VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
December 6, 2022
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members	Guests
Natasha Mandryk (Chair)	Adrian Lipsett
Ali Oliver	Andrew Dunn
Andy Sellwood	Brynn Joyce
Belinda Kaplan	Claire Sauvé
Dave McMullen	Clay Little
David Wells	Dennis Innes
Gabby Sarnoh	Herbie Atwal
Janita Schappert	Jillian Lefaivre
Jo-Ellen Zakoor	Kelly Wightman
Lucy Griffith	Ken McMorris
Marcus Ng	Margaret Buxton
Sarah Kay	Nahid Ghani
Todd Rowlatt	Reza Nezami
Vivian Munroe	Ronald Palma
	Shannon O'Keefe-Mandarino
	Shirley Lew
	Taryn Thomson
	Trishna Nazareth
	Valerie Kakurai

Regrets	Recording Secretary
Derek Sproston	Darija Rabadzija
Heidi Parisotto	
Louise Dannhauer	
Sonal Singh	

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

- V. Munroe acknowledged the College's location on the traditional and unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilw̓ əta?ɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial and extended the acknowledgement to the ancestral territories of all participants joining remotely.

3. ADOPT AGENDA

> **MOTION:** THAT Education Council adopt the December 6, 2022 agenda as presented.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

4. APPROVE PAST MINUTES

> **MOTION:** THAT Education Council approve the November 8, 2022 minutes as presented.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

5. ENQUIRIES & CORRESPONDENCE

- N. Mandryk reported on ongoing conversations regarding EAL Pathways scheduling (see item 6b).

6. BUSINESS ARISING

a) Blended Learning Quality Evaluation Pilot

- A. Dunn, Manager, Online Learning Strategy & Design, presented on the Blended Learning Quality Evaluation conducted as part of the Program Reset Working Group (PRWG). Feedback was sought from both students (via focus groups) and instructors (via online survey) on their experiences with blended delivery. This project followed a previous student survey from December 2021, with the goal of gathering more in-depth information on the student experience and develop best practices around blended teaching and learning. This work will also inform the updated Online Learning Strategy (OLS 2.0).

- Student feedback on blended delivery was mostly positive; none of the students in the focus groups wanted to return to fully face-to-face learning. Participants represented most programming areas, except for Arts & Sciences, although the sample size was small. Additional data was available from the previous student survey with about 400 responses from students in blended courses.

- The full report and infographics outlining recommended practices are available on the CTLR website. These are general recommendations, which may not all be suitable in all contexts. There was a discussion about ways to disseminate these findings across the College. As this was a qualitative study, there was a discussion about examples of quantitative research to evaluate outcomes based on delivery modes.

- It was noted that operational factors need to be considered in planning for different delivery modes (e.g., informing the Registrar's Office so it can support student registration; reporting to the ministry on space utilization). A more systematic approach and clear definitions of different delivery modes would give students a more accurate idea of what their schedule will look like.

b) EAL Pathways Scheduling

- N. Mandryk previously reported on a letter from EAL (English as an Additional Language) faculty to EdCo with concerns around scheduling. Terms for EAL and LINC (Language Instruction for Newcomers) will move from April–June to May–July in 2023. The department expressed concern about reduced access to programming for those caring for school-aged children and a potential drop in registrations, in the context of low enrolment, a reduction in sections, and faculty layoffs. In view of Education Council's advisory role regarding the academic schedule, S. Lew, Dean of Arts & Sciences, was invited to speak to the decision-making process.

- S. Lew explained that this change is taking place in the context of College-wide initiatives to address enrolment risks by standardizing terms. The Student Experience Improvement Project identified negative impacts of non-standard terms on students, including financial and tax implications. Standardizing term start and end dates would also allow for automation of manual processes in operational areas, such as the Registrar's Office, and free up resources to provide more support to students. Starting the new term in May rather than April also extends the previously compressed transition time from the term ending in March.

- Conversations with EAL and LINC department heads began earlier in the year. Students and faculty in both areas were surveyed in late spring, with inconclusive results. Faculty concerns around student access and enrolment were weighed against the benefits of standardizing the term structure, and the

decision was made to move forward in 2023. The impact of the term change will be evaluated through student and faculty surveys, and enrolment numbers will be monitored. An option that could be explored would be switching to two-month terms, either by compressing programming or by splitting up one course. Similar models are in place at other colleges.

- There were questions about support for the department around this change and responsiveness to a potential drop in enrolment. It was clarified that students can continue registering in courses after the Education Planner BC deadline by contacting the Registrar's Office. It was suggested to engage with Marketing to ensure clear communication to students on the rationale and benefits of this change. There was a discussion about the possibility of moving to a two-month term, including considerations around curriculum development and operational impacts. Next steps will be informed by the evaluation after the May 2023 term.

- A follow-up with Education Council was requested. It was suggested to broaden the conversation to include other programming areas and scheduling in general.

c) RFQ Academic Process Overview – Part 3: Quality Review

- Due to time constraints, this item was deferred to the next meeting.

d) Dissolving Appeals Oversight Committee

> **MOTION:** THAT Education Council dissolve the Appeals Oversight Standing Committee.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- N. Mandryk presented the proposal to dissolve the Appeals Oversight Committee (AOC); notice of this motion was provided at the last meeting. Education Council will continue to fulfill its mandate under the College & Institute Act related to policies and procedures and establishing a tribunal for final appeals on academic matters. While the AOC trained panelists and provided recommendations around academic appeals, its dissolution will not hinder EdCo from fulfilling its mandate.

- A new working group was established outside of EdCo to continue work around appeals (both academic and non-academic). The EdCo Chair is part of this group.

e) EdCo Planning Day Debrief

- N. Mandryk summarized the November 25 Planning Day session. In the morning, members discussed the results of the EdCo self-evaluation survey and an EdCo planning document. There was a presentation of VCC's EDI Impact Assessment Tool and discussion about incorporating it into policy and curriculum review. The afternoon session for Education Policy and Curriculum Committee revolved around anti-racism in policy; justice, equity, diversity, and inclusion in curriculum; and Universal Design for Learning (UDL).

7. ELECTIONS

a. Education Council Chair

- D. McMullen conducted the elections.

- 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. Kay. Nomination accepted.
  Second and third call for nominations: There were none.

  By acclamation, S. Kay was announced Vice-Chair of Education Council.

c. Two Executive Committee Members

- N. Mandryk nominated A. Sellwood and L. Dannhauer.
  A. Sellwood accepted the nomination. L. Dannhauer was not in attendance but had indicated her acceptance of a nomination before the meeting.
  Second and third call for nominations: There were none.

  By acclamation, A. Sellwood and L. Dannhauer were elected Executive Committee Members of Education Council.

d. Standing Committee Chairs

i. Curriculum Committee

- A. Oliver and M. Ng 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. Kay 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

- No election, since EdCo voted to dissolve the committee.

8. COMMITTEE REPORTS

a) Curriculum Committee

i) New Course: SOSC 0861 Social Science 11

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course SOSC 0861 Social Science 11.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- J. Lefaivre presented the proposal for this self-paced advanced social science course in the ABE Youth area. This course can be used as an elective for the BC Adult Graduation Diploma, VCC's ABE certificates and the Ministry of Education's high school graduation requirements. At Curriculum Committee, the department's plans to incorporate Indigenous knowledge and ways of knowing were discussed. About 50% of students in this area are Indigenous.

ii) New Course: SOSC 0999 Social Justice 12

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, new course SOSC 0999 Social Justice 12.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- M. Buxton presented the proposal for this course, which can be used as an elective for the BC Adult Graduation Diploma, VCC's ABE certificates and the Ministry of Education's high school graduation requirements. Students have been requesting more electives in the humanities for years. The course will be offered in a self-paced format but could be delivered in a class-based model in the future.

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 program content guide for the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma and seven new courses.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- R. Palma and K. Wightman presented the proposal for a second-year Steel Construction Modelling option in the CAD & BIM Diploma, making all four specializations available in both years of the program. There has been interest in adding this option for some time. The first year focuses on Computer-Aided Drafting (CAD), and the second year on Building Information Modelling (BIM); students select a different specialization for each year.

- T. Rowlatt noted that the one concern raised by International Education related to the term structure and communication with Immigration, Refugees and Citizenship Canada (IRCC) around it. The program fulfills IRCC's credit requirement for international students (min. 9 credits per term), but wording in the PCG may need to be adjusted. There was agreement to approve the proposal and finalize these details after the meeting. D. McMullen noted that IRCC is getting stricter in its requirements around terms and documentation.

iv) New Program: Event Management Short Certificate

> **OTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide for the new Event Management Short Certificate and 11 new course outlines, and recommend the Board of Governors approve the implementation of the program.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- C. Sauvé presented the proposal. During the renewal of the leadership suite of programs, industry experts recommended splitting event management and wedding planning off from leadership and management, due to the specific skills required in this sector. The Event Management Short Certificate consists of five core courses and two elective streams (three courses each): wedding planning and event operations. Students who complete all three courses in a stream will receive an Award of Achievement (micro-credential). The program will be offered in a part-time format in the evenings and on weekends.

- Curriculum Committee discussed the proposal twice; feedback was incorporated, including adjustment of learning outcomes to better reflect that there is no practicum or work placement in this program.

- B. Kaplan will connect with C. Sauvé, as event management is also part of VCC's hospitality management offerings.

b) Policy Committee

i) C.1.3 Granting of Credentials

> **MOTION:** THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, revised policy C.1.3 Granting of Credentials.
>
> **Moved by S. Kay, Seconded & CARRIED (Unanimously)**

- S. Kay presented proposed revisions to the policy draft. Following a five-year review, the policy went through Education Policy Committee, Education Council, and Governance Committee. Before the policy moved to the Board for approval, the PLAR (Prior Learning Assessment and Recognition) working group recommended one more change – reverting to the previous model of not counting PLAR towards residency. The working group identified during an environmental scan that most BC

institutions do not count PLAR towards the residency requirement. Education Policy Committee unanimously recommended this revision for approval.

- A consent resolution was distributed to EdCo members, in order to meet the deadline for the Governance Committee meeting. Since this meeting was postponed to January, the proposal is being presented for a regular vote instead. Members had no questions or concerns.

- S. Kay reported that two policies were approved at the last Board meeting: D.1.3. Copyright and D.3.10 Indigenous Education Enrolment.

c) Education Quality Committee

i) Renewal Report: Medical Transcription Certificate

- The Medical Transcription Certificate renewal report was included in the meeting package for information. T. Rowlatt commended the Applied Business department for its recent work on multiple program renewals.

- At its last meeting, the committee discussed the program renewal process and recommended trialing a cohort model, facilitated by Instructional Associates in the CTLR. The goal would be to build a community of practice among different departments going through renewal at the same time. Thompson Rivers University is taking a similar approach and has published a handbook on the process. The committee also recommended finalizing the renewal schedule earlier so orientation for departments could take place in February, before the official start of the renewal process in April.

9. RESEARCH REPORT

- A. Copp, interim Chair of the Research Ethics Board (REB), provided the report.

- Policy F.1.1 Ethical Conduct for Research Involving Humans will return to Education Policy Committee on December 7. Updates of policies F.1.2 Ethics and Integrity in Research and Scholarly Activity and F.1.3 Conflict of Interest Related to Research are in progress. Key changes to policy F.1.1 include establishment of an appeals process, which involves a Memorandum of Understanding with Kwantlen Polytechnic University; a new section addressing research involving Indigenous people; and revised language around REB membership. The group is seeking an Indigenous community member; a honorarium will be provided. Course-based approval were included in the policy, and a related form is being developed.

- Other activities include training on First Nations Principles of OCAP (ownership, control, access and possession of data) and an upcoming meeting with Research Ethics BC about a harmonized system for multi-jurisdictional health research.

- Following a call-out for REB members, 5–6 new members will be appointed for January.

10. CHAIR REPORT

- N. Mandryk reported that this was J.-E. Zakoor's and L. Griffith's last meeting as administrative representatives on EdCo. Both were recognized and thanked for their service to Education Council. D. Innes and S. Lew were appointed to EdCo and will start their terms in January.

11. STUDENT REPORT

- M. Ng reported on SUVCC activities for students including sessions with therapy dogs.

12. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on January 10, 3:30–5:30 p.m.
- The meeting was adjourned at 5:29 p.m.

APPROVED AT THE JANUARY 10, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk
Chair, VCC Education Council