



Vancouver Community College
EDUCATION COUNCIL

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

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

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

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

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

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

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

RECORDING SECRETARY: Mya Willie