



Vancouver Community College Education Council Meeting Agenda

April 6, 2020

11:00–12:00 p.m., Videoconference

Meeting Link <https://vcc.zoom.us/j/558188738>

| Item | Topic | Action | Speaker | Time | Attachment | Page |
|------|---|----------|---------|--------|------------|------------|
| 1. | CALL TO ORDER | | E. Ting | 1 min | | |
| 2. | ACKNOWLEDGEMENT | | E. Ting | 1 min | | |
| 3. | ADOPT AGENDA | Approval | E. Ting | 1 min | ✓ | 1 |
| 4. | BUSINESS ARISING | | | | | |
| | a. Oversight of Curriculum Changes during COVID-19 Pandemic | Approval | E. Ting | 60 min | ✓ | 2-3 |
| 5. | NEXT MEETING & ADJOURNMENT | Info | E. Ting | 1 min | | |

Next regular meeting:
April 14, 2020, 3:30–5:30 p.m.



DECISION NOTE

PREPARED FOR: Education Council

DATE: April 6, 2020

ISSUE: Oversight of Changes to Curriculum during COVID-19 Pandemic

BACKGROUND:

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

DISCUSSION:

This issue was discussed at a special Education Council meeting on March 18, as well as during the EdCo Executive Meeting on March 26 and the Emergency Operations Centre (EOC) meeting on March 27. Further discussions took place between Todd Rowlett, Chair of Curriculum Committee, and the CTLR's Instructional Associates on April 1.

The Education Council Executive proposes the following process for curriculum changes during the COVID-19 pandemic:

1. Urgent curriculum adjustments to facilitate the transition to alternate delivery methods for courses and programs *currently in progress* may be made by departments and reported to the Emergency Operations Centre (EOC). Education Council requires that these changes be clearly marked as temporary and limited to specific sections running to August 31, 2020, at the latest.
2. Education Council requires detailed documentation on changes made under (1) above, including the rationale for the changes and timeframe during which these changes are in effect. Deans whose areas are affected by the changes will provide this information to Education Council two weeks before the next available EDCO meeting for information, review, and, where necessary, follow-up with Curriculum Committee.
3. Changes to courses and programs starting after August 31, 2020 require approval by Curriculum Committee and Education Council. In order to expedite changes, the process will be modified in the following manner:

(a) Changes to *assessments* and *evaluation plans* will be approved by Curriculum Committee on an accelerated timeframe;

(b) Changes to *learning outcomes, course sequencing, and course/program start and end dates* will be reviewed by Curriculum Committee and Education Council;

(c) Other changes not referred to in (a) and (b) above will be reviewed on a case-by-case basis.

RECOMMENDATION:

THAT Education Council approve the above provisional process for curriculum changes for the duration of the COVID-19 pandemic emergency.

PREPARED BY:

Elle Ting, Chair, Education Council
Andrew Candela, Vice Chair, Education Council
Lucy Griffith, Executive Member, Education Council
Natasha Mandryk, Executive Member, Education Council

DATE:

April 3, 2020