VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL
MEETING MINUTES
November 14, 2023
3:30–5:30 p.m., Videoconference

ATTENDANCE

Education Council Members		
Natasha Mandryk (Chair)	David Wells	Lisa Beveridge
Sarah Kay (Vice-Chair)	Dennis Innes	Louise Dannhauer
Belinda Kaplan	Derek Sproston	Marcus Ng
Brianna Higgins	Emily Simpson	Shirley Lew
Dana Valeria Rodriguez Arellano	Heidi Parisotto	Todd Rowlatt
	Jessica Ligeralde	Vivian Munroe
Dave McMullen	Kseniia Osipova	

Regrets
Simranjot Kaur

Guests		
Claire Sauvé	Jeremy White	Lucy Griffith
Clay Little	Jo-Ellen Zakoor	Mark Chiarello
David Kirk	John Demeulemeester	Marnie Findlater
Dawn Cunningham Hall	Julia Slade	Nuala Rochfort
Herbie Atwal	Julie Gilbert	Rebeccah Bennett
Janet Latter	Ken McMorris	Stefan Nielsen
Jennifer Gossen	Les Apouchtine	Willy Aroca Aguirre

Recording Secretary
Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:31 pm.

2. ACKNOWLEDGEMENT

- B. Kaplan acknowledged the College's location on the traditional unceded territories of the xʷməθkʷəy̓əm (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 November 14, 2023 agenda as presented.

Moved by L. Beveridge, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the October 10, 2023 minutes as presented.

Moved by M. Ng, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- There were none.

6. BUSINESS ARISING

a) EdCo Elections & Welcome to New Members

- Following the recent elections, new EdCo members were welcomed: S. Kaur, D. Rodriguez Arellano, J. Ligeralde (student representatives); B. Higgins, E. Simpson, L. Beveridge (faculty representatives); and K. Osipova (staff representative). V. Pardalis Munroe, M. Ng, L. Dannhauer, T. Rowlatt and N. Mandryk were re-elected.

- Departing members were thanked for their service on EdCo and its standing committees: A. Oliver (staff representative); A. Sellwood and J. Schappert (faculty representatives); and G. Sarnoh, S. Singh, and E. Cheung (student representatives).

b) Enrolment Plan Update

- Following the announcement of updates to the Enrolment Plan at the last meeting, J. Latter attended the meeting to respond to questions. The proposal from the Registrar's Office and Institutional Research is to remove projected full-time equivalent (FTE) student numbers and solely report projected registrations. Actual FTE numbers from the previous fiscal year would continue to be reported.

- The rationale is to simplify and streamline the reporting process. Registrations are the authoritative measure used in enrolment planning, and FTE calculations are not standardized between programs or registrations.

- There were questions about the impact of this change on comparisons with previous years. For example, if a program's structure/number of courses was significantly revised, the number of registrations would automatically deviate from previous years, making comparisons more difficult. Notes could be added to the Enrolment Plan document to explain changes based on program revisions. However, it is not feasible to provide FTE calculations for only a select number of programs. Discussions about the approach for next year's plan will continue.

- Education Council reviews Enrolment Plan drafts each year in February and March and makes a recommendation on approval to the Board of Governors at the end of March. An educational session for Education Council members around enrolment planning will be held in the new year.

c) English Language Proficiency (ELP) Requirements - Report

- D. McMullen shared a report on various English language assessment tools and related student achievement as measured by grade point average (GPA). The motivation for the report is the addition of new tools, such as Duolingo, prompted by the pandemic. VCC has also recently begun using Accuplacer, and not enough information was available to warrant including Accuplacer in the report at this time. The purpose of the report was to provide confidence around established test scores.

- Data encompassed about a 4-year time span; data was not separated by year, which would have been challenging due to a lack of standard terms. Data includes both international and domestic students. The report does not distinguish between the ELP level or grade students had to meet to be admitted to their program. The use of TOEFL (Test of English as a Foreign Language) has declined, though it is still an accepted assessment tool.

- Members discussed experiences with discrepancies between students' English language skills in the classroom and their test scores. Re-assessing students at the start of a program was discussed as an option to identify students who require more language support. The College is working on a plan to add more EAL (English as an Additional Language) faculty.

- Discussions about this topic will continue. It was suggested to share this report more widely, for example, at Leaders' Forum, and provide updates to Education Council on a regular basis.

d) Updates to English Language Proficiency Page

> **MOTION:** THAT Education Council delegate approval of minor changes and updates to the English language proficiency page to the Registrar.
>
> **Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- D. McMullen presented the proposal, which mirrors a previous decision by EdCo to delegate minor changes to the math equivalency page to the Registrar. The goal is to enable the Registrar's Office to update the English language proficiency (ELP) page in a timely manner, without requiring EdCo approval for minor edits. EdCo will be consulted to confirm whether a change is considered minor.

e) Affiliation Agreements Update

- This item was brought back for discussion following conversations earlier in the year. Several educational agreements were identified as not being aligned with approval processes.

- D. Wells spoke to the item in reference to policies C.3.10 Educational Affiliations and C.3.5 Education Service Contract. Some issues to address will be capturing definitions for all types of agreements, as well as accurately categorizing agreements, since approval pathways depend on the agreement type. Policy will need to be reviewed, including around managing agreement expiry and renewal. A standardized template will be developed. One consideration will be differentiating between agreements in which VCC is the receiving institution (of transfer students), as opposed to the sending institution. Review of affiliation agreements could also be tied in with program renewal.

- There were questions about the process and timeline for the review of existing agreements and bringing them in compliance with governance processes. The discussion will continue at a later date.

  D. Wells left the meeting at 4:30 p.m.

f) Election: Interim EdCo Executive Committee Member

- D. McMullen conducted the election of an interim EdCo Executive Committee member (November–December 2023), since A. Sellwood's EdCo term ended.

  N. Mandryk nominated T. Rowlatt. Nomination accepted.

  Second and third call for nominations: there were none.

  By acclamation, T. Rowlatt was announced interim Executive Committee member of Education Council.

g) EdCo Planning Day

- Education Council Planning Day will be held on December 1. Following the morning session for EdCo members, Curriculum Committee and Education Policy Committee will hold a joint session on trauma-informed practice. The session will be facilitated by N. Johnson and I. Gianvito from Sheridan College, authors of the [Cultivating Trauma-Informed Spaces in Education: Promising Practices Manual]. EdCo and Education Quality Committee members will be invited to attend.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Course Updates: CCED 0605 & 0606 & New Course: CCED 0607

> **MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to CCED 0605 and CCED 0606, and new course CCED 0607.
>
> **Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)**

- N. Rochfort presented the proposal. Following program renewal in the Community and Career Education (CACE) department, two new courses were created (CCED 0605 and 0606). To align with the standard term structure, hours in both courses were adjusted, and the new capstone course CCED

0607 created. Adjustments to learning outcomes across the three courses were requested by Curriculum Committee and completed.

ii) Program Updates: Renal Dialysis Technician Short Certificate & Medical Device Reprocessing Technician Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Medical Device Reprocessing Technician Certificate and the Renal Dialysis Technician Short Certificate programs.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented proposed updates to admission requirements in these two programs. COVID-19 was added to the list of immunizations, and English language proficiency requirements were aligned with the standard format. Curriculum Committee discussed immunization requirements. While VCC does not require immunizations, practicum placement sites for these two programs do, and students cannot complete the programs without the practicum.

iii) Program Update: Accounting Diploma

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Accounting Diploma program, two revised and five new courses outlines, and removing the provisionally approved status of the program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- J. White presented proposed revisions to the Accounting Diploma. The program focus is shifting from preparation for a pathway towards Chartered Professional Accountant (CPA) designation towards preparing students to enter entry-level employment. This change was based on experiences with the first two cohorts. However, the program will still include required courses students can transfer into a degree, after which they can pursue CPA designation.

- T. Rowlatt explained that the program was originally provisionally approved, meaning that and ad hoc committee was formed to provide guidance during the first run of the program as well as approve minor curriculum adjustments. The committee is recommending removal of the provisional status. J. White and the department were commended on their work.

iv) Program Update: Medical Office Assistant Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Medical Office Assistant Certificate program, four revised and six new course outlines.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- J. Slade presented proposed revisions to the Medical Office Assistant Certificate, following program renewal. The curriculum was brought up-to-date and aligned with actual teaching practice. The program duration of six months remained unchanged.

- Changes requested by Curriculum Committee were completed, including expanding the purpose section and revising language around accommodations.

v) Program Update: Legal Administrative Assistant Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, the revised program content guide for the Legal Administrative Assistant Certificate program, one revised and nine new course outlines, and recommend the Board of Governors approve the implementation of this significantly revised program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- J. Slade presented the proposal for the redesign of the long-standing Legal Administrative Assistant Certificate, following program renewal. Based on student and instructor feedback around the intensity

of the program, the duration was extended from five to six months and a practicum preparedness course added. The program is still shorter than similar offerings at other institutions. Additional changes were made to bring the curriculum up-to-date and align it with actual teaching practice. Curriculum Committee feedback was incorporated.

- Since the program was substantially revised, VCC will seek a tuition reset. Tuition changes need to be approved by the ministry and the Board of Governors.

vi) New Program: UI/UX Design Diploma

MOTION:	THAT Education Council approve, in the form presented at this meeting, the new program content guide for the UI/UX Design Diploma and eight revised course outlines, and recommend the Board of Governors approve the credential and implementation of the program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented the proposal on behalf of S. Albert. The new UI/UX Design Diploma will prepare students for in-demand careers in user interface and user experience (UI/UX). Students will take foundational courses shared with the existing Graphic Design Diploma program before moving on to UI/UX content.

- The original program proposal developed a few years ago included a range of electives, which would have been challenging to operationalize. The current proposal is for a more stream-lined cohort-based model. Since new courses were approved at the time of the original proposal, only a small number of courses was included in the current proposal.

- In consultation with the Registrar's Office, the advanced entry pathway was removed. However, students will be able to complete up to 65% of credits through prior learning assessment and recognition (PLAR) and transfer credit. The department will consult with D. Kirk and C. Little on Indigenous research approaches for the research and design course.

b) Policy Committee

i) D.3.11 Transfer Credit

MOTION:	THAT Education Council approve, in the form presented at this meeting, the revised D.3.11 Transfer Credit policy and procedures, and forward them to the Board of Governors for joint approval.

Moved by S. Kay, Seconded & CARRIED (Unanimously)

- S. Kay presented revisions to D.3.11 Transfer Credit policy and procedures following a scheduled review. Revisions focused on clarifying language and definitions, as well as clearly outlining the transfer credit process and documentation requirements for students. A College-wide standard deadline for transfer credit was established, with some discretion for departments. The residency requirement (percentage of credits students need to complete at VCC to qualify for a VCC credential) was increased from 25% to 35%, matching the requirement in the revised Granting of Credentials policy. New principle #3 was added, explicitly delegating authority from Education Council and the Board of Governors to the Registrar's Office for evaluation of transfer credit requests that do not fall under policy C.3.10 Educational Affiliations.

- The policy went through the College feedback process; no substantive feedback was received. Following the November 1 Education Policy Committee meeting, a definition of syllabus was added, and the definitions of course outline and program content guide updated to align with policy C.3.14 Curriculum Development and approval (under review).

- Following Education Council approval, the policy will move forward to Governance Committee and the Board of Governors for joint approval.

c) Education Quality Committee (EQC)

i) Annual Program Review 2023

- T. Rowlatt reported that Annual Program Review (APR) information was sent to department leaders earlier in the month. The committee will review reports in the new year to identify key themes.

8. CHAIR REPORT

- N. Mandryk reported that J. Shin will provide a written update on Strategic Innovation Plan (SIP) objectives to EdCo later this month, followed by a Q&A session at the December EdCo meeting.

- The Academic Governance Council met on November 6 at BCIT's Burnaby campus and remotely. The council is made up of EdCo chairs and vice-chairs from institutions across B.C. Representatives shared institutional reports highlighting major change initiatives, governance updates, and areas of EdCo interest or development. Topics of discussion included the role of the registrar in academic governance, policy review and development processes, micro-credentials, generative AI and academic integrity, and strategies for establishing dedicated Indigenous member seats on education councils.

9. STUDENT REPORT

- M. Ng reported on SUVCC activities, including an immunization clinic and Diwali celebrations. Students' concerns were raised about limited cafeteria opening hours at both campuses.

10. NEXT MEETING AND ADJOURNMENT

- Education Council Planning Day will take place on December 1 (9:00 a.m. –12 noon), followed by lunch and Education Policy Committee and Curriculum Committee planning sessions (1:00–3:00 p.m.).
- The next regular Education Council meeting will take place on December 12, 2023, 3:30–5:30 p.m.
- The meeting was adjourned at 5:15 p.m.

APPROVED AT THE DECEMBER 12, 2023 EDUCATION COUNCIL MEETING

Natasha Mandryk,
Chair, VCC Education Council