduation Work Permit (PGWP). Both fields are in high demand, and these proposals support VCC's plan to expand its technology offerings.
- It was recommended to consult with the Registrar's Office to confirm the proposed programs meet VCC's credential policy. Extensive consultation is planned. There was a longer conversation about the proposed EDI course and how Indigenization would be incorporated throughout the program. EdCo members noted the general need for faculty support around EDI and Indigenizing curriculum.
- The tuition listed in the business cases is only preliminary and will be finalized once the programs are developed and potential funding opportunities explored.

e) Academic Plan - Update

- D. Wells provided a brief update on the Academic Plan. Due to the province's push for more intakes in various health programs, the development of the HCA International Diploma was pushed back. A lot of work went into tuition changes for significantly revised programs (e.g., the Pharmacy Technician Certificate program). The new Accounting and Marketing Diplomas went through governance, and the Business and Project Management Post-Degree Diploma has been updated.

f) Online Learning Agreement - Update

- A. Sellwood and S. Lew presented updates to the agreement and cover letter, incorporating feedback from the last EdCo meeting, particularly related to the emergency response section. It was clarified that in cases of student distress, the college would reach out to the student's emergency contact person (rather than emergency services).

- There were questions about the use of class recordings in cases of disciplinary/instructor conduct issues. There was a discussion about balancing accessibility with safety and privacy considerations. This is an emerging issue, as the increase in online delivery will likely lead to more requests for in-class recordings as part of an accommodation. The importance of student and instructor consent to being recorded was emphasized, which is difficult to control if third-party recording tools are used. A. Oliver reported that a group in Disability Services will put forward a proposal for development of a policy on recordings, which exists at most institutions. D. Wells will look into obtaining a legal opinion.

g) EdCo Meeting Time & Format

- E. Ting reported on the survey of EdCo members; 75% of respondents preferred continuing with online meetings. There was a slight preference for an earlier meeting time (1–3 p.m.). As there were concerns from student representatives about this schedule change, EdCo agreed to meet at the usual time in October and revisit this question after the elections.

h) EdCo Elections

- E. Ting announced the upcoming Education Council election dates (nomination period: September 20 to October 1; campaign period: October 4–8; voting period: October 13–19). The faculty seat distribution changed; Music and Dance were moved under Arts & Sciences; Trades, Technology and Design were combined; and one College-at-Large seat was converted to a second Health Sciences seat with a one-year term for this election (to stagger terms for these two seats).
- To reach out to potential student candidates, two online Q&A sessions for students will be held on September 20.

i) Culinary Arts Update

- J. Demeulemeester relayed concerns from Culinary Arts faculty about the cancellation of a Professional Cook 1 Certificate (EAL Cohort) intake six weeks before the start, instead of keeping registration open for a longer period. D. Innes explained that the decision was made based on low enrolment numbers by early August, coupled with historical data on student attrition during the first few weeks. Cancelling the program closer to the start date would have been problematic for students who have planned around this ten-month program. While enrolment has been decreasing over the last few years, there are no plans to suspend the program. Student recruitment efforts have included outreach to EAL Pathways students.

j) Program Reset Working Group Update

- T. Morgan reported that the larger working group held its third meeting on September 1 to discuss identified gaps and how to address them. Phase 2, from September to March, will consist of continued monitoring and improvements. Several subgroups are working on addressing more immediate issues, e.g., around classroom usage.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: MATH 2120 Discrete Mathematics 2

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course MATH 2120 Discrete Mathematics 2.

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

- T. Rowlatt presented the proposed new second year university-transfer course, which is expected to support students interested in transferring to the Software Systems program at Simon Fraser University. Curriculum Committee discussed the heavy use of exams, which is common in this field.

ii) Course Updates: DRFT 1270-1278 & 1371-1375

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to 14 architectural technician courses: DRFT 1270-1278 and DRFT 1371-1375.

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

- T. Rowlatt presented proposed course updates, including to pre-requisites. Curriculum Committee supported the changes.

iii) New Program: Optician Diploma

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the curriculum for the new Optician Diploma program, and recommend the Board of Governors approve the credential.

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

- T. Rowlatt presented the curriculum, which was licensed from Stenberg College and slightly adjusted to align with VCC standards. Curriculum Committee requested only minor changes. Provisional approval is sought for this program, meaning that a subcommittee of Education Quality Committee will provide support during the first run of the program.

iv) Program Update: Business and Project Management Post-Degree Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the Business and Project Management Post Degree Diploma and 16 new courses.

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

- T. Rowlatt presented the significant revisions, restructuring all four terms and introducing project management content right from the beginning; currently, first-year courses are shared with the Canadian Business Management (CBM) Post-Degree Diploma, and project management is not introduced until Term 3. This change was requested by both instructors and students. In addition, new content was added around operations/supply chain management. There were extensive consultations with department faculty; while there were some reservations about the decreased number of business courses, the department was overall in favour. The planned launch date was postponed from January to May 2022 due to the amount of work required by the Registrar's Office.

v) Program Update: Pharmacy Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide and 15 new courses for the Pharmacy Technician Certificate program, and recommend the Board of Governors approve the implementation of the revised program.

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

- T. Rowlatt presented proposed program updates to comply with new Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accreditation standards from 2019. Changes included an increase in practicum hours, and a new sterile product standard. The program was restructured into 15 new courses; as the number of credits increased, there was a conversation with the ministry around resetting the tuition. Due to the change in tuition, Board approval is required for the implementation of the revised program. Curriculum Committee had no concerns about the proposal.

b) Policy Committee

i) D.1.5 Use of Library Resources

MOTION: THAT Education Council recommend the Board of Governors approve, in the form presented at this meeting, D.1.5 Use of Library Resources policy and procedures.

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

- N. Mandryk presented the revised policy, which was posted for community feedback in May. No feedback was received. Education Policy Committee recommend only a few minor edits for clarity at its August meeting.

ii) D.3.6 Admissions & C.2.1 International Students on Study Permits (rescind)

MOTION: THAT Education Council recommend the Board of Governors approve, in the form presented at this meeting, D.3.6 Admissions policy and procedures;

THAT Education Council recommend the Board of Governors rescind C.2.1 International Students on Study Permits policy and procedures.

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

- N. Mandryk presented the proposal. The content of policy C.2.1 was merged with policy D.3.6; other changes to D.3.6 were fairly minor. Both policies were posted for community feedback in June; no feedback was received. Education Policy Committee recommended a few minor edits for clarity at its last meeting.

c) Appeals Oversight Committee

- No report; there were not committee meetings over the summer.

c) Education Quality Committee

- T. Rowlett reported that the HMT Feasibility Working Group completed its report. There were no committee meetings over the summer, but a working group has been looking at program review and renewal processes to strengthen their connections to the Academic Master Plan and Strategic Innovation Plan.

8. RESEARCH REPORT

- E. Ting reported that A. Copp is developing an internal online resource for employee research, including information about scholarly publishing and open access.
- The REB has seen an increase in activity and continues to receive out-of-province requests. Three REB members are completing a training course in OCAP (ownership, control, access, and possession of First Nations' data and information).

9. CHAIR REPORT

- E. Ting announced tentative dates for EdCo Planning Day: November 19 or 26.
- The Academic Governance Council is expected to meet in October; members were invited to suggest topics for discussion.

10. STUDENT REPORT

- P. Patigdas reported on SUVCC activities to welcome students back to campus and inform them of SUVCC's online and in-person services; the office is again open Mondays–Thursdays from 10 a.m. to 4 p.m. Welcome kits can be picked up in person or mailed.
- Elections for SUVCC's Board of Directors are underway (nomination period: September 13–24; online voting: October 12–15). The union is also campaigning to get students engaged in the federal election.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 12, 2021, 3:30–5:30 p.m.

MOTION: THAT Education Council adjourn the September 14, 2021 meeting.

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

- The meeting was adjourned at 5:17 p.m.

APPROVED AT THE OCTOBER 12, 2021 EDUCATION COUNCIL MEETING

Elle Ting

Chair, VCC Education Council



VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES

October 12, 2021

3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members

Elle Ting (Chair)
Natasha Mandryk (Vice-Chair)
Ali Oliver
Dave McMullen
David Wells
Heidi Parisotto
Jo-Ellen Zakoor
John Demeulemeester
Julie Gilbert
Lucy Griffith
Marcus Ng
Natasha (Student Representative)
Sarah Kay
Todd Rowlatt

Guests

Adrian Lipsett
Claire Sauvé
Clay Little
Clayton Munro
Dawn Cunningham Hall
Dennis Innes
Elaine Pedersen
Francesco Barillaro
Mari Paz Vera
Pervin Fahim
Phoebe Patigdas
Reba Noel
Sarah Desbiens
Shirley Lew
Sydney Sullivan
Tannis Morgan
Taryn Thomson
Tim Dyck

Regrets

Brett Griffiths
Julia Skye Summers
Shane McGowan
Shantel Ivits

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:33 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̓m̓əθk̓w̓əy̓əm (Musqueam) and Tsleil-Waututh peoples, and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 12, 2021 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the September 14, 2021 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annacis Island Update

- D. Wells presented a brief update on the process. There is a tight timeline, as there are HMT programs starting in November and February.

b) Mental Health and Well-being Framework

- C. Munro, E. Pedersen and consultant T. Dyck presented the draft framework, which will guide VCC's efforts in promoting mental health for the next five years. Following a presentation at VCC Day 2020 by the CEO of the Canadian Mental Health Association BC (CHMA BC), VCC partnered with the organization to develop the framework, supported by provincial funding. The process included broad consultation across the College, including focus groups, community dialogues, and a student and employee survey. The next steps are outreach and engagement activities, including at VCC Day 2021; the plan is to finalize the framework by January 2022. Implementation will involve existing departments and committees, as well as creation of new working groups. VCC also plans to sign on to the [Okanagan Charter](#), which has over 30 signatories across Canada.
- There was a discussion about infusing well-being into curriculum, including micro-credentials, and the importance of reviewing space usage. There were questions about implementing specific counselling resources for underrepresented groups and cultural leave.
- Provincial funding for the framework process will not carry forward to the implementation stage. Initiatives will be funded out of the existing College budget, and other funding opportunities will be explored.

c) Microcredentials Approval Process – Draft

- C. Sauv , F. Barillaro, and T. Rowlatt presented the recently released [Micro-Credential Framework for B.C.](#) A key goal is to provide province-wide learning pathways. While the framework provides some guiding principles, several aspects require further development, including quality assurance and a common registry. The document does not prescribe a standard taxonomy for different micro-credentials. A provincial funding initiative is underway for micro-credentials that align with the framework; the first proposal deadline is October 29.
- A draft approval process for VCC non-credit micro-credentials was discussed. The goal is to approve and launch new offerings more quickly, while still providing quality assurance. The proposal form (included in the meeting package) would supplement curriculum documentation in CourseLeaf and require developers to outline industry demand for the proposed micro-credential.
- There was a longer discussion about stacking and laddering of credentials, as well as recognition across different institutions; more work is required provincially on this aspect. It was noted that VCC already has offerings that fit into this space (e.g., recognized through awards of achievement or statements of completion). It was acknowledged that micro-credentials are not always appropriate, and there is no intent to carve up VCC's existing certificate and diploma programs. Running micro-credentials out of Continuing Studies ties in well with the new CS registration system, which has the capacity to work with badging systems.

d) Planning for the New Normal in Teaching – Program Reset Working Group Update

- T. Morgan encouraged expanding the “new normal” conversation beyond discussions of face-to-face, online, or blended delivery; there are opportunities in the areas of micro-credentials, work-integrated learning (WIL), Prior Learning Assessment and Recognition (PLAR), and augmented and virtual reality (AR/VR).

- The Program Reset Working Group will meet again on November 25. Phase 2 (until March) will focus on gathering data on what is working well and addressing challenges. Space usage will be one topic of discussion.

e) EdCo Planning Day

- EdCo Planning Day will take place on November 26, from 9 a.m. to 12 noon. L. Griffith will deliver a BCcampus presentation on delivery methods; other suggestions included discussing the roles of standing committees and reviewing the EdCo Bylaws. Members were invited to suggest topics.
- Education Policy and Curriculum Committees will hold planning sessions in the afternoon; an external speaker was secured for the session on Indigenizing curriculum.

f) EdCo and Committees Meeting Schedule 2022

MOTION: THAT Education Council approve the 2022 Education Council and Standing Committees Schedule.

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

- E. Ting presented the meeting schedule for approval. The EdCo meeting time will be revisited after the EdCo elections.

g) EdCo Elections

- E. Ting reported that online voting is open from October 13 through October 19; results will be announced by October 22. E. Ting thanked outgoing EdCo members for their contributions: A. Oliver, B. McLean, J. Gilbert, J. Summers, Natasha, and S. McGowan. E. Ting's term is also ending. N. Mandryk thanked E. Ting on behalf of Education Council for her leadership and collaborative approach.

h) Interim EdCo Chair Election

- D. McMullen conducted the election of an interim EdCo Chair until the December election.
L. Griffith nominated T. Rowlatt. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, T. Rowlatt was announced interim Chair of Education Council. The election for a new EdCo Executive member will take place in December.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: CSTP 1104 & 1106

MOTION: THAT Education Council approve, in the form presented at this meeting, two new courses: CSTP 1004 Computer Systems Primer and CSTP 1006 Website Development Primer.

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

- R. Nezami presented two new non-credit courses for DHH students, introducing computer systems and website development. Students will be able to work in tech sales positions after completing these courses. There was a discussion at Curriculum Committee about the evaluation process, which is based on students' active participation. Curriculum Committee also requested additional consultation with the ASL and DHH departments and Disability Services.

ii) Program Updates: Bachelor of Science in Nursing (BSN) First Year Entry & Advanced Entry

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guides for the Bachelor of Science in Nursing (Advanced Entry) and the Bachelor of Science in Nursing (First Year Entry) programs.

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

- S. Desbiens presented the proposal, aligning the admission requirements for the Advanced Entry program with First Year Entry. The selection process is based on a combination of GPA and CASPer test scores. Curriculum Committee requested some minor adjustments to the math and biology requirements and to recommended characteristics of students.
- Committee discussed a proposed diversity statement, which was ultimately removed, pending a broader conversation at the institution to create a consistent statement.

iii) Program Updates: 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

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guides for Professional Cook 1 Plus, Professional Cook 1 (ITA Youth Cohort), Professional Cook 1 (EAL Cohort), Professional Cook 2, and the Culinary Arts Diploma, three new courses: CULI 1510, CULI 2500 and CULI 2513, and a revised course name: CULI 1506 Production Kitchen.

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

- T. Rowlatt presented proposed changes to five Culinary Arts programs; several courses were merged, and admission requirements updated in response to changed naming conventions for K-12 math and English classes.

iv) Curriculum Documentation Approval Timeframe 2022

- The document was included in the package and will be posted on myVCC and the CTLR website.

b) Policy Committee

- N. Mandryk reported that there was no committee meeting in September. A working group including representatives from the Registrar's Office is revising policy C.1.1 Grading, Progression and Withdrawal as part of the regular five-year review cycle.
- The Board's Governance Committee will review revisions to policies D.1.5 Use of Library Resources and D.3.6 Admissions, as well as the recommendation to rescind C.2.1 International Students on Study Permits, at its October 13 meeting.

c) Appeals Oversight Committee

i) Dissolving the Committee

- L. Griffith presented the proposal to dissolve this standing committee, which arose through discussions among the EdCo Executive over the summer. The Appeals Oversight Committee (AOC) held a special meeting on October 7 to discuss the proposal; the EdCo and Policy Committee Chairs attended the meeting.
- The tremendous amount of work completed by the committee was acknowledged, including development of resources to support the work of tribunal chairs and both in-person and online tribunal training; the College now has over 50 trained members. The committee has shifted over the years from an oversight to a working body, with most of the work being completed in subgroups. In addition, VCC's landscape has changed significantly with the introduction of new College initiatives

(e.g., around Equity, Diversity, and Inclusion (EDI) and Indigenization). This raised the question about the suitability of the committee's structure as a standing committee of EdCo. The group's accomplishments and ongoing tasks were outlined in the appendix to the information note.

- The main consideration at the Appeals Oversight Committee meeting was who would continue the committee's work to ensure appeals processes are fair and transparent, including ongoing support for tribunal chairs and panelists; review/refresh of training materials and other resources; and receiving feedback and recommendations from the Arbiter of Student Issues (ASI) based on hearing observations. There was a discussion about this work being done by subcommittees of Education Policy Committee or EdCo, or possibly Student Services.
- Regarding data collection, it was clarified that an AOC subcommittee developed a rationale document and tracking spreadsheet. Expanding tracking to both tribunal and non-tribunal cases was discussed, but would go beyond the committee's mandate. Currently, the committee does not collect data on appeals.
- The Appeals Oversight Committee will hold another meeting to discuss feedback from EdCo.

d) Education Quality Committee

- T. Rowlett reported that the timeline for the 2021 Annual Program Reviews was slightly adjusted to give departments more time (notice in early November; department leader completes review and action plan in consultation with department by December 3; department leader meets with dean by December 21; dean submits report to VP Academic by January 14, 2022).
- The committee has also started reviewing its mandate, processes, and activities.

8. RESEARCH REPORT

- E. Ting reported that there has been a steady stream of about 2-3 review requests per month, mostly from out of province.
- The British Columbia Applied Research and Innovation Network (BCARIN) held its Executive meeting, which focused on collaboration among institutions.

9. CHAIR REPORT

- E. Ting reported that the Academic Governance Council will hold its fall meeting in the next few weeks; EdCo members were invited to bring forward topics for discussion.

10. STUDENT REPORT

- S. Sullivan reported on the current SUVCC Board elections, as well as SUVCC's support for students running for EdCo. Due to P. Patigdas' departure, S. Sullivan will take over her work on the governance side. Members thanked P. Patigdas for her contributions and welcomed S. Sullivan.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on November 9, 2021, 3:30–5:30 p.m. EdCo Planning Day will take place on November 26, 9 a.m.-12 noon.

MOTION: THAT Education Council adjourn the October 12, 2021 meeting.

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

- The meeting was adjourned at 5:21 p.m.

APPROVED AT THE NOVEMBER 9, 2021 EDUCATION COUNCIL MEETING

Todd Rowlett
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Todd Rowlatt (Chair)
Natasha Mandryk (Vice-Chair)
Brett Griffiths
Dave McMullen
David Wells
Ishaan Saini
Janita Schappert
Jessica Yeung
John Demeulemeester
Louise Dannhauer
Lucy Griffith
Marcus Ng
Poshak Sachdeva
Shantel Ivits

Guests

Adrian Lipsett
Ali Oliver
Amber Ariss
Andrew Dunn
Claire Sauvé
Clay Little
Daniel Warlock
Dawn Cunningham Hall
Elle Ting
Ian Humphreys
Jennifer Gossen
Joy Dalla- Tina
Reza Nezami
Sarah Murray
Shane McGowan
Tannis Morgan
Taryn Thomson

Regrets

Heidi Parisotto
Jo-Ellen Zakoor
Sarah Kay

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m. New EdCo members were welcomed: I. Saini, J. Schappert, J. Yeung, L. Dannhauer, and P. Sachdeva.

2. ACKNOWLEDGEMENT

- T. Rowlatt acknowledged that the College is located on the traditional unceded territory of the Sḵwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples, and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the November 9, 2021 agenda as presented.

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

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the October 12, 2021 minutes as presented.

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

6. ENQUIRIES & CORRESPONDENCE

- There were none. E. Ting's term on Education Council ended on October 31, and T. Rowlatt is interim EdCo Chair until the end of December.

7. BUSINESS ARISING

a) Annacis Island Update

- D. Wells provided a brief update; main considerations at this time relate to HMT faculty and staff, as well as equipment.

b) Continuing Studies Mandate

- Prompted by conversations related to the new Optician Diploma over the summer, A. Lipsett presented on the mandate of Continuing Studies (CS) at VCC. CS aims to open opportunities for learners through relevant, flexible, high-quality training; develop innovative programming in response to emerging trends; and contribute to revenue generation at the College.
- CS is expanding its programming from upskilling courses targeted at working professionals to longer certificate and diploma programs, including offerings for international students. Connecting with industry to develop relevant micro-credentials is one area of focus.
- It was emphasized that CS programming is meant to complement and expand the spectrum of offerings at VCC, but not compete with existing VCC programs.
- There was a discussion about the provincial base funding system, as well as trends in Continuing Studies at other post-secondary institutions.

c) Campus Master Plan Update

- I. Humphreys provided an update on the Campus Master Plan (CMP). The plan proposes to leverage the College's real estate assets at the Downtown and Broadway campuses to create revenue to rebuild infrastructure and support the College's future financial sustainability. The first step would be to build the Centre for Clean Energy and Automotive Innovation at Great Northern Way (Broadway), which would provide space to move programs and allow further development at both campuses. VCC is part of broader discussions about the city's vision for the Broadway corridor/Great Northern Way, and there is interest in starting development of affordable housing at the Broadway campus site at an earlier stage. The next step for VCC is to develop a full business case to receive funding from the ministry.

d) EdCo Planning Day

- T. Rowlatt announced the agenda for EdCo Planning Day on November 26; topics will include Equity, Diversity, and Inclusion; the Mental Health and Well-being Framework; Universal Design for Learning; and a presentation on pathways for delivery methods. The afternoon Curriculum Committee session will be facilitated by Capilano University's Indigenous Advisor D. Kirk.

e) EdCo Meeting Time

- Members continued the discussion about the meeting time for next year. While some members preferred an earlier meeting time, students had concerns about the proposed change. This item will be brought back at the next meeting.

f) Notice of Chair Elections

- T. Rowlatt announced elections taking place at the December EdCo meeting for the following positions: EdCo Chair and Vice-Chair; two EdCo Executive members; and EdCo Standing Committee Chairs.

8. COMMITTEE REPORTS

a) Curriculum Committee

i) New Courses: ECOM 1001, 1002, 1003

MOTION: THAT Education Council approve, in the form presented at this meeting, three new courses: ECOM 1001 Developing Ecommerce, ECOM 1002 Maintaining Ecommerce, and ECOM 1003 Growing Ecommerce.

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

- S. Murray and J. Dalla-Tina presented the proposal. These courses can be taken as a standalone micro-credential, or as electives in the Applied Leadership and Business Management Certificate program currently in development.

ii) Program Update: Dental Hygiene Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide and 16 revised course outlines for the Dental Hygiene Diploma program.

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

- A. Ariss presented initial revisions in preparation for an external accreditation process and an expected change to the national entry-to-practice (ETP) competencies. The curriculum will be significantly revised over the next two years.

b) Policy Committee

- N. Mandryk reported that a working group has begun the review of policy C.1.1 Grading, Progression and Withdrawal. Revisions to policy A.3.2 Policy Development and Management will be reviewed by both Education and Administrative Policy Committees.

c) Appeals Oversight Committee

- L. Griffith summarized discussions with committee members and EdCo about the committee's shifted role, and the proposal to dissolve the committee. L. Griffith met with C. Munro to discuss outstanding items. The committee will meet on November 10 to continue the conversation. More information will be presented at the next Education Council meeting.

d) Education Quality Committee

i) Annual Program Reviews 2021

- T. Rowlatt reported that the committee considered pausing Annual Program Reviews this year due to pandemic-related challenges, but felt it was still valuable to move forward with the process. Departments were notified; the report format is unchanged from last year, but the submission timeline was slightly extended. The committee is reviewing how to improve the process and will seek feedback at Leaders' Forum in January. L. Griffith added that the CTLR recorded a presentation on the APR process for department heads, which is available upon request.

9. RESEARCH REPORT

- E. Ting reported that the Research Ethics Board (REB) held its first meeting this year on October 29; the group is working on making forms and processes more user-friendly. There are discussions about considerations for action research.
- The number of course-based reviews is increasing, and instructors teaching courses that include student research were encouraged to connect with the REB.

10. CHAIR REPORT

- T. Rowlatt and N. Mandryk attended the Board of Governors retreat with Senior Team members on November 8.

11. STUDENT REPORT

- No report.

12. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on December 7, 2021, 3:30–5:30 p.m. EdCo Planning Day will take place on November 26, 9 a.m.-12 noon.

MOTION: THAT Education Council adjourn the November 9, 2021 meeting.

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

- The meeting was adjourned at 5:15 p.m.

APPROVED AT THE DECEMBER 7, 2021 EDUCATION COUNCIL MEETING

Todd Rowlatt
Chair, VCC Education Council



ATTENDANCE

Education Council Members

Todd Rowlatt (Chair)
Natasha Mandryk (Vice-Chair)
Dave McMullen
David Wells
Ishaan Saini
Jessica Yeung
Jo-Ellen Zakoor
John Demeulemeester
Louise Dannhauer
Lucy Griffith
Marcus Ng
Poshak Sachdeva
Sarah Kay
Shantel Ivits

Guests

Adrian Lipsett
Claire Sauvé
Clay Little
Dawn Cunningham Hall
Dennis Innes
Elle Ting
Jennifer Gossen
Joy Dalla-Tina
Julie Anctil
Julie Gilbert
Karin Jones
Lisa Beveridge
Mari Paz Vera
Pervin Fahim
Sarah Murray
Shirley Lew
Sydney Sullivan
Taryn Thomson

Regrets

Heidi Parisotto
Janita Schappert

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:32 p.m. L. Griffith, Associate Director, School of Trades, Technology & Design, was welcomed in her new role as an administrator on Education Council, replacing B. Griffiths.

2. ACKNOWLEDGEMENT

- T. Rowlatt acknowledged that the College is located on the traditional unceded territory of the Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tseil-Waututh peoples, and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the December 7, 2021 agenda as presented.

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

- T. Thomson requested a conversation about staffing levels at the Library and the impact on students, in the context of the Academic Plan; the Library is currently short one faculty member. EdCo will ask T. Morgan to provide an update at the January Education Council meeting.

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the November 9, 2021 minutes as presented.

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

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) Annacis Island Update

- D. Wells reported on the four key considerations in the process around the transition of the HMT program: people, programming, lease, and equipment. Consultations are taking place, including with the ITA. The goal is to finalize some details next week.

b) Duolingo Score Recalibration & Extension

MOTION: THAT Education Council approve the revised minimum scores for base programs and Pathways courses, and extend the use of Duolingo as an approved method for demonstrating English proficiency to any programs starting before or during the January-April 2023 term.

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

- D. McMullen presented an update on the Duolingo English Test, which was adopted as an alternative English Language Proficiency (ELP) assessment at the beginning of the pandemic in March 2020, since VCC's Assessment Centre was closed. This assessment was also adopted by other post-secondary institutions.
- Due to the urgency of implementing an alternative assessment, Duolingo scores were set at that time based on a limited amount of available data. Since then, the Registrar's Office has evaluated data on student results, and will continue gathering longitudinal data on student success.
- Duolingo scores have been recalibrated in extensive consultation with faculty, including department heads KJ Hills, K. McMorris, and L. Perras. Minimum scores were increased slightly to support students' success; it was found that students scored significantly better on Duolingo than the previous assessment. The Registrar's Office is working on a process for students who have already taken the test to avoid repeated testing; departments can connect with the RO regarding pending applications.
- In addition to recalibration, the Registrar's Office proposed extending the use of Duolingo (originally approved as a pilot) until the January–April 2023 term to enable continued admission of international students. There were questions about the possibility of accepting Duolingo on a permanent basis. This will be part of a larger discussion about assessments, informed by additional data and a current research project at VCC on assessments.
- EdCo members requested similar data on the previously used VCC English Language Assessment (ELA). The Registrar's Office will assess this data and present it as part of regular updates to Education Council over the next months. It was clarified that no FTEs were lost in the Assessment Centre, and there is a small number of assessments available on site.

c) Academic Master Plan Update

- D. Wells presented an update to the Academic Master Plan (AMP), mapping its five priorities to the Strategic Innovation Plan (SIP): academic innovation (AMP), campuses of the future, operational excellence, engaged communities, and empowered people and inclusive culture.

- The previous AMP categories were restructured into: Indigenization by reconciliation and decolonization; justice, equity, diversity & inclusion; student experience; educational delivery; and fiscal sustainability.
- The Academic Plan template will be restructured accordingly and shared with departments in early spring. There will be consultations before that time around AMP language.

d) Program Reset Working Group

- T. Morgan was unable to attend the meeting; the item was deferred to January.

e) EdCo Meeting Time

- EdCo members completed an online poll on the meeting time for next year; there was a slight preference for the current meeting time. EdCo will continue to meet on Tuesdays from 3:30–5:30 p.m.

f) EdCo Planning Day Debrief

- T. Rowlett thanked members for attending Planning Day and asked for feedback. He thanked D. Kirk from Capilano University for facilitating the afternoon session on Indigenizing curriculum.

g) EdCo Annual Planning Calendar

- The document was included in the meeting package for information and feedback. No changes were requested.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: BUSI 1334 Foundations of Business

MOTION: THAT Education Council approve, in the form presented at this meeting, the new course BUSI 1334 Foundations of Business.

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

- J. Dalla-Tina and C. Sauvé presented the proposal for this gamified online business simulation course, which will be one of the electives in the redesigned Applied Leadership and Business Management Certificate program. The course was developed by faculty from Lambton College in Ontario and is licensed through their company Online & Digital Education Academy (ODEA). The course is offered at over 20 institutions in Canada.
- With regards to the assignment of 3 credits, it was noted that the course is paced and encompasses several components in addition to 30-35 hours of game play: an introductory session with a facilitator, content modules, weekly quizzes, and case studies; some components are part of a Moodle course that accompanies the game. The workload overall is more than 45 hours, and the course is worth 3 credits at all other institutions as well.
- Regarding accessibility, it was noted that the course is ADA/AODA compliant: accessible for students with disabilities (colour blindness, dyslexia-friendly font, hearing impaired). There are accessible testing options for students with accommodations. With regards to student privacy, a PIA (Privacy Impact Assessment) was completed; basic student data will be saved on Canadian servers. Students do not create anything in the game that would fall under intellectual property considerations.

ii) Program Update: Jewellery Art & Design Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Jewellery Art & Design Diploma program content guide and one (1) new course: JADE 1128 History and Culture of Jewellery 2.

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

- K. Jones presented this new course, which was developed as part of a significant program revision arising from the renewal. This course was missed when the original proposal went through governance. The department took an explicitly decolonized approach in the first part of History and Culture of Jewellery; the second course JADE 1128 focuses on Western design and art movements but incorporates the influences of non-Western cultures.

iii) Program Updates: Fashion Design & Production Certificate and Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised Fashion Design and Production Certificate and Diploma program content guides and 23 revised course outlines.

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

- S. Murray presented the proposal for minor updates, mostly to pre-requisites and hours.

iv) New Program: Health Care Assistant Diploma (International Cohort)

MOTION: THAT Education Council approve, in the form presented at this meeting, the new Health Care Assistant Diploma (International Cohort) program and 12 new courses, and recommend the Board of Governors approve the credential.

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

- L. Beveridge presented the proposal for this new two-year diploma program designed for international students looking to work in the Canadian health care sector. The program combines the existing Health Care Assistant (HCA) Certificate curriculum with enhanced training in communication skills, information technology, dementia, and the impacts of colonization on Indigenous people. Graduates will qualify for a three-year postgraduate work permit and a BC Care Aide Registry number, which is required for work in public care institutions.
- Responding to questions, L. Beveridge confirmed that 2SLGBTQIA health perspectives, access to health care and advocacy are part of a common health challenges course. T. Rowlatt added that Curriculum Committee commended L. Beveridge for her work on this proposal.

b) Policy Committee

i) A.3.2 Policy Development and Management

- N. Mandryk reported that policy A.3.2 Policy Development and Management was discussed at the last committee meeting; revisions were developed by a working group consisting of C. Munro, R. Noel, T. Rowlatt, D. Lucas and N. Degagne. Review and approval responsibilities were clarified, and an expedited process for changes to procedures and definitions included. As this policy is approved solely by the Board, it was presented to Education Council for information. Education Policy Committee provided feedback, and the community feedback process is underway.
- The Board of Governors approved policies D.1.5 Use of Library Resources and D.3.6 Admissions; C.2.1 International Students on Study Permits was rescinded, as it was merged with D.3.6.

c) Appeals Oversight Committee

- L. Griffith reported that the committee has not met since the last EdCo meeting. Discussions are ongoing about the future of the committee's work.

d) Education Quality Committee

i) CD Fund 2022

- T. Rowlatt reported that EQC has been discussing criteria for CD funding; the plan is to finalize the guidelines and proposal form this week and send out the call for proposals shortly. \$400,000 will be available; proposals will be due in February.

- There was a session on the annual program review process at Leaders' Forum on December 6; feedback from deans and department leaders will be discussed by the committee in January.

8. RESEARCH REPORT

- E. Ting reported that the Research Ethics Board is working on revising forms to make them more manageable and user friendly. Options to move to online forms are being explored.
- The next VCC [Teaching, Learning, and Research Symposium](#) will be held on March 10 & 11, 2022 - Untangling and Weaving Our History, Knowledge, and Ways of Being: Co-Creating and Making Space for Indigenization and Decolonization in Teaching, Learning, and Research. Presentation proposals can be submitted until January 21, 2022.

9. CHAIR REPORT

- T. Rowlatt attended the Board of Governors retreat in November with N. Mandryk. Education Council has received one student appeal. T. Rowlatt and N. Mandryk met with A. Patel and D. Wells and discussed micro-credentials. A by-election for two support staff and two faculty seats (Student Success and CTRLR/SIE) on EdCo will be held early next year.

10. STUDENT REPORT

- P. Sachdeva announced that a by-election for a student representative on the Board of Governors will be held in January. M. Ng reported on SUVCC holiday events for students.

11. ELECTIONS

a. Education Council Chair

- D. McMullen thanked E. Ting and T. Rowlatt for serving as EdCo Chairs this year.
- L. Griffith and M. Ng nominated N. Mandryk. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, N. Mandryk was announced Chair of Education Council.

b. Education Council Vice-Chair

- T. Rowlatt nominated S. Ivits. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, S. Ivits was announced Vice-Chair of Education Council.

c. Two Executive Committee Members

- J.-E. Zakoor nominated L. Griffith. Nomination accepted.
N. Mandryk nominated S. Kay. Nomination accepted.
Second call for nominations: M. Ng nominated P. Sachdeva. Nomination accepted.
Third call for nominations: There were none.
An online vote was conducted. With a majority of the votes, L. Griffith and S. Kay were elected 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

- N. Mandryk nominated S. Kay. Nomination accepted.
Second and third call for nominations: There were none.

By acclamation, S. Kay was announced Chair of Education Policy Committee.

iii. Education Quality Committee

- S. Ivits 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

- S. Kay nominated N. Mandryk. Nomination accepted.
Second and third call for nominations: There were none.
By acclamation, N. Mandryk was announced Chair of Appeals Oversight Committee.
- D. McMullen and T. Rowlatt thanked all those running for positions for their engagement.

12. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 11, 2022, 3:30-5:30 p.m.

MOTION: THAT Education Council adjourn the December 7, 2021 meeting.

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

- The meeting was adjourned at 5:10 p.m.

APPROVED AT THE JANUARY 11, 2022 EDUCATION COUNCIL MEETING

**Todd Rowlatt,
Chair, VCC Education Council**