



Vancouver Community College
EDUCATION COUNCIL

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

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

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

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

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

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

RECORDING SECRETARY: Darija Rabadzija