ATTENDANCE

Education Council Members	Guests
Elle Ting (Chair)	Andrew Dunn
Natasha Mandryk (Vice-Chair)	Andy Sellwood
Dave McMullen	Bonnie Chan
David Wells	Bruce McGarvie
Denise Beerwald	Claire Sauvé
Heidi Parisotto	Dennis Innes
Jessica Yeung	Laurence Mollerup
Jo-Ellen Zakoor	Pervin Fahim
John Demeulemeester	Phoebe Patigdas
Julie Gilbert	Shirley Lew
Lucy Griffith	Taryn Thomson
Marcus Ng	
Nona Coles	
Todd Rowlatt	

Regrets	Recording Secretary
Ali Oliver	Darija Rabadzija
Brett Griffiths	
Lisa Hunter	
Shane McGowan	
Sukhmanjot Singh	

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 Sḵwx̱wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the September 8, 2020 agenda as presented.
>
> **Moved by D. Wells, Seconded & CARRIED (Unanimously)**

4. APPROVE PAST MINUTES

> **MOTION:** THAT Education Council approve the June 9, 2020 minutes as presented.
>
> **Moved by D. Wells, Seconded & CARRIED (Unanimously)**

5. ENQUIRIES & CORRESPONDENCE

- E. Ting reported that the Academic Governance Council will hold its next biannual meeting in October and invited members to bring forward topics for discussion.

6. BUSINESS ARISING

a) Online Learning: Classroom Agreement

- S. Lew and A. Sellwood presented the Classroom Agreement and accompanying cover letter. The agreement was developed to address questions around privacy and academic integrity related to recording of lectures and online assessments, while providing best practices for accessibility and Universal Design for Learning (UDL). The document aims to allow for flexibility and considerations on a case-by-case basis, rather than mandating a specific course of action. S. Lew thanked the members of the working group, sponsored by D. Wells: Surinder Aulakh, T. Marks, D. Stevenson, T. Rowlatt, B. Higgins, J. Demeulemeester, Y. Sukic, and A. Sellwood.

- The question was raised whether this document requires approval by Education Council. S. Lew had consulted with D. Wells, E. Ting, and T. Rowlatt. It was felt that approval was not required, since the document provides guidance around privacy legislation and existing VCC policies, rather than establishing new policy.

- While guidance on best practices was appreciated, concerns were raised about instructors' autonomy and the expectations communicated to students. Some council members suggested revising the wording to clarify instructors' role in deciding whether or not to record lectures, or to accept alternative assessments suggested by others (students, department leader, or Student Services).

- There was a discussion about expectations for students to participate in an online learning environment. It was noted that students are made aware upfront of the nature of programming they are signing up for. Unexpected issues may still arise, such as limited internet connectivity; decisions on how to respond need to be made on a case-by-case basis.

- There were concerns about the Zoom disclaimer feature used to obtain consent for recordings. Students have the option to either provide consent and access the Zoom session, or to exit. This could create pressure for students to consent in order to avoid delays in accessing course materials. S. Lew and A. Sellwood explained that this was discussed, but the disclaimer was seen as the best way to obtain unambiguous consent, rather than allowing students to opt out, for example, by turning off their cameras. In addition, even with video disabled, students' names would remain visible, raising privacy concerns.

- With regards to the means of assessment, the point was raised that adjustments may become necessary during a course, and it may not always be possible to inform students at the start of a class. There were concerns around faculty workload related to creating ad hoc alternative assessments; in addition, discussing students' misgivings may be sufficient to address and assuage their concerns.

- It was also suggested to
  - provide a flow chart to clarify whom students should contact regarding different issues
  - clarify that while students must not share materials, faculty may share non-confidential documents (e.g., quizzes)
  - expand the list of College members with access to recorded assessments to allow for investigation of student conduct matters (e.g., deans, Office of Student Conduct & Judicial Affairs)
  - provide guidance on best practices for download and storage of Zoom recordings in accordance with the Records Management policy (two-year retention period; avoid storing on local drives)

- The agreement was distributed to department leaders to be shared with instructors in time for the beginning of the term. It was acknowledged that this is a working document, and there is room for further conversations and adjustments to wording. Feedback can be sent to A. Sellwood, and instructors can contact the CTLR for support.

b) Academic Master Plan Update

- D. Wells provided an update in the context of the College's shift from the Integrated College Plan (ICP) to the Academic Master Plan (AMP) and Strategic Innovation Plan (SIP). The Academic Master Plan falls within the SIP's key priority of "Building programs of the future." The AMP's structure is broken down into high-level priority goals; long-term objectives (based on broad categories from the ICP); and short-term objectives with a 1–3-year timeframe. All (academic) categories from the ICP were retained in the document. The overall planning process for departments is not expected to change.

- Some examples of short-term objectives include creating an Indigenization Planning Framework *(Prioritize diverse ways of being)* and establishing an Admissions, Assessment & Recognition Working Group related to student admission and PLAR *(Democratize the acquisition of knowledge, skills, and competencies).* Other objectives focus on microcredentials and badging *(Create alternative pathways to competencies)*; online/blended delivery and partnerships *(Ensure platform agnostic learning)*; and Work-Integrated Learning (WIL).

- The development of the AMP included discussions at Leaders' Forum before COVID-19, as well as wider engagement through an online feedback tool. There are plans to resume engagement at Leaders' Forum and more broadly across the College. Education Council was invited to provide feedback; questions or comments can be sent to D. Wells.

c) Education Council Elections

- D. McMullen announced the upcoming Education Council elections. Due to the remote working and learning environment, paper forms will be replaced with fillable PDF forms. Forms will be available on myVCC and need to be submitted to elections@vcc.ca; specific instructions will be provided later this week. The elections announcement will be communicated widely to students via posters, emails, and social media.

d) Curriculum Changes during COVID-19

- Following up on EdCo's approval in May of a provisional process for curriculum changes due to COVID-19, E. Ting announced that a spreadsheet was drafted for deans and departments to report these changes to EdCo. Feedback was requested from deans on the draft spreadsheet, and the final version provided on August 10. While there is no specific reporting deadline, E. Ting asked deans to share the document with their departments to populate the information.

- D. McMullen reported that the timeline for accepting the Duolingo English Test as an option for demonstrating English Language Proficiency was extended. Originally approved in March as a pilot for admission to the 2020/21 year, the lack of an alternative test makes it necessary to continue accepting Duolingo; International Education is already admitting students for September 2021. This decision will be revisited once IELTS testing becomes available again.

e) EdCo Meeting Schedule 2021

> **MOTION:** THAT Education Council approve the 2021 Education Council Meeting Schedule as presented.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Consent Resolution:
- **New Course: COMP 0300**
- **Program Update: First-year University Transfer Engineering Certificate**
- **Program Update: Steel Construction Modelling Technician Certificate**

- These curriculum proposals were included for the record; they were approved via consent resolution (effective June 24, 2020).

ii) Course Update: MUSC 3117 Creative Music Improvisation 1

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the MUSC 3117 Creative Music Improvisation 1 course outline.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the proposed revisions to include PLAR (Prior Learning Assessment & Recognition). While PLAR has informally been available for several Music courses, the formal update of this course was required to allow a current student to graduate. The entire Bachelor of Applied Music curriculum is currently being revised. Curriculum Committee requested some rewording, specifically to course learning outcomes, which was completed.

iii) Program Update: Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma program content guide.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt and B. McGarvie presented the proposal to combine the first-year certificate with the second-year diploma curriculum into one two-year diploma program. Currently, students complete one of three one-year certificate programs before registering in the second-year diploma program. Combining the curriculum in one program content guide clarifies the program structure and two-year duration, alleviating issues around study permits for international students. Students with a recently completed certificate can ladder into the second year; students enrolled in the two-year diploma program have the option to exit with a certificate after the first year. Changes requested by Curriculum Committee were completed, most significantly to clarify that the Steel Construction Modelling specialization is only available in the first year.

iv) New Programs: Jewellery Art & Design Diploma & Certificate

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the Jewellery Art & Design Diploma, the Jewellery Art & Design Certificate, and 19 new courses; and recommend the Board of Governors approve the two credentials.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- T. Rowlatt presented the significantly redesigned Jewellery Art & Design Diploma and Certificate programs. Changes were based on recommendations from the 2018/19 program renewal; these included a higher level of technical skill, access to newer technologies, and more comprehensive business training. Some specialized techniques were removed; the plan is to develop an optional third year for students interested in these specializations. A part-time option is now available (except for the first term), which is expected to increase accessibility and improve retention. Curriculum Committee commended K. Jones for her work developing this curriculum.

v) Update: Provisional Approval of New Programs Ad Hoc Committee

- T. Rowlatt reported that the committee met several times to discuss the provisionally approved Electronics Repair Technology Diploma program, and approved minor adjustments to assessments and learning outcomes in the first five courses. The first program intake was postponed from September 2020 to January 2021 due to enrolment challenges for this hands-on program in the current pandemic. The committee will continue to meet during the first run of the program. T. Rowlatt felt the committee was able to provided valuable support to the new department leader.

vi) Program and Course Deactivations: Administrative Assistant Certificate

▪ T. Rowlatt reported that the Administrative Assistant Certificate and associated courses were deactivated in CourseLeaf and thus removed from the website, due to replacement by new programs: the Administrative Professional 1 & 2 Certificates and the Administrative Professional Certificate (International). He inquired whether EdCo agreed with receiving this item for information only, considering approval of the new programs as implicit approval to deactivate the old program. EdCo members had no concerns regarding this approach.

b) Policy Committee

i) C.3.13 Academic Year (formerly Academic Schedule)

> **MOTION:** THAT Education Council recommend, in the form presented at this meeting, C.3.13 Academic Year policy and procedures for approval by the Board of Governors.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

▪ N. Mandryk presented the related policies C.3.13 and C.3.15. Policy C.3.13 Academic Year addresses high-level planning of important dates. The major change is to publish dates 3 years in advance, rather than 18 months, which simplifies enrollment planning and scheduling.

ii) C.3.15 Academic Schedule (formerly Academic Timetable & Room Booking)

> **MOTION:** THAT Education Council recommend, in the form presented at this meeting, C.3.15 Academic Schedule policy and procedures for approval by the Board of Governors.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

▪ N. Mandryk presented the policy, which was revised by an Administrative Policy Committee working group. The policy addresses program-level planning. The most significant change is establishing four-month terms as the general standard (Sept-Dec, Jan-Apr, May-Aug), while still allowing exceptions for programs that cannot fit within this structure. This change reflects the Registrar's Office's efforts to simplify and streamline program structures as part of its Student Experience project.

iii) C.3.10 Educational Affiliations (formerly Affiliation Agreements (Education))

> **MOTION:** THAT Education Council approve sending C.3.10 Educational Affiliations policy and procedures out for community feedback.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

▪ N. Mandryk presented the policy, which was revised by T. Rowlatt as part of the regular policy review cycle. The policy applies to partnerships between VCC and another post-secondary institution (or other partner organization) involving joint provision of an educational experience to students, typically involving issuance of a credential. A major policy change is the inclusion of joint research projects. Agreements *outside* the scope of this policy include articulation agreements in the B.C. Transfer Guide and agreements for the sole purpose of providing practicums.

▪ Procedures were also clarified and streamlined, informed by the recent process of establishing an affiliation agreement with Vancouver Film School (VFS).

c) Appeals Oversight Committee

i) Update to Terms of Reference

> **MOTION:** THAT Education Council approve the updated Appeals Oversight Committee Terms of Reference.
>
> **Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

- L. Griffith reported that two working groups were struck to develop a protocol for appeals and an appeals tracking process. She thanked E. Ting and H. Parisotto for their participation in these subcommittees, and will provide updates on the progress to Education Council.

- The committee's terms of reference were revised to update position titles and add representatives from Indigenous Education and Community Engagement, International Education, and support staff; new members from these areas have been appointed.

d) Education Quality Committee

i) Annual Program Reviews 2020

- T. Rowlatt reported that committee discussed with D. Wells whether to conduct annual program reviews this year in view of the COVID-19 pandemic. The decision was made to move forward with reviews, as they provides a valuable opportunity for departments to reflect and debrief, and the resulting action plans feed into the Academic Plan. The program review form was slightly modified to add questions specific to the impacts of COVID-19, and timelines for completion extended to November/December.

8. RESEARCH REPORT

- The Research Ethics Board (REB) continues to receive an increasing number of inquiries regarding course-based reviews, which cover all student projects within a course.

- A working group was established to plan an event combining Research Day (postponed due to COVID-19) and the Teaching and Learning Symposium for next spring.

- The CTLR submitted a successful proposal to BCcampus for a project implementing alternative assessments as a means of protecting academic integrity. The proposal was selected for an 18-month BCcampus Research Fellowship.

9. CHAIR REPORT

- E. Ting reported that the EdCo Executive is planning a half-day online session for EdCo Planning Day in November, and will reach out to council members to share ideas and suggest topics.

10. STUDENT REPORT

- P. Patigdas reported that SUVCC is re-opening its offices (Broadway Campus: Mon & Tue, Downtown Campus: Wed & Thu, 10 – 4 p.m.). Outside of office hours, a virtual helpdesk is available; students can continue to contact SUVCC via email and social media. Students can reserve handbooks (agendas) and schedule a pick-up or have them mailed.

- Planning for SUVCC elections is well underway; students will be informed via posters and social media.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 13, 2020, 3:30-5:30 p.m.

> **MOTION:** THAT Education Council adjourn the September 8, 2020 meeting.
>
> **Moved by L. Griffith, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:09 p.m.

APPROVED AT THE OCTOBER 13, 2020 EDUCATION COUNCIL MEETING

Elle Ting
Chair, VCC Education Council