



## Vancouver Community College Education Council Meeting Agenda

April 13, 2021

3:30–5:30 p.m. Videoconference

Meeting Link:

<https://vcc.zoom.us/j/66765259423>

Item	Topic	Action	Speaker	Time	Attachment	Page
1.	<b>CALL TO ORDER</b>		E. Ting	1 min		
2.	<b>ACKNOWLEDGEMENT</b>		E. Ting	1 min		
3.	<b>ADOPT AGENDA</b>	Approval	E. Ting	1 min	✓	1-2
4.	<b>APPROVE PAST MINUTES</b>	Approval	E. Ting	1 min	✓	3-10
5.	<b>ENQUIRIES &amp; CORRESPONDENCE</b>	Info	E. Ting	1 min		
6.	<b>BUSINESS ARISING</b>					
	a. Duolingo Update	Info	D. McMullen	20 min	✓	11
	b. Annacis Island Update/ Feasibility Report Committee	Info	D. Wells, T. Rowlatt	10 min		
	c. Planning for the New Normal in Teaching – Return to Campus	Discussion	E. Ting	5 min		
	d. Online Learning Agreement Update	Info	A. Sellwood, S. Lew	10 min	✓	12-13
	e. Affiliation Agreements Update	Info	D. Wells	10 min	✓	14-28
7.	<b>COMMITTEE REPORTS</b>					
	<b>a. Curriculum Committee</b>					
	i. Program Update: Pharmacy Technician Certificate & New Course: PHAR 1397	Approval	J.-E. Zakoore	5 min	✓	29-40
	ii. Program Update: Dental Technology Sciences Diploma	Approval	K. Izumi	5 min	✓	41-169
	<b>b. Policy Committee</b>					
	i. D.4.3 Student Non-Academic Conduct	Approval	N. Mandryk	5 min	✓	170-182
	ii. D.4.5 Academic Integrity	Approval	N. Mandryk	10 min	✓	183-193
	<b>c. Appeals Oversight Committee</b>	Info	L. Griffith	5 min		
	<b>d. Education Quality Committee</b>					
	i. Update to Committee Terms of Reference	Approval	T. Rowlatt	5 min	✓	194-197

ii.	CD Fund Allocation 2021/22	Info	T. Rowlatt	2 min	✓	<b>198-199</b>
iii.	Program and Education Services Renewal Schedules	Info	T. Rowlatt	2 min	✓	<b>200-201</b>
iv.	Program Renewal Report: Dental Reception Coordinator Certificate	Info	T. Rowlatt	2 min	✓	<b>202-224</b>

<b>8.</b>	<b>RESEARCH REPORT</b>	Info	E. Ting	5 min
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<b>9.</b>	<b>CHAIR REPORT</b>	Info	E. Ting	5 min
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<b>10.</b>	<b>STUDENT REPORT</b>	Info	P. Patigdas	5 min
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<b>11.</b>	<b>NEXT MEETING &amp; ADJOURNMENT</b>	Info	E. Ting	1 min
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May 11, 2021, 3:30–5:30 p.m.



## VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

**DRAFT – MEETING MINUTES**

March 9, 2021

3:30–5:30 p.m., Videoconference

### ATTENDANCE

#### Education Council Members

Elle Ting (Chair)  
 Natasha Mandryk (Vice-Chair)  
 Ali Oliver  
 Brett Griffiths  
 Dave McMullen  
 David Wells  
 Heidi Parisotto  
 Jo-Ellen Zakoor  
 John Demeulemeester  
 Julie Gilbert  
 Lucy Griffith  
 Marcus Ng  
 Natasha (Student Representative)  
 Sarah Kay  
 Shantel Ivits  
 Todd Rowlatt

#### Regrets

Blair McLean  
 Julia Skye Summers  
 Shane McGowan

#### Recording Secretary

Darija Rabadzija

#### Guests

Adrian Lipsett  
 Andrew Dunn  
 Bonnie Chan  
 Brendan Frith  
 Bruce McGarvie  
 Christine Shin  
 Claire Sauvé  
 Clay Little  
 Dennis Innes  
 Donald Bach  
 Harry Manak  
 Ian Humphreys  
 Jamie Choi  
 Jennifer Gossen  
 Kalli Cartwright  
 Kevin Marcoux  
 Nicole Degagne  
 Nicole Degagne  
 Patrick Lanchester  
 Pervin Fahim  
 Phoebe Patigdas  
 Radhika Kumar  
 Ralph Brewster  
 Reba Noel  
 Richard Cyr  
 Robert Riquelme  
 Taryn Thomson  
 Toby Griffith

### 1. CALL TO ORDER

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

### 2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̓m̓əθk̓w̓əy̓əm (Musqueam) and Tsleil-Waututh peoples.

### 3. ADOPT AGENDA

**MOTION:** THAT Education Council adopt the March 9, 2021 agenda as presented.

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

#### 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approve the February 9, 2021 minutes as presented.

**Moved by B. Griffiths, Seconded & CARRIED (Unanimously)**

#### 5. ENQUIRIES & CORRESPONDENCE

- There were none.

#### 6. BUSINESS ARISING

##### a) Budget Update

- J. Choi gave a presentation on the draft budget, which was previously shared at a recent town hall. The ministry has given the post-secondary sector some flexibility to run limited budget deficits in 2021-22, in view of the pandemic. The College needs to work on a deficit mitigation strategy to return to a balanced budget in future years. Principles and assumptions for the 2021-22 budget were outlined. Finalized numbers will be presented to the Board of Governors at its March 31 meeting.
- The expected return to campus in the fall is not reflected in the budget assumptions, as the ministry made this announcement only on March 8. It is too early to estimate the financial impact of a return to campus and potential reopening of services (e.g., food services).

##### b) Annual Update: Deans and Directors

- Deans and directors presented their areas' accomplishments from 2020/21 and priorities for 2021/22. Presentations were made by J.-E. Zakoor, Dean of Health Sciences; R. Noel, Dean of Indigenous Initiatives (acting); A. Lipsett, Dean of Continuing Studies; and B. Griffiths, Dean of Trades, Technology & Design.
- There was a conversation about the role of IECE in ACCESS (Aboriginal Community Career Employment Services Society) programs. The hope is to increase collaboration with the PDO and IECE as future opportunities arise.

##### c) Annacis Island Campus Update

- D. Wells gave a presentation that was previously delivered to the department and unions about the situation of VCC's Heavy Mechanical Trades (HMT) programming at the Annacis Island Campus. The contractual framework for VCC's and BCIT's 30-year lease of the space was outlined. VCC's cost for the lease will increase significantly for 2021/22 due to a number of factors, creating challenges for the financial viability of this program.
- Conversations with stakeholders are in progress regarding the future of VCC's HMT programming. Dean B. Griffiths asked Education Quality Committee to establish a working group to conduct consultations and create a feasibility report, as per policy C.3.3 Suspension and/or Discontinuance of Programs. This will be discussed at the next EQC meeting on March 23.
- Brendan Frith, Department Head of Heavy Duty/Commercial Transport, introduced the department and highlighted its successful history from its beginnings in 1949. The department moved to Annacis Island in 2014/15, and enrolment has grown to over 300 students last year, despite challenges due to the pandemic. Heavy Mechanical Trades are in high demand in B.C., and VCC has built a strong reputation within the industry as a leading HMT training provider. While acknowledging the financial challenges, he expressed his commitment to explore different ideas to secure the department's sustainability, and welcomed the opportunity to engage in this process as part of the working group.
- There was a discussion about timelines for the process, as well as the original inception of the lease agreement and previous program transfers.
- Updates on the ongoing discussions and consultations will be shared at upcoming Education Council meetings.

#### d) Duolingo Update

- Item deferred due to time constraints.

#### e) Annual Update on Affiliation Agreements

- Item deferred due to time constraints.

#### f) Concept Paper: Post-Degree Diploma in Hospitality Management

- D. Innes presented the concept paper for a new Post-Degree Diploma in Hospitality Management for international students. There is student demand, and the PAC strongly supports this proposal. Students entering the PDD program have already completed a degree and usually have some work experience, allowing them to enter the field in higher-level positions (e.g., as assistant managers) compared to graduates of the diploma program.
- While the hospitality industry has been hard hit by the pandemic, there are signs of recovery; future PDD graduates will enter the labour market at a time when high demand is expected due to a projected shortage of skilled labour in this field.

### 7. COMMITTEE REPORTS

#### a) Curriculum Committee

##### i) New Course: ENGL 0300 Topics in Fundamental English

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course ENGL 0300 Topics in Fundamental English.

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

- T. Rowlatt presented this new ABE English course, which, together with MATH 0300, provides a new intake model for students entering Basic Education. Instead of a one-time intake exam, students enrol in this course to assess and build their skills and academic readiness, allowing them to be placed more accurately in ABE English levels. Curriculum Committee supported this proposal. (D. McMullen left the meeting at 5:30 p.m.)

##### ii) New Program: Mechanical Engineering Technician Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the curriculum for the Mechanical Engineering Technician Certificate, and recommend the Board of Governors approve the credential.

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

- T. Rowlatt presented the proposal; the mechanical specialty was recently added to the CAD & BIM Diploma program, which includes a certificate exit option after the first year in each of the different specialties. The current proposal is for a separate program content guide for the certificate credential in the mechanical specialty.

##### iii) Program Update: Health Unit Coordinator Certificate (HUC)

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the program content guide and 14 course outlines for the Health Unit Coordinator Certificate program.

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

- T. Rowlatt presented the proposal for major revisions to the HUC program in response to recommendations from the 2019 program renewal. The revised curriculum incorporates electronic health records, digital literacy, and coordination skills necessary in this quickly changing field.
- The Registrar's Office requested a discussion of credits in health programs in general, which will take place next week. Curriculum Committee requested some more specific program learning outcomes related to coordination and collaboration within the HUC role, which have been added.

- There was a longer discussion at Curriculum Committee about cultural diversity and Indigenization<sup>6</sup>, which were included in the curriculum to some degree, but not fully incorporated into course learning outcomes, topics and assessments. The department took away this feedback and decided to remove most mentions of Indigenization for now, while continuing to work with IECE on embedding this topic into the curriculum.

#### **b) Policy Committee**

- N. Mandryk reported on the committee's debrief of its session with R. Daum and L. Heller, consultants on the Indigenization Planning Framework. There is great enthusiasm to work on Indigenizing policies, both in the committee as a whole and in a subcommittee.
- Policies discussed at the last meeting included C.3.11 Qualifications for Faculty and Instructors (merged with C.3.12 Qualifications for Continuing Studies Instructors) and A.2.1 Appeal to Education Council on Academic Matters, on which advice was sought from Appeals Oversight Committee. Community feedback for D.4.3 Student Non-Academic Conduct and D.4.5 Academic Integrity has closed; these policies will be reviewed at the March 10 meeting.

#### **c) Appeals Oversight Committee**

- L. Griffith reported on the committee's two sessions on Indigenization with R. Daum and L. Heller; their upcoming report will inform and guide the committee's work going forward, including a review of its terms of reference and mandate.
- The two subcommittees presented their work at the March 4 committee meeting. The first group has been developing a process to track appeals data; the second group is developing hearing protocols that will form part of a resource package for tribunal chairs. N. Mandryk and N. Degagne were invited to the last committee meeting to review policy A.2.1 Appeal to Education Council on Academic Matters. The committee will meet again in early May.

#### **d) Education Quality Committee**

- T. Rowlett announced that the CD Fund adjudication meeting will take place tomorrow.

### **8. RESEARCH REPORT**

- E. Ting reported on the successful VCC Teaching, Learning, & Research Symposium, which had about 230 attendees. She extended thanks to the planning committee and especially T. Biffard for coordinating this event.
- Applications for the VCC Research Fund are closed; adjudication will take place next week, and funds will be made available to recipients by April 1.
- The Research Ethics Board also met with R. Daum and L. Heller regarding the Indigenization Planning Framework process; the REB is currently reviewing its processes, documentation, and membership.

### **9. CHAIR REPORT**

- E. Ting reported that the Board of Governors approved the new Automotive Collision and Refinishing Foundation Certificate and Automotive Collision and Refinishing Foundation Certificate (E-pprentice) programs, as well as revised policy C.3.10 Educational Affiliations.
- A by-election will be held to fill one vacant student seat (Downtown Campus) on Education Council.
- A special Education Council meeting will be held on March 17 to approve the Enrolment Plan and Academic Plan.

### **10. STUDENT REPORT**

- P. Patigdas reported on SUVCC's advocacy work around government funding for post-secondary institutions, grants, and international student tuition fees.
- SUVCC continues to engage students through events such as "Stress Busters." Welcome kits for students will be available next week.

## 11. NEXT MEETING AND ADJOURNMENT

- A special Education Council meeting is scheduled for March 17, 11 a.m. -12 p.m. The next regular Education Council meeting will be held on April 13, 2021, 3:30–5:30 p.m.

**MOTION:** THAT Education Council adjourn the March 9, 2021 meeting.

**Moved by B. Griffiths, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:45 p.m.

**Elle Ting**  
**Chair, VCC Education Council**



## VANCOUVER COMMUNITY COLLEGE EDUCATION COUNCIL

**DRAFT – SPECIAL MEETING MINUTES**

March 17, 2021

11:00 a.m.–12:00 p.m., Videoconference

### ATTENDANCE

#### Education Council Members

Elle Ting (Chair)  
 Natasha Mandryk (Vice-Chair)  
 Dave McMullen  
 David Wells  
 Heidi Parisotto  
 Jo-Ellen Zakoor  
 John Demeulemeester  
 Julie Gilbert  
 Lucy Griffith  
 Marcus Ng  
 Natasha (Student Representative)  
 Sarah Kay  
 Shane McGowan  
 Shantel Ivits  
 Todd Rowlatt

#### Regrets

Ali Oliver  
 Blair McLean  
 Brett Griffiths  
 Julia Skye Summers

#### Recording Secretary

Darija Rabadzija

#### Guests

Adrian Lipsett  
 Andrew Dunn  
 Christine Shin  
 Clay Little  
 Jennifer Gossen  
 Kalli Cartwright  
 Lucia Zabrieszch  
 Nicole Degagne  
 Patris Aghakian  
 Phoebe Patigdas  
 Reba Noel  
 Yulia Gracheva

### 1. CALL TO ORDER

- The meeting was called to order at 11:01 a.m.

### 2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located on the traditional unceded territory of the Sk̓wxwú7mesh Úxwumixw (Squamish), x̓məθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

### 3. ADOPT AGENDA

**MOTION:** THAT Education Council adopt the March 17, 2021 agenda as presented.

**Moved by D. Wells, Seconded & CARRIED (Unanimously)**

### 4. BUSINESS ARISING

#### a) Enrolment Plan 2021/22

**MOTION:** THAT Education Council recommends the Board of Governors approve the 2021/22 Enrolment Plan in the form presented at this meeting.

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



- P. Aghakian presented the second draft of the Enrolment Plan, based on updated numbers from Finance. Enrolment projections decreased slightly from the first draft, and FTEs were adjusted accordingly in every school. The change in FTE in the School of Library, Language, Teaching & Learning is due to the fact that EAL and LINC were moved under the School of Arts & Sciences. The actual projections for Continuing Studies are slightly higher than the listed number of budgeted registrations; for some CRNs, not all information was available in Banner to calculate FTEs, so these were omitted from the plan.
- There was a discussion about the slight decrease in projections. D. Wells explained the importance of setting targets the College is expected to be able to achieve. The ministry views 90% seat utilization as “substantially achieving” the target, allowing the College to keep full funding; if, on the other hand, projections are too high and actual numbers fall short of 90%, funding is clawed back.

## b) Academic Plan 2021-2024

**MOTION:** THAT Education Council recommends the Board of Governors approve the 2021-2024 Academic Plan in the form presented at this meeting.

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

- D. Wells presented the 2021–2024 Academic Plan; the format was slightly modified from the previous year. The six current categories will be narrowed down further to four categories next year, as part of changes to the Strategic Innovation Plan (SIP).
- There was a discussion about revising some categories in the first section (1.1) to more clearly differentiate between entirely new programs, program renewals, and redesign of existing programs. This work is in progress as the SIP is being developed, with the following organizing goals: “what we deliver” – financial sustainability; “how we deliver” – microcredentials, digital learning, etc.; prioritizing diverse ways of being – Indigenization, decolonization, and EDI; systems, processes, and student support (e.g., RO Student Experience Project, online registration).
- High demand for new health programs is reflected in the development of the HCA International Diploma; a Dental Hygiene Degree completion year is being considered. There are ongoing discussions about clinic and simulation space requirements for dental programs. Conversations with the ITA about a Red Seal for Hair Design and Skin and Body Therapy are ongoing.
- Responding to question about the plans for Basic Education, D. Wells explained that the environmental scan proposed by CCA includes looking at the demand for online/blended learning, in the context of dramatically increased enrolment in online math and science courses (especially MATH 1054 Math for Health Sciences). With regards to the lower number of projected registrations in ABE/CCA, D. Wells reiterated that by setting more conservative targets, the College has a better chance of achieving at least 90% seat utilization and prevent funding being clawed back, which has happened in the past. The expectation is that ABE enrolment will increase somewhat with a return to campus, since the move to online learning has been challenging in this area.
- Prioritizing diverse ways of being (Indigenization, decolonization and EDI) is a key pillar; the College is awaiting the report from consultants R. Daum and L. Heller to guide the Indigenization Planning Framework process.
- It was noted that the current plan captures information from departments, but less holistic College-level initiatives with regards to support services for students, or the Online Learning Strategy 2.0. D. Wells clarified that these points will be captured in the SIP. With regards to a framework for experiential learning, the PDO has done some initial work on the CareerLab/WIL side, but not in the field of practicum education. This topic will be discussed at Leaders’ Forum next week.
- Responding to a question about prioritization of full-time programming in Continuing Studies, A. Lipsett noted that CS has not identified specific areas of programming beyond those listed, but the goal is to explore opportunities to offer innovative, niche programming that also appeals to international students, without competing with other VCC offerings.

- There was a discussion about how the Academic Plan fits into the overall SIP, and whether the document should move forward to the Board in its current form. D. Wells noted that the SIP categories will be developed by the summer, and the Academic Plan will be aligned more closely with the SIP next year. The Academic Plan will be presented to the Board for approval on March 31.
- (L. Griffith and D. McMullen left the meeting at 12:00 p.m.).

## 5. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on April 13, 2021, 3:30–5:30 p.m.

**MOTION:** THAT Education Council adjourn the March 17, 2021 meeting.

**Moved by E. Ting, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 12:06 p.m.

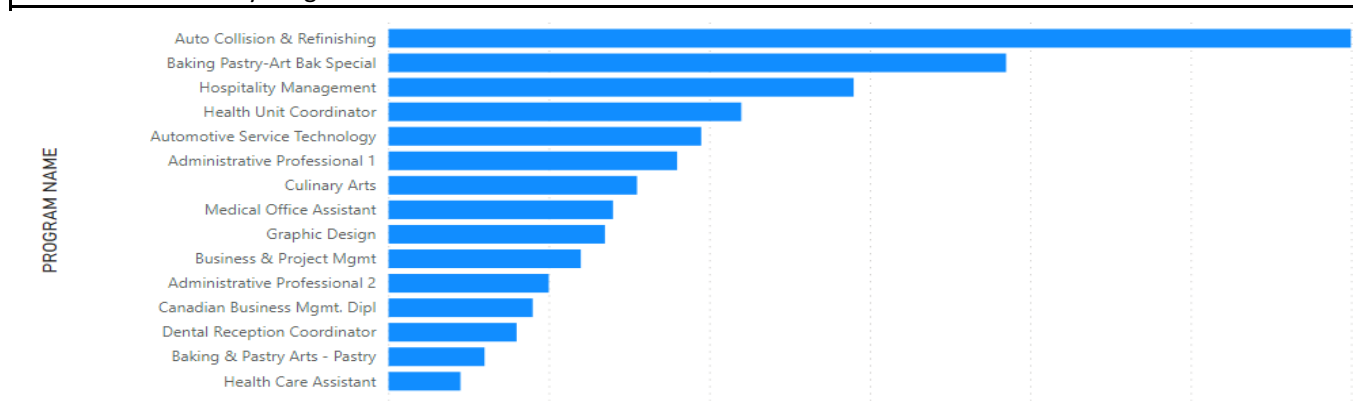
**Elle Ting**  
**Chair, VCC Education Council**

## Duolingo Summary Information - February 12, 2021 Retrieval

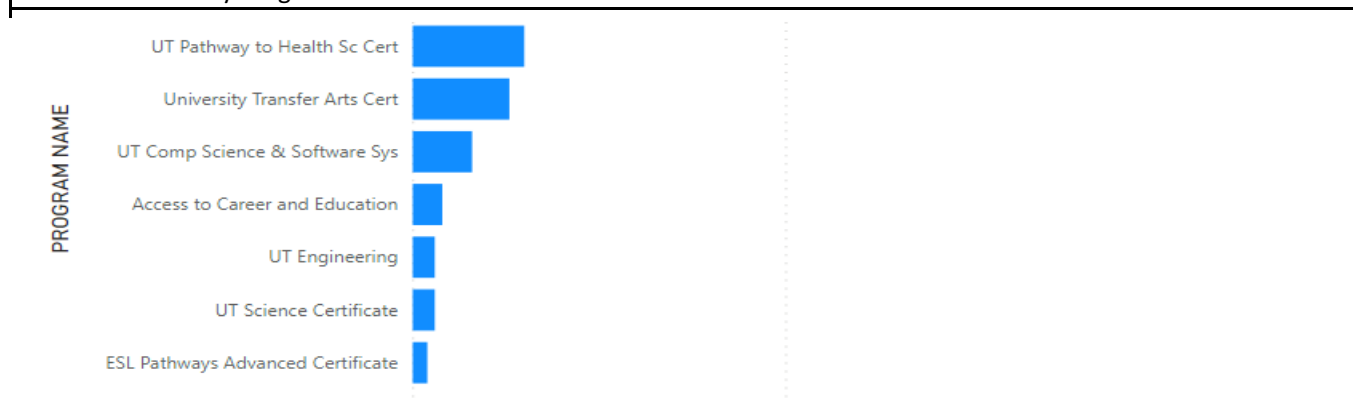
For 202140 Entry Term For VCC Programs

Total Tests Taken	Total Students Admitted	Total Students Denied	Total Students Withdrawing
248	179	69	76

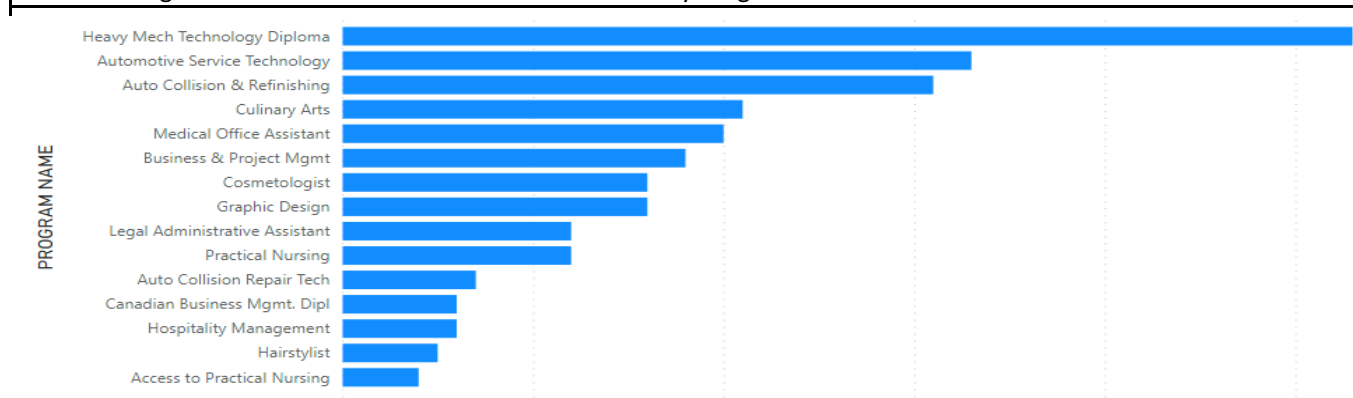
### Admitted Students By Program



### Denied Students By Program



### Individual Registrations Where Students Have Withdrawn By Program



## Online Learning: Classroom Agreement

VCC is committed to an accessible and supported online learning environment that respects privacy with respectful dialogue/discussion.

This classroom agreement supports a positive and effective online learning environment for instructors and students.

### Classroom agreement between students & instructors

#### LEARNING ENVIRONMENT

- To support a rich learning environment, follow [Zoom Tips For Online Classes](#).
- VCC's educational policies and procedures apply to the online learning environment. Nothing in this agreement displaces VCC Policy and/or collective agreements. Issues that fall outside this classroom agreement will be dealt with according to VCC Policy. Examples of relevant policies or procedures include:
  - [D.4.3 Student Code of Conduct \(non-educational matters\)](#)
  - [D.4.5 Student Educational Conduct](#)
  - [A.3.6 Standards of Employee Conduct & Conflict of Interest](#)
  - [A.3.9 Records Management](#)
  - [A.3.3 Freedom of Information and Protection of Privacy \(FOIPPA\)](#)
  - [D.4.1 Students with Disabilities](#)
- Students who are unable to participate in online learning activities must talk with instructors outside of class time. Instructors will determine appropriate ways for students to meet course requirements or if additional support is needed.
- Additional support or guidance can be provided by the department leader, or student service area, such as the Arbiter of Student Issues Office, the VCC Privacy Officer, or Disability Services, etc.
- Students should not share course materials such as tests, quizzes, and recordings with people not registered in the course.

#### RECORDING OF ONLINE CLASSES

- All recordings follow privacy and confidentiality legislation.
- Instructors may record some or all of the online live sessions (Zoom) to support universal access and accessibility. Instructors will ask students for their consent to be recorded in each class. It is the student's responsibility to leave the session if they do not give consent to be recorded.
- If a student does not give consent to be recorded for privacy reasons, the content will be provided in another way (for example via a link to the recording etc.).

- Students must not record the session (and breakout room sessions) using any medium or recording tool unless the instructor and all students give clear consent.

#### **ONLINE ASSESSMENTS**

- The instructor will tell students in advance how course exams, tests, quizzes, will be conducted and invigilated online (e.g. via Zoom).
- Students who can't complete any online assessments due to access to technology, accessibility concerns, or other barriers should talk to their instructor before the assessment activity.

#### **ACCESS AND USE OF RECORDINGS**

- If assessments are recorded, recordings will be stored for two years at the college and then discarded, as per the records management policy.
- Recordings of assessments will only be accessible to the student, the instructor, and the department leader of the program area.
- All recordings (online lectures and assessments) may be used for student educational conduct or individual non-educational conduct purposes.

#### **EMERGENCY RESPONSE**

- If a student is observed to be in possible distress VCC has a duty of care (under Canadian civil law) to contact the appropriate first responder. This requires students to provide their instructor(s) with their current address and emergency contact details.
- A student's address and emergency contact details would only be used in an emergency situation. This information may be communicated at the beginning of the term, or if the information changes, may be updated at the beginning of an online class.

**VCC ACTIVE EDUCATION AGREEMENTS**  
updated March, 2021

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Arts & Sciences	Dance Diploma	Arts Umbrella	Affiliation agreement	May 18, 2010	Review annually in June	Joint collaboration of Dance Diploma
Arts & Sciences	Arts & Sciences	BC Transfer - System Wide Agreement on Arts & Sciences collaboration	MOA	April 1, 2012	ongoing	Collaborative learning across members of the BC Transfer System engaged in Arts & Sciences
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens Services	License agreement	October 1, 2018	October 1, 2023	License agreement for curricula titled "Communication for Accounting and Communication for Engineering
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens Services	License agreement	March 31, 2014	March 31, 2019	License agreement for ESL Pathways curriculum
Arts & Sciences	EAL Pathways	Ministry of Technology, Innovation and Citizens' Services	License Agreement	March 1, 2014	March 1, 2021	License agreement between Minister of Technology, Innovation and Citizens' Services and VCC for English Language program curriculum
Arts & Sciences	Basic Education & CCA	Ray-Cam	Letter of Agreement	September 1, 2017	June 2018	Delivery of literacy to fundamental level reading, writing and math
Arts & Sciences	UT Engineering	SFU	Transfer Agreement	June 1, 2014	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's Engineering Certificate
Arts & Sciences	UT Computing Science	SFU	Transfer Agreement	October 1, 2014	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's Computer Science & Software Systems Certificate
Arts & Sciences	UT Science Certificate	SFU	Transfer Agreement	September 1, 2018	ongoing	Pathway transfer agreement SFU/VCC to ladder students into SFU's University Transfer Science Certificate
Arts & Sciences	LINC	YMCA of Greater Vancouver	Letter of Understanding	April 1, 2016	March 2019	Collaboration between YMCA and VCC to enable use of services to meet new immigrant needs
College-wide	General	Adler University	MOU	December 2017	December 2020	To explore partnership possibilities for students and employees that improve health, access to educational opportunities.
College-wide	General	BCIT	MOU	July 22, 2013	July 22, 2018	To foster applied research and research services cooperatively
College-wide	General	BCIT, SFU, VCC	MOU	March 2013	Ongoing	BCIT, SFU and VCC agree to work together to explore opportunities for collaboration and joint initiatives
College-wide	Dual credit	Burnaby School District 41 - dual credit	MOU	March 1, 2015	March 1, 2018	Dual credit programming

**VCC ACTIVE EDUCATION AGREEMENTS**  
updated March, 2021

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
College-wide	Health field	Canada India Network Society, BCIT, VCC	MOU	July 2010	ongoing	collaboration between Canada and India in the health field
College-wide	Practicum placements	Douglas College	Agreement	February 22, 2016	February 21, 2021	Practicum placements
College-wide	Data analyst	Economic Modeling (Emsi)	Subscription Agreement	June 15, 2018	June 14, 2020	Access to Analyst - labour market data
College-wide	Business Management, Early Childhood, Hospitality Management	Griffiths University	Articulation Agreement	February 1, 2009	Agreement outdated and currently under review	Articulation agreement for Business Management, Early Childhood, Hospitality Management programs
College-wide	General	Immigration, Refugees and Citizenship Canada (Government)	Contributin Agreement	August 29, 2018		Funding provided to VCC to deliver services to eligible clients.
College-wide	Expand educational pathways	Jeonju University, South Korea	MOU	June 8, 2018	June 7, 2020	Explore educational exchange between two institutes
College-wide	Expand educational pathways	Justice Institute of BC	MOU	March 1, 2015	February 1, 2020	Expand educational pathways
College-wide	Expand educational pathways	LaSalle College, Vancouver	MOU	June 20, 2018	June 20, 2020	Expand educational pathways
College-wide	Data collection	Ministry of Advanced Education	Agreement	2010	ongoing	Data collection and reporting processes for the Central Data Warehouse and Student Transitions Project
College-wide	Collaboration with AVED	Native Education College	Affiliation agreement	July 1, 2012	July 1, 2017	Collaboration with Ministry of Advanced Education. Renewal under discussion with Dean and VP Academic
College-wide	Agency grants and awards	Natural Sciences and Engineering Research Council of Canada (NSERC)	Agreement	January 1, 2013	March 31, 2018	Agreement on the administration of agency grants and awards by research institutions
College-wide	Agency grants and awards	Social Sciences and Humanities Research Council of Canada (SSHRC)	Agreement	January 1, 2013	March 31, 2018	Agreement on the administration of agency grants and awards by research institutions
College-wide	Expand educational pathways	Technological Higher Education Association, Ireland	MOU	June 1, 2017	Ongoing	Co-operation in education, training, research
College-wide	Operational	Translink Upass agreement	Agreement	2011		Upass agreement with Translink and PSEs
College-wide	Aboriginal Education	Vancouver School Board School District 39	Agreement	December 1, 2013	December 1, 2020	Cooperation agreement between VCC and VSB to pursue education for aboriginal youth - signed
College-wide	Dual credit	Vancouver School District 39 - dual credit	MOU	January 1, 2015	January 1, 2018	Dual credit programming
College-wide	Student Development	VCC Student Union (SUVCC)	MOU	January 1, 2018	December 31, 2022	Joint partnership to co-establish the Office of Ombudsperson
Continuing Studies	Paralegal Diploma and Certificate program	Athabasca University	Articulation Agreement	May 14, 2007	agreement outdated, needs to be	Paralegal Certificate and Diploma programs

**VCC ACTIVE EDUCATION AGREEMENTS**  
updated March, 2021

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Continuing Studies	Counseling Skills & Substance Abuse Certificate programs	Athabasca University	Articulation Agreement	September 8, 2009	agreement outdated, needs to be reviewed	Transfer credit agreement for VCC Counseling Skills & Substance Abuse Certificate programs
Continuing Studies	Business Leadership & Management Certificate programs	BCIT	Articulation Agreement	January 1, 2010	agreement outdated, needs to be reviewed	Business Leadership & Management Certificate programs
Continuing Studies	Health	City Centre Cares Society	Affiliation agreement	June 1, 2015	Jun 1, 2020	Practicum placements
Continuing Studies	Paralegal Diploma	Royal Roads University (RRU)	MOU	April 1, 2016	April 1, 2021	Agreement of a block transfer from VCC to RRU
Continuing Studies	Samsung Training Certificate	Samsung Electronics Canada	MOA	May 10, 2016	May 1, 2019	VCC to deliver two specific Samsung courses (Measurements & Instrumentation in Samsung
Continuing Studies	Early Childhood Education	School District 74 Gold Trail	MOU & Affiliation Agreement	September 1, 2015	September 1, 2018	Dual credit programming - Early Childhood Education
Health Sciences	Health Care Assistant	Aboriginal Community Career Services Employment Society	Affiliation agreement	January 29, 2018	December 7, 2018	Delivery of an Access to Health Care Program
Health Sciences	Copyright Agreement	National Dental Assisting Examining Board	Affiliation Agreement	effective 2004	ongoing	Copyright agreement to deliver National Dental Assisting Examining Board's Clinical Practice
Health Sciences	BScN program	Trent University	Research Funding Agreement	Sept - Nov. 2018	30-Nov-18	Funding from SSHRC
Health Sciences	BScN program	University College of the Fraser Valley	Agreement	February 1, 2007	ongoing	UCFV grants right and license to VCC to use the program curriculum for the BScN program
Health Sciences	Occupational Physical Therapist Assistant	University of Northampton	Articulation Agreement	August 1, 2014	ongoing	Articulation agreement for Occupational Physical Therapist program
Health Sciences	LPN Perioperative	Vancouver Coastal Health	MOA	April 18, 2016	Ongoing	Transfer LPN Perioperative curriculum ownership to VCC
Health Sciences	Health Care Assistant	Vancouver School Board School District 39	Affiliation agreement	January 1, 2016	Ongoing	Agreement to allowed up to 4 high schhol students to enter the Health Care Assostant program each year
Hospitality, Food Studies & Applied Business	Applied Business Technology (ABT) online collaborative program	BC Campus	MOU	April 1, 2016	Ongoing	Applied Business Technology (ABT) collaborative program
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Langley School District #35	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Maple Ridge/Pitt Meadows School District #42	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit



**VCC ACTIVE EDUCATION AGREEMENTS**  
updated March, 2021

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	North Vancouver School District #44	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Howe Sound School District #48	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Culinary Arts - PC1 Foundation Dual Credit	Mission School District #75	MOU	June, 2020	June, 2021	Culinary Arts - PC1 Foundation Dual Credit
Hospitality, Food Studies & Applied Business	Professional Cook 3	Institute of Technology, Tralee, Ireland	Articulation Agreement	June 1, 2018	Ongoing	Articulation agreement for VCC's Professional Cook 3 program and Institute of Technology, Tralee's Bachelor of Arts in Culinary Arts program
Hospitality, Food Studies & Applied Business	Culinary Arts	Korean Food Promotion Institute	Collaborative Agreement	October 1, 2018	February 1, 2019	Introduce working chefs and students to Korean Cuisine and Food Culture
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Cambria College	Articulation Agreement	March 1, 2021	February 28, 2024	Articulation agreement between Cambria College and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Business & Hotel Management School	MOU	April 1, 2018	April 1, 2022	Diploma and Degree pathway
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Blue Mountains International Hotel Management School (BMIHMS)	Articulation Agreement	November 1, 2015	ongoing	Articulation agreement between BMIHMS and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Brighton College, Vancouver	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement for Hospitality Diploma courses
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Ilac International College	MOU	November 1, 2019	October 31, 2022	Diploma pathway
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Canadian Tourism College	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement between VCC & CTC
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Eton College	Articulation Agreement	June 2013	ongoing	Transfer of Eton College students into 3rd year of Bachelor of Hospitality Management at VCC

**VCC ACTIVE EDUCATION AGREEMENTS**  
updated March, 2021

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Cornerstone College	Articulation Agreement	September 1, 2018	August 31, 2021	Articulation agreement between Cornerstone College and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Glion Institute of Higher Education (GIHE), International	Articulation Agreement	April 1, 2018	April 1, 2022	Articulation agreement between Glion (GIHE) and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Les Roches International School of Hotel Management, Switzerland	Articulation Agreement	January 1, 2016	January 1, 2021	Articulation agreement between Les Roches and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Royal Roads University (RRU)	Articulation Agreement	April 1, 2016	April 1, 2021	MOU to block transfer from VCC to RRU
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Royal Roads University (RRU)	Articulation Agreement	April 1, 2016	April 1, 2021	MOU for admission requirement between RRU and VCC
Hospitality, Food Studies & Applied Business	Hospitality Management Diploma Program	Western Community College	Articulation Agreement	April 1, 2019	April 1, 2022	Articulation agreement for Hospitality Diploma courses
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Western Community College	MOU	March 1, 2019	March 1, 2022	MOU to block transfer from WCC to VCC
Hospitality, Food Studies & Applied Business	Bachelor of Hospitality Management Program	Red River College	Articulation Agreement	June 1, 2019	June 1, 2022	Articulation Agreement between VCC and RR
Hospitality, Food Studies & Applied Business	Diploma in Hospitality Management	Pacific Link College	Articulation Agreement	November 15, 2020	November 15, 2023	Articulation Agreement between VCC and PLC
Indigenous Education	Culinary Arts Pre-Trades Foundation program	Ministry of Advanced Education (AVED)	Agreement	October 29, 2015	??	Shared cost arrangement between AVED and VCC
Library	Integrated Library Systems agreement	BCIT	MOU	not dated	Review annually	Integrated Library Systems agreement
School of Instructor Education	Provincial Instructor Diploma	BC Construction Safety Alliance	Service Agreement	January 1, 2014	Ongoing	Delivery of Train the Safety Trainer
School of Instructor Education	Provincial Instructor Diploma	BC Ferries	Service Agreement	Renewal pending		Delivery of PIDP

**VCC ACTIVE EDUCATION AGREEMENTS**  
updated March, 2021

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
School of Instructor Education	Provincial Instructor Diploma	Canadian Society for Training and Development	MOU	January 1, 2015	ongoing	Development and delivery of two CSTD exam preparation online courses
School of Instructor Education	Provincial Instructor Diploma	College of the North Atlantic - Qatar (CNAQ)	Partnership Agreement	March 1, 2016	August 1, 2017	Partnership agreement between CNAQ and VCC
School of Instructor Education	Provincial Instructor Diploma	Goldcorp	Service Agreement	Renewal pending		Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Justice Institute of BC	Articulation Agreement	February 2, 2016	February 1, 2019	Articulation agreement between JIBC associate certificate and VCC PIDP
School of Instructor Education	Provincial Instructor Diploma	Nicola Valley Institute of Technology	Transfer Agreement	March 2009	ongoing	Transfer agreements between NVIT for delivery of Native Adult Education Diploma and VCC for PIDP
School of Instructor Education	Provincial Instructor Diploma	Northwest Community College	Articulation Agreement	August 1, 2016	August 1, 2019	Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	Okanagan College	Articulation Agreement	March 1, 2016	March 1, 2020	Transfer of PIDP courses with Okanagan College's Learner Centred Instructor Certificate
School of Instructor Education	Provincial Instructor Diploma	Province of BC, Intellectual Property Program	License agreement	February 25, 2014	ongoing	License agreement between Province and VCC for the Provincial Instructor Diploma program curriculum
School of Instructor Education	Provincial Instructor Diploma	Selkirk College Teaching and Learning Institute	Articulation Agreement	April 1, 2018	March 31, 2020	Transfer of PIDP courses with Selkirk College Teaching and Learning Institute
School of Instructor Education	Provincial Instructor Diploma	SFU	Letter of Intent	August 1, 2016	Aug 2019	Delivery of SFU Master of Education cohorts 3 & 4 at VCC
School of Instructor Education	Provincial Instructor Diploma	Southern Alberta Institute of Technology	Transfer Agreement	July 1, 2016	June 30, 2021	Transfer agreements between SAIT courses and PIPD
School of Instructor Education	Provincial Instructor Diploma	Tribal Resources Investment Corporation	Education Service Agreement	January 1, 2018	December 31, 2018	Delivery of PIDP
School of Instructor Education	Provincial Instructor Diploma	University of Fraser Valley	Transfer Agreement	September 1, 2016	August 1, 2020	Transfer agreements between PIDP to UFV Bachelor of Adult Education
School of Instructor Education	Provincial Instructor Diploma	University of Victoria	Transfer Agreement	October 1, 2014	October 1, 202	Transfer agreement UVIC Certificate in Adulity Continuing Education and VCC's PIDP
Trades, Technology & Design	Automotive	Automotive Industries Association (AIA) Canada	MOU	July 1, 2016	July 1, 2018	Agreement between AIA Canada and VCC for use of I-CAR training material
Trades, Technology & Design	Heavy Mechanical	BCIT	MOU	June 1, 2014	June 1, 2044	Operation of the Annacis Island Campus
Trades, Technology & Design	Heavy Mechanical	BCIT	MOU	October 1, 2014	ongoing	MOU with respect to inter-institutional non-academic student codes of conduct

**VCC ACTIVE EDUCATION AGREEMENTS**  
updated March, 2021

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Trades, Technology & Design	Auto Collision and Refinishing	BMW Canada	MOU	September 18, 2016	September 18, 2018	Access to BMW online training materials
Trades, Technology & Design	Trades Education	Kwantlen University, University College of the Fraser Valley, VCC	MOU	2004	ongoing	Collaboration around Trades education
Trades, Technology & Design	Hair Design	L'Oreal	Contract	June 1, 2013	May 1, 2020	L'Oreal access to VCC Hair Salon
Trades, Technology & Design	NASKARZ ('Never Again Steal Karz')	Vancouver Police Department and Ray-Cam Community Center	Partnership / Contract	2006	requires annual renewal upon mutual agreement	Collaboration to provide auto trades training for youth at risk through a non-base funded contract with Ray-Cam
Trades, Technology & Design	Auto Collision and Refinishing	Surrey School District #36	MOU	April 1, 2019	March 31, 2024	Auto Collision Repair Tech (4301-ACSS), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Heavy Mechanical	Surrey School District #36	MOU	April 1, 2019	March 31, 2024	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Auto Collision and Refinishing	Delta School District #37	MOU	April 1, 2019	March 31, 2024	Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Richmond School District #38	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325),
Trades, Technology & Design	Automotive	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Auto Service Technician - Britannia (4326-AUSS), Auto Service Technician Foundation (4303)
Trades, Technology & Design	Heavy Mechanical	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Hair Design	Vancouver School District #39	MOU	01-Apr-19	31-Mar-24	Hair Design VSB On Campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	New Westminster School District #40	MOU	01-Apr-19	31-Mar-24	Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Auto Collision and Refinishing	Burnaby School District #41	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301-ACSS), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Hair Design	Maple Ridge School District #42	MOU	01-Apr-19	31-Mar-24	Hair Design SRTS - off campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Auto Collision Repair Tech (4301), Auto Refinishing Prep Tech (4325)
Trades, Technology & Design	Automotive	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Auto Service Tech

**VCC ACTIVE EDUCATION AGREEMENTS**  
updated March, 2021

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Trades, Technology & Design	Heavy Mechanical	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Hvy Mech Trades Foundation YTT (4304)
Trades, Technology & Design	Hair Design	Coquitlam School District #43	Service Agreement	01-Apr-19	31-Mar-24	Hair Design - VSB On Campus (5215)
Trades, Technology & Design	Auto Collision and Refinishing	Greater Victoria School District #60	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	Saanich School District #63	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	Comox School District #71	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Auto Collision and Refinishing	North Okanagan School District #83	MOU	01-Apr-19	31-Mar-24	Auto Collision Repair - High school Flex Learning (A206)
Trades, Technology & Design	Automotive	North Okanagan School District #83	Service Agreement	01-Apr-18	31-Mar-19	Auto Service Tech - High school Flex Learning
Trades, Technology & Design	Esthetics	Riverside College	MOU	06-Jun-19	21-May-22	Esthetics Certificate Program

**Practicum Placement Agreements for School of Health Sciences  
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Aboriginal Life in Vancouver	Affiliation Agreement	November 9, 2016	Ongoing	Practicum placements for VCC students
Health Sciences	Aboriginal Community Career Services	Affiliation Agreement	January 29, 2018	Ongoing	Practicum placements for VCC students
Health Sciences	Action Based Care Nurse Consultants	Affiliation Agreement	April 6, 2017	Ongoing	Practicum placements for VCC students
Health Sciences	Aids Vancouver	Affiliation Agreement	June 22, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Amica at Arbutus Manor	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	ARA Mental Health	Affiliation Agreement	March 30, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Augustine House	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Baby Go Round	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Bayshore Home Health	Affiliation Agreement	July 13, 2012	ongoing	Practicum placements for VCC students
Health Sciences	BC First Call - Toxins/Child Health	Affiliation Agreement	November 30, 2012	ongoing	Practicum placements for VCC students
Health Sciences	BC Poverty Reduction Coalition	Affiliation Agreement	April 6, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Blenheim Lodge	Affiliation Agreement	June 20, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Broadway Pentecostal Lodge	Affiliation Agreement	January 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Canada Safeway Ltd.	Affiliation Agreement	December 21, 2010	ongoing	Practicum placements for VCC students
Health Sciences	Carnegie Community Centre	Affiliation Agreement	June 22, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Chartwell Langley Gardens Retirement	Affiliation Agreement	October 3, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Chilliwack Society for Community Living	Affiliation Agreement	February 10, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Chown Adult Day Care	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences  
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Churchill House	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Clarendon Court	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Coast Mental Health	Affiliation Agreement	December 17, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Courtyard Terrace	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Developmental Disabilities Association	Affiliation Agreement	December 17, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Downtown Eastside Neighbourhood House	Affiliation Agreement	March 24, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Downtown Eastside Women's Centre	Affiliation Agreement	July 3, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Dunbar Community Center	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Evelyn Saller Centre	Affiliation Agreement	April 11, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Forensic Psychiatric Services	Affiliation Agreement	October 1, 2009	ongoing	Practicum placements for VCC students
Health Sciences	Fraser Health	Affiliation Agreement	September 11, 2015	in the process of renewing	Practicum placements for VCC students
Health Sciences	George Derby Centre	Affiliation Agreement	July 18, 2014	ongoing	Practicum placements for VCC students
Health Sciences	German -Canadian Care Home	Affiliation Agreement	January 23, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Gordon Neighbourhood House	Affiliation Agreement	December 11, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Greater Vancouver Community Services Society	Affiliation Agreement	March 21, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Haro Park Assisted Living	Affiliation Agreement	June 5, 2013	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences  
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Hastings Community Centre	Affiliation Agreement	November 23, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Hawthorne Seniors Care Community	Affiliation Agreement	March 3, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Hay River Health & Social Services Authority (Out of Province)	Affiliation Agreement	January 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Health Home Care Society of BC	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Hello Cool World	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Interior Health Authority	Affiliation Agreement	September 2, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Kin Village Court	Affiliation Agreement	June 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Kitsilano Neighbourhood House	Affiliation Agreement	September 29, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Kitsilano Neighbourhood House	Affiliation Agreement	September 29, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Kiwassa Neighbourhood House	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Laurel Place Holdings Ltd	Affiliation Agreement	March 21, 2014	ongoing	Practicum placements for VCC students
Health Sciences	LifeLabs BC	Affiliation Agreement	August 29, 2016	August 28, 2019 (3 years)	Practicum placements for VCC students
Health Sciences	Little Mountain Place	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Lookout Emergency Aid Society	Affiliation Agreement	July 1, 2016	30-Jun-21	Practicum placements for VCC students
Health Sciences	Lynn Valley Care	Affiliation Agreement	April 16, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Metro Vancouver Alliance	Affiliation Agreement	December 6, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Motivation, Power & Achievement Society	Affiliation Agreement	April 1, 2013	ongoing	Practicum placements for VCC students



**Practicum Placement Agreements for School of Health Sciences  
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Mount Pleasant & Neighbour House	Affiliation Agreement	December 9, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Native Courtworker and Counselling Association of BC (NCCABC)	Affiliation Agreement	October 31, 2014	ongoing	Practicum placements for VCC students
Health Sciences	New Vista Society	Affiliation Agreement	January 19, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Northcrest Care Centre	Affiliation Agreement	March 1, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Northern Health Authority	Affiliation agreement	July 1, 2006	in the process of renewing	Practicum placements for VCC students
Health Sciences	Office of the Chief Medical Examiner (Out of Province)	Affiliation Agreement	April 1, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Pacific Community Resources Society	Affiliation Agreement	September 30, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Pinegrove Place Care Home	Affiliation Agreement	March 1, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Portland Hotel Society	Affiliation Agreement	March 18, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Possibilities Association of BC	Affiliation Agreement	July 9, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Providence Health Care	Affiliation agreement	June 15, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Provincial Health Services Authority	Affiliation agreement	October 31, 2010	ongoing	Practicum placements for VCC students
Health Sciences	Ray-Cam Co-operative Centre	Affiliation Agreement	October 20, 2014	ongoing	Practicum placements for VCC students
Health Sciences	Rosemary Heights Seniors Village	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Rosewood Manor	Affiliation Agreement	February 11, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Sobeys National Pharmacy Group	Affiliation Agreement	October 19, 2016	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences  
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	St. Joseph's General Hospital	Affiliation Agreement	September 19, 2016	September 19, 2021	Practicum placements for VCC students
Health Sciences	St. Jude's Anglican Home	Affiliation Agreement	June 9, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Strathcona Health Society	Affiliation Agreement	February 28, 2017	ongoing	Practicum placements for VCC students
Health Sciences	Swedish Assisted Living Residence	Affiliation Agreement	December 21, 2015	ongoing	Practicum placements for VCC students
Health Sciences	The Bloom Group	Affiliation Agreement	July 9, 2013	ongoing	Practicum placements for VCC students
Health Sciences	The Fair Haven United Church Homes	Affiliation Agreement	May 31, 2012	ongoing	Practicum placements for VCC students
Health Sciences	The Gathering Place	Affiliation Agreement	December 11, 2012	ongoing	Practicum placements for VCC students
Health Sciences	The Governing Council of the Salvation Army in Canada	Affiliation Agreement	January 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	The Kettle Friendship Society	Affiliation Agreement	January 8, 2013	ongoing	Practicum placements for VCC students
Health Sciences	The Louis Brier Home and Hospital	Affiliation Agreement	October 2, 2014	ongoing	Practicum placements for VCC students
Health Sciences	The Ottawa Hospital (Out of Province)	Affiliation Agreement	May 1, 2003	ongoing	Practicum placements for VCC students
Health Sciences	Thunder Bay Regional Hospital (Out of Province)	Affiliation Agreement	September 1, 2003	ongoing	Practicum placements for VCC students
Health Sciences	Travel Medicine & Vaccination Centre	Affiliation Agreement	September 12, 2016	ongoing	Practicum placements for VCC students
Health Sciences	Triage Shelter	Affiliation Agreement	June 19, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Union Gospel Mission	Affiliation Agreement	January 4, 2013	ongoing	Practicum placements for VCC students
Health Sciences	University of Victoria	Affiliation Agreement	September 1, 2009	ongoing	Practicum placements for VCC students
Health Sciences	Valley Medical Laboratories	Affiliation Agreement	November 19, 2015	ongoing	Practicum placements for VCC students

**Practicum Placement Agreements for School of Health Sciences  
Updated June 2018**

School	Partner Institute	Type of Agreement	Agreement Start Date	Agreement End Date	Details of Agreement
Health Sciences	Vancouver Coastal Health Authority	Affiliation Agreement	November 1, 2013	October 31, 2018	Practicum placements for VCC students
Health Sciences	Vancouver Island Health Authority	Affiliation Agreement	April 1, 2013	in the process of renewing	Practicum placements for VCC students
Health Sciences	Vancouver Native Health Society	Affiliation Agreement	February 13, 2015	ongoing	Practicum placements for VCC students
Health Sciences	Vancouver Resource Society	Affiliation Agreement	April 10, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Watari Counselling & Support Services Society	Affiliation Agreement	November 20, 2013	ongoing	Practicum placements for VCC students
Health Sciences	Whitehouse General Hospital (Out of Province)	Affiliation Agreement	September 1, 2007	ongoing	Practicum placements for VCC students
Health Sciences	Women's Information Safe House Drop-in Centre (WISH)	Affiliation Agreement	November 1, 2012	ongoing	Practicum placements for VCC students
Health Sciences	Yaletown	Affiliation Agreement	January 24, 2014	ongoing	Practicum placements for VCC students
Counseling	SFU				Department to provide agreement
Counseling	UBC				Department to provide agreement
Counseling	Alder Institute				Department to provide agreement

**International Education Agreements  
Updated June 2018**

School	Program	Partner Institute	Type of Agreement	Agreement Start Date	Details of Agreement
International Education	Facilitate admission of qualified students	International Language Academy of Canada (ILAC)	MOU	September 1, 2011	To facilitate admission of qualified students from ILAC to VCC academic programs
International Education	Facilitate admission of qualified students	International Language School of Canada (ILSC)	MOU	August 1, 2011	To facilitate admission of qualified students from ILSC to VCC academic programs



## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** April 13, 2021

**ISSUE:** Revisions to Pharmacy Technician Certificate program practicum

### BACKGROUND:

The Pharmacy Technician program is a profession regulated by the College of Pharmacists of BC, and is required to have program accreditation by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP). New standards were implemented in July 2019. Based on those standards and a general review of their program, the department has completed a full review of the program and submitted changes to Curriculum Committee. The changes to the program are also under review by the Ministry of Advanced Education, Skills and Training in relation to tuition. The goal was to launch the fully revised program in September 2021, but it is uncertain when the Ministry will provide their response.

As an interim step, Jo-Ellen Zakoor, Dean of Health Sciences, is proposing this smaller change. The hours of the practicum course have been increased from 300 hours to 390 hours (with a corresponding increase to 13 credits from 10). Students will have additional hours in both hospital and community pharmacy settings, meeting the accreditation requirements. This version of the program would launch in September 2021. After approval by the Ministry, the broader program revisions will be brought to Education Council for future offerings of the program. This interim step will ensure students get the additional experiential learning opportunities as soon as possible.

### DISCUSSION:

The overall changes to the Pharmacy Technician Certificate program have been reviewed by Curriculum Committee, but this interim proposal has not. Ms. Zakoor requested these changes go directly to Education Council in order to get the new practicum course ready for September. The only change at this time is to the practicum course. Since Curriculum Committee is aware of the increase in practicum hours, I agreed to this request. The Registrar Dave McMullen agreed to this approach and provided a new course number.

If EDCO agrees, Curriculum Committee will be informed of this change at its next meeting.

### RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the program content guide for the Pharmacy Technician Certificate program and the new course PHAR 1397.

**PREPARED BY:** Todd Rowlett, Chair, Curriculum Committee

**DATE:** April 6, 2021

# Program Change Request

Date Submitted: 04/06/21 3:13 pm

Viewing: **Pharmacy Technician Certificate**

Last approved: 01/17/20 4:34 pm

Last edit: 04/07/21 10:28 am

Changes proposed by: drabadzija

Catalog Pages Using  
this Program

[Pharmacy Technician Certificate](#)

Program Name:

Pharmacy Technician Certificate

Credential Level:

Certificate

Effective Date:

**September 2021** ~~January 2019~~

Effective Catalog  
Edition:

2021-2022

School/Centre:

Health Sciences

Department

Pharmacy Technician (5005)

Contact(s)

## In Workflow

1. **5005 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**

## Approval Path

1. 04/06/21 3:14 pm  
Darija Rabadzija  
(drabadzija):  
Approved for 5005  
Leader
2. 04/06/21 5:40 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
3. 04/07/21 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

## History

1. Dec 20, 2017 by  
clmig-jwehrheim
2. Jun 13, 2018 by  
cdeans
3. Jul 24, 2018 by  
cdeans
4. Aug 21, 2019 by  
Nicole Degagne  
(ndegagne)

5. Jan 16, 2020 by Darija Rabadzija (drabadzija)
6. Jan 17, 2020 by Darija Rabadzija (drabadzija)
7. Jan 17, 2020 by Darija Rabadzija (drabadzija)

Name	E-mail	Phone/Ext.
Jo-Ellen Zakoor -	jzakoor@vcc.ca -	5122 -

## Program Content Guide

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### Purpose

This full time program prepares graduates for employment as pharmacy technicians in a variety of settings including community, hospital and **long-term long term** care pharmacies. Graduates will have the **skills skills, knowledge** and **knowledge abilities** necessary to perform the technical and administrative functions required to provide **patient-centred patient-centred, outcomes-focussed** pharmacy services. In addition, students learn to be responsible and accountable for ensuring patient safety and for accuracy and quality of product preparation and **product** release. Students learn to collaborate with other health care professionals in the promotion of **wellness wellness, disease prevention** and **delivery of pharmacy services. chronic disease management.**

### Admission Requirements

Grade 12 graduation or **equivalent.\***

~~equivalent. This is a requirement mandated by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP).~~ Chemistry 11 or equivalent with a **with a minimum C+ grade or higher** completed within the last ten years

Biology 12 or equivalent with a **minimum C+ grade or higher** completed within the last ten years

Completion of the **VCC Health Sciences Math Assessment** scoring **minimum 80% or higher**

Certified keyboarding speed of **minimum 40 net words per minute or higher** with a maximum of 5 errors

Attend a Program Information Session

English Language Proficiency (ELP) requirement:

Applicants who have completed three years of full-time, face-to-face secondary or post-secondary education at an accredited Canadian institution where English is the language of instruction must achieve the following scores on

VCC's Adult Basic Education (ABE) Assessments:

Reading 50

### Writing ENGL 0991 level

Applicants who have NOT completed three years of full-time, face-to-face secondary or post-secondary education at an accredited Canadian institution where English is the language of instruction must achieve the following scores on the Test of English as a Foreign Language (TOEFL) OR the International English Language Testing System (IELTS). Scores are valid for 2 years only.

#### Test of English as a Foreign Language (TOEFL), Internet-based test (iBT)

Speaking	23
Writing	25
Reading	22
Listening	21
Total:	91

#### International English Language Testing System (IELTS) Academic test only

Speaking	7.0
Writing	7.0
Reading	6.5
Listening	7.5
Overall Band:	7.0

***\*Grade 12 graduation or equivalent This is a requirement mandated by the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP).***

Note: For applicants who have NOT completed three years of full-time, face-to-face secondary or post-secondary education at an **accredited** ~~accredited~~ Canadian institution, the National Association of Pharmacy Regulatory Authorities (NAPRA) and the College of Pharmacists of BC only accepts the TOEFL and IELTS as proof of English Language **Proficiency**. ~~Proficiency No other evidence, including completion of VCC coursework or other studies in English outside of Canada, or VCC's English Language Assessment will be accepted.~~ **No other evidence, including completion of VCC coursework or other studies in English outside of Canada, or VCC's English Language Assessment will be accepted.**

#### Upon acceptance:

- Proof of a negative TB skin test or chest X-ray
- Criminal Record Check (CRC). Each applicant is responsible for any costs incurred. Applicants who have drug-related charges should consult with the Registrar's Office prior to applying to the program. The CRC must be received by the Registrar's **Office** ~~office~~ prior to the first day of class.
- Up-to-date immunizations are highly recommended, and are required for practicum placements.

#### Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.



## Program Duration & Maximum Time for Completion

**The Pharmacy Technician Program is 32 weeks of full-time study. Students must complete the certificate within two years of starting the program.**

~~30 weeks~~

## Program Learning Outcomes

Graduates of the program will have acquired the knowledge and ability to:

Perform the role of a pharmacy technician in accordance with current legal, ethical and professional standards.

Incorporate knowledge of pharmaceutical sciences to provide optimal pharmacy services.

Prepare pharmaceutical products safely and accurately using a variety of distribution systems.

Perform drug purchasing and inventory management duties.

Use technology applicable to pharmacy practice.

Participate in quality assurance programs.

Perform administrative functions to support the operation of the pharmacy.

Communicate effectively in the workplace.

## Instructional Strategies, Design, and Delivery Mode

This program is offered on a full time basis. Each semester must be successfully completed before enrolling in the next semester. A major emphasis of this program is active student participation. Throughout the program the instructor will encourage the students to become increasingly more self directed and responsible for their own learning. Students are expected to come to class well prepared for active participation in classroom and lab activities.

Instructional activities include lectures, guided discussions, group work, audio-visual presentations, demonstrations, dispensing labs, compounding labs, aseptic technique labs, case studies, role rehearsals and field trips.

The lab component of the program provides the learner with the opportunity to integrate practice and theory in a simulated pharmacy setting.

Semester 1 focuses on community and long term care pharmacy practice. Semester 1 is 11 weeks in duration.

Students must successfully complete all courses in Semester 1 before enrolling in Semester 2.

Semester 2 focuses on hospital pharmacy practice, including the preparation of sterile products. Semester 2 is 11 weeks in duration. Students must successfully complete all courses in Semester 2 before enrolling in Semester 3.

Semester 3 includes a practicum in a community and hospital pharmacy. Semester 3 is **10 8** weeks in duration.

## Evaluation of Student Learning

Students' progress in both the **classroom, online classroom** and the lab setting will be evaluated. Theoretical concepts will be evaluated through quizzes, **exams**, case studies, projects, presentations and **written** assignments. Evaluation of practical skills will be based on checklists and practical exams.

## Recommended Characteristics of Students

~~Excellent command of the English language including reading, listening, speaking and writing skills~~ Ability to communicate effectively with **a diverse client population** ~~people of all ages~~

Attentive to detail, **accurate** ~~accuracy~~ and **organized** ~~organization~~

**Strong time management skills**

**Efficient and productive**

Ability to take initiative and handle responsibility

**Ability to concentrate and problem solve**

Good vision and hand/eye coordination

**Proficient in basic computer skills**

**Ability to work varied shifts during practicums (e.g. evenings, weekends)**

~~Good health with the ability to stand for a full working day~~ ~~Flexibility to adjust to shift work~~

## Courses

### Plan of Study Grid

Term One	Credits
<a href="#">PHAR 1115</a> Pharmacy Practice 1	3
<a href="#">PHAR 1125</a> Pharmacy Products 1	2
<a href="#">PHAR 1135</a> Pharmacy Calculations 1	1
<a href="#">PHAR 1145</a> Pharmacy Communications 1	1
<a href="#">PHAR 1155</a> Community Pharmacy	3
<a href="#">PHAR 1185</a> Pharmacy Management 1	1
Credits	11
Term Two	Credits
<a href="#">PHAR 1215</a> Pharmacy Practice 2	1.5
<a href="#">PHAR 1225</a> Pharmacy Products 2	2
<a href="#">PHAR 1235</a> Pharmacy Calculations 2	0.5
<a href="#">PHAR 1245</a> Pharmacy Communications 2	1
<a href="#">PHAR 1255</a> Hospital Pharmacy	3
<a href="#">PHAR 1285</a> Pharmacy Management 2	0.5
<a href="#">PHAR 1275</a> Sterile Products	2.5
Credits	11
Term Three	Credits

**PHAR 1395 Practicum** ~~10~~

**PHAR 1397 Practicum** **13**

Credits 13

Total Credits 35

This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

### Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

## Grading Standard

### Transcript of Achievement

Grade	Percentage	Description	Grade Point Equivalency
A+	98-100		4.33
A	95-97		4.00
A-	92-94		3.67
B+	89-91		3.33
B	86-88		3.00
B-	83-85		2.67
C+	80-82		2.33
C	77-79		2.00
C-	74-76	Minimum Pass	1.67
D	71-73	Failing Grade	1.00
F	0-70		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
<b>Course Standings</b>			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

# Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

## Rationale and Consultations

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Provide a rationale for this proposal.

Practicum duration extended (PHAR 1397); credits increased.

Are there any expected costs to this proposal.

Consultations

## Additional Information

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Provide any additional information if necessary.

Supporting documentation:

## Marketing Information

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*FOR MARKETING PURPOSES ONLY. DO NOT EDIT.*

*These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

This program is for:

# Course Change Request

## New Course Proposal

Date Submitted: 04/06/21 2:54 pm

Viewing: **PHAR 1397 : Practicum**

Last edit: 04/07/21 10:23 am

Changes proposed by: drabadzija

Programs  
referencing this  
course

[80: Pharmacy Technician Certificate](#)

Course Name:  
Practicum

Effective Date: September 2021

School/Centre: Health Sciences

Department: Pharmacy Technician (5005)

Contact(s)

### In Workflow

1. **5005 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 04/06/21 2:55 pm  
Darija Rabadzija  
(drabadzija):  
Approved for 5005  
Leader
2. 04/06/21 5:40 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
3. 04/07/21 10:29 am  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
Jo-Ellen Zakoor	jzakoor@vcc.ca	5122

Banner Course Name: Practicum

Subject Code: PHAR - Pharmacy

Course Number: 1397

Year of Study: 1st Year Post-secondary

Credits: 13

**Course Description:**

This course provides students with an opportunity to further develop their pharmacy technician skills in a community and hospital pharmacy. Students will apply the skills and knowledge learned in the classroom and lab, in the workplace.

**Course Pre-Requisites (if applicable):****Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

**Course Learning Outcomes (CLO):**

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Perform the role of a pharmacy technician in accordance with current legal, ethical and professional standards.
CLO #2	Incorporate knowledge of pharmaceutical sciences to provide optimal pharmacy services.
CLO #3	Prepare pharmaceutical products safely and accurately using a variety of distribution systems.
CLO #4	Perform drug purchasing and inventory management duties.
CLO #5	Use technology applicable to pharmacy practice.
CLO #6	Participate in quality assurance programs.
CLO #7	Perform administrative functions to support the operation of the pharmacy.
CLO #8	Communicate effectively in the workplace.

**Instructional****Strategies:**

Clinical fieldwork

**Evaluation and Grading**

Grading System: Satisfactory/Unsatisfactory      Passing grade:  
S (70%)

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Field Experience		Community Preceptor evaluation
Field Experience		Hospital Preceptor evaluation
Other		Reflective Journal
Lab Work		Community/Hospital Transition Lab preparation

## Hours by Learning Environment Type

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Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

30

Practicum                      360

Self Paced / Individual Learning

Course Topics

Course Topics:
Community Pharmacy
- Preparation of prescriptions
- Compounding skills
- Purchasing and receiving
- Inventory management
- Customer Service
- Effective communication
- Pharmacy software programs

**Course Topics:**

Hospital Pharmacy

- Dispensing skills

- Compounding skills (sterile and non-sterile)

- Ward stock

- Prepackaging

- Purchasing and receiving

- Inventory management

- Effective communication

- Pharmacy software programs

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

## Rationale and Consultations

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You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Pharmacy Technician Certificate PCG

Provide a rationale  
for this proposal:

Are there any

## Additional Information

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## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** April 13, 2021

**ISSUE:** Revisions to Dental Technology Sciences Diploma

### BACKGROUND:

The department revised the Dental Technology Sciences curriculum in 2017, and then surveyed students in 2019 to identify what worked and what didn't in the new curriculum. During this period, the industry underwent rapid changes to the technology used in the field, and new National Essential Competencies for Dental Technology Practice were adopted in December 2019. This included major changes to the regulatory examination process that all students must complete to become practicing professionals. All of these factors have led to this current proposal that adds three courses on digital technology and two courses on dental laboratory patient care to reflect these changes.

### DISCUSSION:

Ken Izumi, Department Head of Dental Technology, presented the proposal. Overall, the Committee commended Mr. Izumi for his excellent work. The Committee recommended several smaller changes:

- Adjustments to many course outcomes, primarily for clarity and alignment with assessments.
- Clarifying pre-requisites and co-requisites for all courses.
- Removing barriers to transfer credits from the admission requirements section.

All changes have been made.

### RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the program content guide, 16 revised and 5 new course outlines for the Dental Technology Sciences Diploma program.

**PREPARED BY:** Todd Rowlett, Chair, Curriculum Committee

**DATE:** March 18, 2021

# Program Change Request

Date Submitted: 03/04/21 9:24 am

Viewing: **Dental Technology Sciences Diploma**

Last approved: 04/16/20 3:11 pm

Last edit: 03/23/21 5:20 pm

Changes proposed by: kizumi

Catalog Pages Using  
this Program

[Dental Technology Sciences Diploma](#)

Program Name:

Dental Technology Sciences Diploma

Credential Level: Diploma

Effective Date: September **2021** ~~2020~~

Effective Catalog  
Edition:

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**

## Approval Path

1. 11/20/20 12:23 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:02 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 11:43 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:43 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:53 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 9:29 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 6:38 am  
Jo-Ellen Zakoor

43

(jzakoor): Approved  
for SHS Dean

8. 04/06/21 1:38 pm  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

### History

1. Dec 18, 2017 by clmig-jwehrheim
2. Dec 3, 2019 by Todd Rowlatt (trowlatt)
3. Dec 3, 2019 by Todd Rowlatt (trowlatt)
4. Jan 16, 2020 by Ken Izumi (kizumi)
5. Jan 16, 2020 by Darija Rabadzija (drabadzija)
6. Jan 23, 2020 by Darija Rabadzija (drabadzija)
7. Apr 16, 2020 by Ken Izumi (kizumi)

Name	E-mail	Phone/Ext.
Ken Izumi <del>Todd Rowlatt</del>	kizumi@vcc.ca <del>trowlatt@vcc.ca</del>	8486 8652

## Program Content Guide

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## Purpose

In Vancouver Community College's (VCC) 2.5-year diploma in Dental Technology Sciences, graduates acquire the specialized knowledge and competencies comprising the scope of dental technology practice. The program meets the College of Dental Technicians of BC's (CDTBC) required standards of competency for entry into the Dental Technology profession.

The curriculum integrates current knowledge with the development of professional practice, critical thinking and skills in the design, fabrication, modification, and repair of removable and fixed dental prostheses and appliances. The VCC Dental Technology Sciences Diploma program leads to employment in, or ownership of, a dental laboratory. Graduates are eligible to write the licensing examinations according to the requirements of the **College of Dental Technicians of BC (CDTBC)**. ~~CDTBC:~~

## Admission Requirements

Admission to the Dental Technology Sciences program is on a competitive selection basis.

Grade 12 graduation, or equivalent

English 12 with a minimum 'C +' grade, or **Equivalent, or** English Language **Proficiency for Proficiency for- Dental Technology Sciences. Acceptable tests and score requirements are posted on the English Language Requirements page.** ~~, or equivalent.~~

~~Acceptable tests and score requirements are posted on the VCC Web site.~~

~~<http://www.vcc.ca/applying/registration-services/english-language-proficiency-requirements/>~~ Human Biology 12

with a minimum 'C+' grade, or equivalent

Knowledge of science and/or mathematics demonstrated through *one* of the following:

Chemistry 11 with a minimum 'C+' grade, or equivalent, *or*

Math 11 with a minimum 'C+' grade, or equivalent, *or*

Physics 11 with a minimum 'C+' grade, or equivalent

## Selection Process

All qualified candidates who meet the admissions requirements will submit a portfolio demonstrating their aptitude for the Dental Technology profession, per the Dental Tech portfolio submission guidelines.

All qualified candidates **whose portfolio submissions are approved by who meet** the **department's Applicant Review Panel, will then be required** ~~admissions requirements will be required~~ to take part in an interview with the **department's Applicant Review Panel by department by** means of face-to-face or videoconferencing.

The top-ranked qualified applicants are offered seats.

## Upon Acceptance

Current Basic First Aid and CPR-Level C ~~Transfer Credit All requests for transfer credits or course exemptions for all courses in the program must be submitted with application to the program. View the Request for Transfer Credit form at <https://www.vcc.ca/media/vancouver-community-college/content-assets/documents/forms/transfer-credit-form.pdf>~~

## Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

## Program Duration & Maximum Time for Completion

This is a 2.5-year diploma program with five semesters (30 months). Four semesters are offered onsite at VCC and most of semester five is offered as a practicum in commercial dental laboratories.

**Maximum time to complete the program is three years six months (3.5 years).**

## Program Learning Outcomes

The graduate of the VCC Dental Technology Sciences program will have the skills and abilities to:

Design, fabricate, modify and repair **fixed and** removable oral/dental **protheses, as well as orthodontic appliances** ~~protheses;~~

~~Design, fabricate, modify and repair fixed oral/dental protheses; Design, fabricate, modify and repair oral/dental appliances used in orthodontics, and other dental treatments;~~ Integrate general knowledge of dental laboratory procedures, physics and chemistry principles, associated with the fabrication of oral appliances and dental restorations;

Assess the characteristics and properties of dental materials associated with the fabrication of oral appliances and dental restorations and make decisions about their appropriate application in practice;

Assess the characteristics and operation of equipment and special instrumentation associated with the fabrication of oral appliances and dental restorations and make decisions about their appropriate application in practice;

Assess the fundamental elements of dental anatomy, dental physiology, dental morphology and basic elements of oral pathological conditions and apply relevant knowledge to dental technology practice;

Practice current workplace health and safety standards including dental laboratory asepsis, and infection control;

Apply essential elements and skills of behavioral sciences, communications, professional ethics, legal obligations and business management to dental technology practice;

Make decisions that **reflect** ~~reflect~~ critical thinking and problem solving; integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise services.

## Instructional Strategies, Design, and Delivery Mode

**Instructional strategies, design and delivery modes to teach core skills and knowledge are based on the National Essential Competencies for Dental Laboratory Technology Practice in Canada.** The Dental Technology Sciences program is competency based and utilizes a variety of teaching and learning activities to enable students to achieve core professional competencies. Theory and authentic laboratory practical experiences **in labs** are provided **throughout the program.** ~~throughout.~~

**Throughout the program, students engage in learning activities including case scenarios, self analysis, research and oral presentation, group work, seminars, flow charting, planning, brainstorming and role-playing.**

~~More than 55% of the program is designed for competency-based practical experiences. Skills and abilities are based on the National Dental Laboratory Technology competencies (May 2012) (currently under revision) and Provincial Standards of Practice. Learning is fostered through classroom theory (lecture), demonstrations, simulations, seminars, group work, case studies, project work, laboratory practice and practicum.~~ **The** Throughout the program **is designed to develop skills in communication, team work communication and other interpersonal skills, teamwork** strategies, self and peer evaluation, critical thinking, **decision making and decision-making and problem solving.** ~~solving are reinforced.~~

**Delivery mode is a hybrid of in person and online instruction.**

~~Quality practice skills are learned such as time and self-management.~~

### Evaluation of Student Learning

Evaluation includes written examinations, case **scenarios, studies;** projects and presentations, demonstration of laboratory competencies and laboratory assignments and evaluations. Students self-evaluate all lab work prior to instructor evaluation. Professional conduct, communication skills and quality management are integral to laboratory evaluations. Some components of Laboratory abilities are assessed using **Objective Objective;** Structured **Practical Clinical Evaluations (OSPEs).** ~~(OSCEs).~~ Students will leave the program with a career portfolio to assist with employment.

Students are required to achieve a minimum **pass grade** of **64% a-C+ (64%)** in all courses. **All** Laboratory project work must **meet a be** Satisfactory **Grade.** ~~on the OSCEs.~~

### Recommended Characteristics of Students

~~Good health including good eyesight and hearing.~~ **Appropriate manual Manual** dexterity and hand-eye coordination.

Ability to give close attention to detail for sustained periods of time.

Ability to work accurately and neatly, **and manage and to manage** time effectively.

~~Good command of spoken and written English~~ High standards of personal **integrity.** ~~integrity and maturity.~~

Ability to take initiative and handle responsibility.

### Courses

## Plan of Study Grid

Term One	Credits
<u>DENT 1100</u> Dental Technology Foundations	11
<u>DENT 1110</u> Biosciences 1	4
<del>DENT 1120</del> Dental Laboratory Sciences 1	<del>4</del>
<u>DENT 1130</u> Professional Practice 1	1
<b><u>DENT 1170</u>Dental Laboratory Patient Care</b>	<b>11</b>
<b><u>DENT 1180</u>Digital Technology 1</b>	<b>3</b>
Credits	20
Term Two	
<u>DENT 1210</u> Biosciences 2	1
<del>DENT 1220</del> Dental Laboratory Sciences 2	<del>4</del>
<u>DENT 1240</u> Removable Prosthetics 1	6
<u>DENT 1250</u> Fixed Prosthetics 1	6
<u>DENT 1260</u> Orthodontics 1	3
<b><u>DENT 1270</u>Dental Laboratory Patient Care</b>	<b>21</b>
<b><u>DENT 1280</u>Digital Technology 2</b>	<b>3</b>
Credits	20
Term Three	
<del>DENT 2320</del> Dental Laboratory Sciences 3	<del>3</del>
<u>DENT 2330</u> Professional Practice 2	1
<u>DENT 2340</u> Removable Prosthetics 2	6
<u>DENT 2350</u> Fixed Prosthetics 2	7
<u>DENT 2360</u> Orthodontics 2	3
<b><u>DENT 2380</u>Digital Technology 3</b>	<b>3</b>
Credits	20
Term Four	
<u>DENT 2440</u> Removable Prosthetics 3	8
<u>DENT 2450</u> Fixed Prosthetics 3	8
<u>DENT 2460</u> Orthodontics 3	4
Credits	20
Term Five	
<u>DENT 2530</u> Professional Practice 3	1
<u>DENT 2510</u> Dental Technology Practicum	19
Credits	20
Total Credits	100

This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

### Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student

Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

## Grading Standard

### Transcript of Achievement

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67	Minimum Pass	2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
<b>Course Standings</b>			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	

## Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.



## Rationale and Consultations

Provide a rationale for this proposal.

The program received CD funding to complete the revision of the original major curriculum revision, implemented January 2017. A formal end of program survey was taken May 2019 by the first graduating cohort. VCC Institutional Research tallied the responses and identified what worked and didn't work as well as the gaps in the program. Our department took on the challenges of addressing these gaps. Concurrently, our industry experienced rapid changes to technology, that needed to be reflected in the Dental Technology program's curriculum. Additionally, the new National Essential Competencies for Dental Technology Practice was adopted December 2019. These major changes to the regulatory examination process further delayed our timelines to update our programs curriculum. The additional CD funding was required and much appreciated to modify the curriculum to reflect all these changes to keep the Dental Technology program relevant and competitive.

Are there any expected costs to this proposal.

There are no expected costs to this proposal. Proposed new courses and modifications to existing courses are within the original total of 100 credits.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	The first Cohort from the new Dental Technology Sciences program May 2019. Marilyn Heaps facilitated the end of program review process from June 2019 until she retired early 2020. Julie Gilbert has been our facilitator and mentor for our final phase of our CD project.
Faculty/Department	All Faculty have participated in the previous and current CD projects. They have contributed their ideas and actual classroom experiences to the process. Workshops and 1:1 sessions have been used to develop and collate the relevant content and information required to complete the Blueprints, CG's and Course Leaf changes

Consultated Area	Consultation Comments
Department Support Staff	Our departments Laboratory Demonstrator has taken an active role in CD process by contributing his thoughts and observations during the classes and practical activities.
Advising & Recruitment	Met with the members of the advising department to discuss how to improve recruitment and they identified possible barriers to enrolling in our program, which we corrected. E.g. English competency admissions, selection process Tues. Feb. 2, 2021: Consulted and received a positive response to the new PCG (Wendy Lafrance)
Facilities	Worked with Facilities over the past 3 years to improve and correct identified health concerns regarding air flow and ventilation
Information Technology (IT)	Worked with IT department to create a dental digital computer room (620). We worked through many software as well as networking issues. IT continues to support our programs needs. Last consulted with Norman Chang: Jan. 28, 2021
Institutional Research (IR)	Worked with IR in 2019 to develop and administer a program end survey. The resulting data was the reference material for our programs continued CD.
International Education	Started to work with the IE department in 2019, once International students were allowed to apply for SHS programs. they staff has been very helpful in recruiting and vetting applicants. IE advised our program on required changes to the admissions process and language requirements. We made these corrections in the PCG Consulted with Jennifer Gossen and received a positive response

Consultated Area	Consultation Comments
Marketing & Communications	<p>This is an area our program is weak in. We have worked with marketing department to promote our program through Info Sessions, Facebook, Georgia Strait.</p> <p>Recent consult request on Jan. 28, 2021: Waiting for response from Reg Romero</p>
Affiliation, Articulation, and/or Accreditation Bodies	<p>Have communicated with the College of Dental Technicians (Regulatory Body) regarding any curriculum changes and program progress.</p> <p>Recent consult request on Jan. 28, 2021: reviewed and recieved a positive response from the Registrar</p>
PAC/CEG	<p>We have a active PAC. the committee consists of industry stakeholders, Registrar of the College of Dental Technicians of BC and representatives from the Dental Technicians Association of BC. the next PAC meeting is scheduled for April, 2021.</p>
Other Department(s)	<p>School of Health Sciences Curriculum Committee, which is comprised of Department leaders in the SHS. Nov. 25th for consultation on curriculum documentation. Discussions and feedback from committee on learning outcomes, evaluation plan, instructional strategies, resources.</p>
Financial Aid	<p>Consulted Murray MacGregor: Jan. 28, 2021. Reviewed and approved the PCG content</p>
Finance	<p>Consulted Andre Duinkerke: Jan. 28,2021 Received positive response</p>
Learning Centre	<p>Consulted Emily Simpson Jan. 28, 2021 Received positive response</p>
Registrar's Office	<p>Consulted with Academic Scheduling: Les Apouchtine. Received positive response</p>
Facilities	<p>Consulted with Carlee Maloney Jan 2021 Reviewed and approved of the PCG</p>
Indigenous Education & Community Engagement (IECE)	<p>Consulted with Clay Little, Jan. 29, 2021 He had no comments or suggestions at this time.</p>

# Course Change Request

Date Submitted: 03/22/21 4:43 pm

Viewing: **DENT 1100 : Dental Technology**

## Foundations

Last edit: 03/22/21 4:43 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Dental Technology Foundations**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

### In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 11/20/20 8:04 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:00 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:11 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:44 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:53 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 9:34 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/04/21 1:24 pm  
Leszek Apouchtine

(lapouchtine):

Rollback to Initiator

8. 03/05/21 2:38 pm

Ken Izumi (kizumi):

Approved for 5103

Leader

9. 03/08/21 6:43 am

Jo-Ellen Zakoor

(jzakoor): Approved

for SHS Dean

10. 03/18/21 1:59 pm

Darija Rabadzija

(drabadzija):

Rollback to Initiator

11. 03/23/21 10:05 am

Ken Izumi (kizumi):

Approved for 5103

Leader

12. 04/01/21 11:23 am

Jo-Ellen Zakoor

(jzakoor): Approved

for SHS Dean

13. 04/06/21 1:30 pm

Todd Rowlatt

(trowlatt): Approved

for Curriculum

Committee Chair

Name	E-mail	Phone/Ext.
Ken	Izumi	8486

Banner Course Name: Dental Technology Foundations

Subject Code: DENT - Dental

Course Number: 1100

Year of Study: 1st Year Post-secondary

Credits: 11

Course Description:

Students will learn the foundational knowledge, laboratory skills and techniques required to support the design and fabrication of single ~~metal~~ fixed restorations, removable partial and complete dentures, and simple fixed and removable orthodontic appliances. ~~This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
<b>CLO #1</b>	Describe <del>reasons for</del> the <b>indications, limitations and contra-indications</b> <del>provision</del> of fixed and removable prosthetics and orthodontic <b>appliances.</b> <del>appliances, their limitations and contra-indications;</del>
<b>CLO #2</b>	Identify the components of simple fixed and removable <b>prosthetics</b> <del>prosthetics;</del> and orthodontic <b>appliances.</b> <del>appliances;</del>
<b>CLO #3</b>	<b>Identify</b> <del>Integrate general knowledge of</del> dental laboratory procedures, physics and chemistry principles, associated with the fabrication of oral appliances and dental <b>restorations.</b> <del>restorations;</del>
<b>CLO #4</b>	<b>Choose</b> <del>Describe</del> the <b>appropriate characteristics and properties of</b> dental materials associated with <b>fabricating</b> <del>the fabrication of simple oral</del> appliances and dental restorations <b>regarding and make decisions about</b> their <b>appropriate applications.</b> <del>appropriate application in practice;</del>
<b>CLO #5</b>	<b>Safely operate</b> <del>Describe the characteristics and operation of</del> equipment and special instrumentation associated with the fabrication of simple oral appliances and dental <b>restorations.</b> <del>restorations and make decisions about their application in practice;</del>
<b>CLO #6</b>	<b>Explain</b> <del>Assess and apply</del> the fundamental elements <del>and relevant knowledge</del> of dental anatomy, dental physiology, <b>and</b> dental <b>morphology, relevant morphology</b> to dental technology <b>practice.</b> <del>practice;</del>

Upon successful completion of this course, students will be able to:	
<b>CLO #7</b>	Practice to current workplace health and safety standards including dental laboratory asepsis, and infection <del>control.</del> <b>control;</b>
<b>CLO #8</b>	<b>Perform basic level</b> <del>Utilize the</del> techniques and skills to design and fabricate simple prosthetics and orthodontic <del>appliances.</del> <b>appliances;</b>
	<del>Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice.</del>
Instructional Strategies: Lectures, seminars, case study analysis, demonstrations, project work <del>and</del> <b>and</b> , laboratory practical <del>experience.</del> <b>experience</b>	

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade in Lab Work** ~~C+ 64%~~

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<b>Quizzes/Tests</b> <del>Midterm Exam</del>	<b>20</b> <del>35</del>	<b>Written</b> <del>written</del> exam-multiple choice, <b>T/F</b> , short & long answer <del>-Students must earn an "S" grade in all projects to pass this course</del>
<b>Quizzes/Tests</b>	<b>20</b>	<b>Written exam-multiple choice, T/F, short &amp; long answer</b>
<b>Final Exam</b> <del>Assignments</del>	<b>20</b> <del>30</del>	<b>Summative Practical Exam</b> <ul style="list-style-type: none"> <li><b>Complete Dentures: 10 %</b></li> <li><b>Partial Dentures: 10%</b></li> </ul> <del>written case study - Students must earn an "S" grade in all projects to pass this course</del>

Type	Percentage	Brief description of assessment activity
Final Exam	20 <del>35</del>	<b>Summative Practical Exam</b> <b>Fixed Dental Prosthetics: 20%</b> <del>written exam multiple choice, short &amp; long answer – Students must earn an "S" grade in all projects to pass this course</del>
<b>Final Exam</b>	<b>20</b>	<b>Summative Practical Exam</b> <b>Orthodontic Appliances: 20%</b>
Lab Work	<b>S: Satisfactory or U: Unsatisfactory</b>	<b>Practical Projects: Grades</b> <del>Practical Projects (5) Grade</del> will be Satisfactory (S) or Unsatisfactory (U) utilizing <b>marking criterion/ competency rubrics</b> <del>–Students must earn an "S" grade in all projects to pass this course</del>

### Hours by Learning Environment Type

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Lecture, Seminar, Online

**60** ~~150~~

Lab, Clinical, Shop, Kitchen, Studio, Simulation

**240** ~~180~~

Practicum

Self Paced / Individual Learning

### Course Topics

**Course Topics:**

**Introduction to the** ~~Basic techniques, skills and concepts of~~ design and **fabrication of:** ~~fabrication:~~ **Removable Complete Dentures, Removable Partial Dentures, Fixed Prosthetics, Orthodontics** ~~Fixed prosthetics (crown & bridge, ceramics)~~

~~Removable prosthetics (complete & partial)~~

~~Orthodontic appliance Skills, Materials and Techniques. Biomechanics of tooth movement~~

~~Basic wire bending skills and exercises~~



**Course Topics:**

**Application of principles and concepts relating to the design and fabrication of Removable Complete Dentures, Removable Partial Dentures, Fixed Prosthetics, Orthodontics** ~~Metal joining theory:solder, flux, soldering, and spot and laser welding Basic soldering skills and exercises~~

~~Design and fabrication of simple vaccu-formed/pressure formed appliances Design and fabrication of acrylic appliance base~~

~~Introduction to dental laboratory production and proficiency:Principles of occlusion and articulation;~~

~~Principles and techniques related to the design, fabrication and correction of simple restorations and appliances~~

~~Mixing plaster and fabricating dental casts Custom trays, form and function;~~

~~Principles of using articulators for setting up the casts~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

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You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

### Additional Information

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Provide any additional information if necessary.

All Course Guides and Blueprints for the Program have been revised to reflect changes to courses from the initial Major revisions implemented January 2017.

Three new courses have been created (Digital Technology 1, 2, 3) and require new course numbers.

The hours for the three courses are split off from DENT 1120, DENT 1220 and DENT 2320. new course names will also be created for DENT 1120 and DENT 1220. Extra hours or faculty costing falls within these existing courses.

# Course Change Request

Date Submitted: 03/22/21 4:14 pm

Viewing: **DENT 1110 : Biosciences 1**

Last edit: 03/22/21 4:14 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Biosciences 1**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 11:58 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:00 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:11 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:44 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:53 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 9:38 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 6:58 am  
Jo-Ellen Zakoor

<sup>59</sup>  
(jzakoor): Approved  
for SHS Dean

8. 03/18/21 1:59 pm

Darija Rabadzija

(drabadzija):

Rollback to Initiator

9. 03/23/21 10:06 am

Ken Izumi (kizumi):

Approved for 5103

Leader

10. 04/01/21 11:25 am

Jo-Ellen Zakoor

(jzakoor): Approved  
for SHS Dean

11. 04/06/21 1:30 pm

Todd Rowlatt

(trowlatt): Approved  
for Curriculum

Committee Chair

Name	E-mail	Phone/Ext.
<b>Ken Izumi</b>	<b>kizumi@vcc.ca</b>	<b>8486</b>

Banner Course Name: Biosciences 1

Subject Code: DENT - Dental

Course Number: 1110

Year of Study: 1st Year Post-secondary

Credits: 4

#### Course Description:

This course **introduces students to** ~~reviews anatomical features, structure and function of~~ the **function of** the human body **and the anatomical features of the hard** ~~with an emphasis on the head~~ and **soft tissues in the head and neck. neck area.** Students **will also** learn **about tooth morphology, hygiene basic dental terminology, annotation** and **health promotion** ~~anatomy, the theory and practical application related to~~ **avoid infection and cross-contamination.** ~~the development and eruption of teeth and anatomical and~~

~~morphological features of both the deciduous and permanent dentitions. Hard and soft tissue histology in the head and neck is introduced. This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
<b>CLO #1</b>	<b>Demonstrate an awareness</b> <del>Describe dental anatomy, physiology and histology of</del> <b>biology and of head and the neck anatomy related to dental technology practice.</b> <del>and head and hard and soft tissues;</del>
<b>CLO #2</b>	Identify <del>and describe</del> the basic elements of skeletal <b>anatomy, anatomy and</b> musculature, physiology, and tooth morphology as they relate to the design and fabrication of dental <b>prosthetics.</b> <del>prosthetics;</del>
<b>CLO #3</b>	Explain principles of oral microbiology, infection, cross-infection, and general laboratory hygiene relevant to the practice of dental technology.
<b>CLO #4</b>	<b>Define the structure and function of the teeth and supporting tissues, tooth arrangement, and tooth numbering systems.</b>
<b>CLO #5</b>	<b>Demonstrate an awareness of the impact of dental health and functionality on a patient's overall health.</b>

Instructional Strategies:

Lecture, seminar, demonstration, ~~simulation~~ **simulation.**

## Evaluation and Grading

---

Grading System: Letter Grade (A-F)

Passing grade:

C+ ~~(64%)~~ **64%**

## Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	20 35	Written midterm exam with multiple choice, & case- based short and long answer <b>questions</b>  <b>questions</b>
<b>Quizzes/Tests</b>	<b>30</b>	<b>3 Quizzes (10% each)</b>
Final Exam	25 30	Written final with multiple choice, & case-based short and long answer <b>questions</b>  <b>questions</b>
<b>Assignments</b> Other	<b>15 35</b>	<b>Final Bell Ringer Examination</b>
<b>Participation</b>	<b>10</b>	

## Hours by Learning Environment Type

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Lecture, Seminar, Online

70

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

50

Practicum

Self Paced / Individual Learning

### Course Topics

#### Course Topics:

**Dental terminology, annotation and basic characteristics of teeth** ~~Anatomy and physiology~~

Structure and function of the human **body**

~~body~~

**Head and neck and soft tissues of the edentulous and dentulous oral cavity**

**Course Topics:**

**Development and eruption of teeth. Determinants of occlusion** ~~Head and neck anatomy (bones, joints, muscles, blood vessels, nerves).Soft tissues of the oral cavity~~

**Anatomical features of deciduous teeth including basic features of occlusion** ~~Histology of heard and soft tissues of oral cavity Dental terminology, annotation, tooth characteristics Development and eruption of the teeth~~

**Anatomical features of permanent teeth including basic features of occlusion** ~~Deciduous dentition Permanent dentition~~

**Temporomandibular joint and the paranasal sinuses** ~~Dental anatomy and morphology Basic occlusal function~~

**Muscles of mastication, facial expression and tongue, blood vessels of the head and neck and nerves of the head and neck** ~~Oral microbiology~~

**Dental laboratory hygiene; and the principles of health promotion and principles of preventive dentistry** ~~Oral hygiene and self care~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD project

### Additional Information

---

Provide any additional information if necessary.

Please see DENT 1100 Additional Information

Supporting  
documentation:

# Course Change Request

Date Submitted: 03/22/21 4:43 pm

Viewing: **DENT 1130 : Professional Practice 1**

Last edit: 03/29/21 11:50 am

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Professional Practice 1**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 11:59 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:00 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 11:52 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:44 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 9:37 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 7:00 am  
Jo-Ellen Zakoor

- (jzakoor)<sup>64</sup>: Approved for SHS Dean
- 8. 03/18/21 1:59 pm  
Darija Rabadzija (drabadzija):  
Rollback to Initiator
- 9. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103 Leader
- 10. 03/29/21 11:21 am  
Darija Rabadzija (drabadzija):  
Rollback to 5103 Leader for SHS Dean
- 11. 03/31/21 1:24 pm  
Ken Izumi (kizumi):  
Approved for 5103 Leader
- 12. 04/01/21 11:13 am  
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
- 13. 04/06/21 1:32 pm  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course      Professional Practice 1

Name:

Subject Code:      DENT - Dental

Course Number      1130

Year of Study      1st Year Post-secondary

Credits:            1



## Course Description:

This course introduces students to the ethics, jurisprudence, regulation and scope of the various professions in dentistry. Students will learn interpersonal skills including teamwork and inter-professional **collaboration as well as develop required skills in regards to being culturally sensitive in a healthcare environment.** ~~collaboration, written, visual and oral communications and principles of critical thinking, problem-solving, self and peer evaluation and decision-making.~~ **Principles of critical thinking, problem-solving, self and peer evaluation and decision-making are also important components of this course.** Students are introduced to information literacy and research skills, principles of professionalism, self-management, learning styles and study abilities. ~~This course is part of the full-time Dental Technology Program.~~

## Course Pre-Requisites (if applicable):

## Course Co-requisites (if applicable):

## PLAR (Prior Learning Assessment &amp; Recognition)

No

## Course Learning Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
<b>CLO #1</b>	Practice principles of behavioural and communication sciences in order to establish harmonious and effective relationships with practitioners, patients, employees, business contacts and the <b>public.</b> <del>public;</del>
<b>CLO #2</b>	<b>Describe the importance of socio-cultural competencies in the healthcare profession</b>
<b>CLO #3</b>	Describe the legal obligations and ethics of the profession related to the public, regulatory authorities and professional <b>bodies.</b> <del>bodies;</del>
<b>CLO #4</b>	Explain the fundamentals of legislation that <b>affect</b> <del>affects</del> the practice of dental <b>technology.</b> <del>technique/technology;</del>
<b>CLO #5</b>	Demonstrate the ability to communicate and work well with others in teams or in <b>groups.</b> <del>groups;</del>
<b>CLO #6</b>	<b>Make decisions based on sound reasoning and evidence-based practice when dealing with ethics, jurisprudence, regulation and scope of practice issues.</b> <del>Make decisions that reflect critical thinking and problem-solving;</del>

<b>Upon successful completion of this course, students will be able to:</b>	
<b>CLO #7</b>	Integrate pertinent scientific evidence, theoretical <b>knowledge</b> , <del>knowledge and</del> empirical data and <b>apply</b> information literacy skills to justify and/or revise services.
<p>Instructional Strategies:</p> <p>Lecture, seminar, group work, ethical dilemma reasoning, case analysis, communication role <b>play rehearsals</b></p>	

## Evaluation and Grading

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Grading System: Letter Grade (A-F) Passing grade:  
 C+ **(64%) 64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<b>Assignments</b> <del>Midterm Exam</del>	<b>10</b> <del>35</del>	<b>Research Report</b> <del>Written exam Multiple Choice (MC), Short and Long Answer (SA, LA)</del>
Assignments	<b>35</b> <del>30</del>	<b>Group Assignment</b> <del>Ethical dilemma case analysis reasoning and decision making</del>
<b>Other</b> <del>Final Exam</del>	<b>10</b> <del>35</del>	<b>Short Written Reflection Essay</b> <b>Why is awareness of socio-cultural competencies important in health care?</b> <del>Written MC, case-based SA &amp; LA</del>
<b>Participation</b>	<b>10</b>	<b>In class Group Activity</b>
<b>Project</b>	<b>35</b>	<b>Case Situation Scenario Exercise</b>

## Hours by Learning Environment Type

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Lecture, Seminar, Online  
20

Lab, Clinical, Shop, Kitchen, Studio, Simulation  
10

Practicum

Self Paced / Individual Learning

Course Topics

**Course Topics:****Introduction to the Profession of Dental Technology** ~~The dental professions~~**The Dental Profession**Ethics, **Jurisprudence, Regulation** ~~jurisprudence~~ and **Scope of Practice** ~~regulation~~**Critical Thinking, Problem Solving and Decision Making** ~~Scope of practice~~**Interpersonal, Inter-professional Communication, Teamwork and Collaboration**~~Professional decorum~~~~Interpersonal and inter-professional communication~~~~Teamwork and collaboration~~~~Written communication~~~~Oral communication~~~~Visual communication~~~~Information literacy skills~~~~Evidence-based practice and dental research~~~~Critical thinking, problem-solving, decision-making~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

# Course Change Request

## New Course Proposal

Date Submitted: 03/31/21 1:21 pm

Viewing: **DENT 1170 : Dental Lab Patient Care 1**

Last edit: 03/31/21 1:21 pm

Changes proposed by: kizumi

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

Dental Laboratory Patient Care 1

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

### In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 11/20/20 8:04 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 1:59 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:12 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:45 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to SHS  
Dean for Curriculum  
Committee Chair
6. 01/20/21 11:56 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator

7. 03/04/21 9:40 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
8. 03/08/21 7:01 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
9. 03/18/21 1:59 pm  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
10. 03/31/21 1:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
11. 04/01/21 11:06 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
12. 04/06/21 1:32 pm  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course      Dental Lab Patient Care 1  
Name:

Subject Code:      DENT - Dental

Course Number      1170

Year of Study      1st Year Post-secondary

Credits:      1

Course Description:

This course reviews the basic concepts of chemistry and physics as it pertain to dental laboratory technology, materials, instruments and equipment. Students will learn key health and safety and quality management skills. Students will learn about hygiene and health promotion to avoid infection and cross-contamination in a dental laboratory environment.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning  
Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Describe the general laboratory materials related to the fabrication of various types of dental prostheses.
CLO #2	Describe the characteristics, physical and mechanical properties, and classification of materials used in the practice of Dental Technology.
CLO #3	Describe the safe handling and application of materials used in the practice of dental technology.
CLO #4	Identify the potential dangers in laboratory associated with the use of dental materials, laboratory equipment, and other potentially biohazardous materials.
CLO #5	Explain the basic procedures for proper handling and control of hazardous materials.
CLO #6	Outline current workplace health and safety standards including dental laboratory asepsis, and infection control.
CLO #7	Describe the significance of chemical, physical and mechanical properties of polymers and resins.
CLO #8	Recognize the relevance of biocompatibility in regards to dental materials.
CLO #9	List the different types of dental waxes and impression materials.
CLO #10	Describe the significance of polymerization.
CLO #11	Recognize the various types and composition of dental ceramics.

**Instructional****Strategies:**

Lectures, seminars, demonstrations, case scenario analysis, project work

## Evaluation and Grading

---

Grading System: Letter Grade (A-F)  
C+ (64%)

Passing grade:

**Evaluation Plan:**

Type	Percentage	Brief description of assessment activity
Midterm Exam	20	Multiple choice, short and long answer
Project	20	Presentation / Research Paper
Quizzes/Tests	20	Quizzes/Tests
Final Exam	30	Written exam multiple choice, short and long answer
Participation	10	

## Hours by Learning Environment Type

---

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum

Self Paced / Individual Learning

**Course Topics**

Course Topics:
Introduction to dental materials, equipment and instruments relevant to dental technology
WHMIS (Workplace Hazardous Material Information System) & dental materials and medical device restrictions under regulatory authority of the Health Protection Branch of Health Canada

**Course Topics:**

WorkSafe BC Rules and Safety and Emergency Response

Infection control

Protective equipment/devices

Monomers, Polymers &amp; Co polymers

Classifications of materials used in the design, fabrication, and repair of dental prostheses and appliances

Dental Materials Components

Polymers, surface energy &amp; bonding

Biocompatibility of Dental Materials

Dental Waxes &amp; Impression Materials

Ceramics and Zirconia

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a rationale  
for this proposal:

Are there any



# Course Change Request

## New Course Proposal

Date Submitted: 03/22/21 4:43 pm

Viewing: **DENT 1180 : Digital Technology 1**

Last edit: 03/22/21 4:43 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

Digital Technology 1

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

### In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 1:55 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:26 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:45 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 9:41 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 12:44 pm  
Jo-Ellen Zakoor

<sup>74</sup>  
(jzakoor): Approved  
for SHS Dean

8. 03/18/21 2:00 pm  
Darija Rabadzija  
(drabadzija):

Rollback to Initiator

9. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader

10. 04/01/21 11:25 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean

11. 04/06/21 1:32 pm  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course      Digital Technology 1  
Name:

Subject Code:      DENT - Dental

Course Number      1180

Year of Study      1st Year Post-secondary

Credits:            3

#### Course Description:

This course introduces students to the use of dental related software. The information and techniques will be applied to the design and creation of patterns for basic dental restorations from various restorative dental materials. Students will also use the dental software to learn and practice tooth anatomy and morphology.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Create 3D forms using digital input tools and 3Shape sculpt tools.
CLO #2	Create 3D forms to manufacture 3D printed objects.
CLO #3	Use digital input devices (such as 3D mouse and Wacom tablet) for the application of tools in 3Shape Dental Software.
CLO #4	Use digital sculpting tools to generate files, design non-tooth objects and tooth anatomy (including root form).
CLO #5	Use dedicated software with 3D printing to fabricate dental restorations.
CLO #6	Make decisions that reflect critical thinking and problem solving when utilizing digital dental software to design virtual restorations.

Instructional

Strategies:

Lecture, demonstrations, lab work, discussions, reflections and case scenarios

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

C+ (64%) and (S) Satisfactory

Grade for all Lab work

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
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Type	Percentage	Brief description of assessment activity
Midterm Exam	10	Sculpt anterior tooth (10%) and print ready
Final Exam	20	Sculpt anterior tooth (10%) and premolar (10%) and print ready
Assignments	70	<p>Assignment #1 Sculpt object + Nest in 3D print software (Value: 10 %)</p> <p>Assignment #2 Sculpt Anterior Teeth and print ready (Value: 20 %)</p> <p>Assignment #3 Sculpt premolar and print ready. (Value: 10%)</p> <p>Assignment #4 Sculpt maxillary posterior tooth and print ready. (Value: 15 %)</p> <p>Assignment #5 Sculpt mandibular posterior tooth and print ready. (15%)</p>
Lab Work	Satisfactory (S)	Practical Digital Projects: as per marking criterion/rubrics

## Hours by Learning Environment Type

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Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

90

Practicum

Self Paced / Individual Learning

## Course Topics

### Course Topics:

Freeform sculpting using digital input devices and dental CAD (Computer Aided Design) software

3Shape Sculpt Tools and Anatomical Functional Geometry

Creating Dental Crowns

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

## Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental technology Sciences CD Project

Pro

### Additional Information

Provide any additional information if necessary.

Please refer to DENT 1100 Additional Information

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/20/21 11:54 am):** Rollback: rollback

## Marketing Information

# Course Change Request

Date Submitted: 03/22/21 4:44 pm

Viewing: **DENT 1210 : Biosciences 2**

Last edit: 03/22/21 4:44 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Biosciences 2**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 11:59 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:00 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:12 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:45 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 9:45 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 7:11 am  
Jo-Ellen Zakoor

<sup>79</sup>  
(jzakoor): Approved  
for SHS Dean

8. 03/18/21 2:00 pm

Darija Rabadzija

(drabadzija):

Rollback to Initiator

9. 03/23/21 10:06 am

Ken Izumi (kizumi):

Approved for 5103

Leader

10. 04/01/21 11:25 am

Jo-Ellen Zakoor

(jzakoor): Approved

for SHS Dean

11. 04/06/21 1:33 pm

Todd Rowlatt

(trowlatt): Approved

for Curriculum

Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course Biosciences 2

Name:

Subject Code: DENT - Dental

Course Number 1210

Year of Study 1st Year Post-secondary

Credits: 1

#### Course Description:

This course is designed to build on pre-learned oral histology and introduce principles of oral pathology. This will include decision-making about the relevance of clinical signs and symptoms and underlying cellular changes with an emphasis on pathologies of the orofacial region. Students will problem solve Temporomandibular Joint (TMJ) dysfunction and occlusal disorders as they apply to the design, fabrication, modification and repair of oral prostheses. ~~This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

- DENT 1100 Dental Technology Foundations**
- DENT 1110 Biosciences 1**
- DENT 1130 Professional Practice 1**
- DENT 1170 Dental Laboratory Patient Care 1**
- DENT 1180 Digital Technology 1**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

<b>Upon successful completion of this course, students will be able to:</b>	
<b>CLO #1</b>	<b>Identify</b> <del>Describe</del> dental anatomical variations, <b>Temporomandibular Joint (TMJ) disorders, TMJ disorders and</b> basic oral pathological conditions and diseases affecting the oral <del>cavity.</del> <b>cavity;</b>
<b>CLO #2</b>	<b>Demonstrate awareness</b> <del>Assess the fundamental elements</del> of dental anatomy, <del>dental</del> dental physiology, <del>dental</del> dental morphology and <del>basic elements of</del> oral pathological conditions <del>and apply</del> relevant <del>knowledge to the practice of dental</del> <del>dental</del> technology . <del>practice;</del> <b>practice;</b>
<b>CLO #3</b>	<b>State the role of pathogenic diseases and of microbiology in the transmission of disease related to the practice of dental technology.</b>
<b>CLO #4</b>	<b>Demonstrate critical thinking in the design, fabrication, modification and repair of oral prostheses involving TMJ dysfunction and occlusal disorders.</b> <del>Make decisions that reflect critical thinking and problem solving;</del>
	<del>Integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise services.</del>
<b>CLO #5</b>	<b>Describe standard precautions that reduce the risk of transmission of blood-borne diseases and other pathogens from both recognized and unrecognized sources.</b>

Instructional

Strategies:

Lecture, demonstration, class discussions, group work ~~projects~~ **projects.**



## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

C+ (64%) 64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests Exam	15 30	Multiple Choice Written exam: Multiple Choice (MC), case-based short & long answer
Midterm Exam	20 35	Multiple Choice Written exam: Multiple Choice (MC), case-based short & long answer
Final Exam	35	Multiple Select Written MC, case based answers- slide identification bell ringer (OSCE)
Assignments	20	Group Case Presentations
Participation	10	

## Hours by Learning Environment Type

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Lecture, Seminar, Online

24

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

6

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Occlusion classifications &amp; functional occlusion Oral Pathology:

TMJ dysfunction and occlusal disorder:

**Course Topics:****Functional occlusion and TMJ function****Orofacial development disturbances****Principles of Pathology Part 1 & 2****Neoplasm****Skin and oral signs of disease****Inflammation****Regeneration and repair**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a

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### Additional Information

---

Provide any additional information if necessary.

Please see DENT 1100 Additional Information

Supporting  
documentation:

# Course Change Request

Date Submitted: 03/22/21 4:44 pm

Viewing: **DENT 1240 : Removable Prosthetics 1**

Last edit: 03/22/21 4:44 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Removable Prosthetics 1**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:00 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:00 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 1:12 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:45 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 9:56 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 7:16 am  
Jo-Ellen Zakoor

- (jzakoor)<sup>84</sup>: Approved for SHS Dean
- 8. 03/18/21 2:00 pm Darija Rabadzija (drabadzija): Rollback to Initiator
- 9. 03/23/21 10:06 am Ken Izumi (kizumi): Approved for 5103 Leader
- 10. 04/01/21 11:25 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
- 11. 04/06/21 1:34 pm Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course Name: Removable Prosthetics 1

Subject Code: DENT - Dental

Course Number: 1240

Year of Study: 1st Year Post-secondary

Credits: 6

Course Description:

This theory and practice course builds on the knowledge, skills and techniques introduced in Dental Foundations in Semester One. The focus of this course is on removable prosthetic maintenance and the role of the dental technician as it relates to the oral health of the patient receiving a prosthetic. Included are laboratory skills of fabricating a complete denture, wrought wire, acrylic removable partial ~~dentures and cast metal removable partial~~ dentures; polishing and finishing complete and partial dentures and modifying, ~~repairing and repairing~~, relining ~~removable and rebasing removable~~ prosthetics. ~~Students are~~

~~assessed to level 1 production proficiency standards. This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

- DENT 1100 Dental Technology Foundations**
- DENT 1110 Biosciences 1**
- DENT 1130 Professional Practice 1**
- DENT 1170 Dental Laboratory Patient Care 1**
- DENT 1180 Digital Technology 1**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
<b>CLO #1</b>	<b>Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control.</b> <del>Apply principles for repairing metal component of removable partial dentures; removable denture cracks and fractures and replacing teeth in dentures;</del>
<b>CLO #2</b>	Assess the <b>healthcare practitioner’s prescription and patient’s information to plan</b> <del>properties of the</del> <b>design and dental</b> <del>materials</del> <b>selection for the fabrication of the dental prosthesis and/or appliance.</b> <del>used in this course, including principles of safety and manipulation.</del>
<b>CLO #3</b>	<b>Create complete and partial dentures.</b> <del>Incorporate the concepts and principles relating to the design and fabrication of complete dentures with zero-degree teeth;</del>
	<del>Apply the concepts and principles relating to the fabrication of cast metal removable partial dentures</del>
	<del>Design, fabricate, repair simple complete and removable denture;</del>
	<del>Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control;</del>
	<del>Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice;</del>
	<del>Make decisions that reflect critical thinking and problem solving;</del>

**Upon successful completion of this course, students will be able to:**

	<del>Integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise services.</del>
<b>CLO #4</b>	<b>Repair cracks and fractures and replace teeth in removable dentures.</b>
<b>CLO #5</b>	Demonstrate <del>skills principles</del> for relining <del>and rebasing</del> removable <del>dentures. dentures;</del>
<b>CLO #6</b>	<b>Practice quality control procedures prior to releasing a dental prosthesis or an appliance.</b>

Instructional

Strategies:

Lectures, seminars, demonstrations, case ~~scenario study~~ analysis, project work and **practical projects practice** in **lab. labs:**

## Evaluation and Grading

---

Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade in all Lab Works C+64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	35	Multiple choice, short and long answer <del>=Students must earn an "S" grade in all projects to pass this course</del>
Assignments	30	<b>3 assignments (10% each) written- case study</b> <del>= Students must earn an "S" grade in all projects to pass this course</del>
Final Exam	35	<b>20% Written exam, multiple choice, short &amp; long answers</b>  <b>OSPE: 15%</b> <del>written exam multiple choice, short and long answer - Students must earn an "S" grade in all projects to pass this course</del>

Type	Percentage	Brief description of assessment activity
Lab Work	<b>Satisfactory (S)</b>	Practical Projects (x5) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics - Students must earn an "S" grade in all projects to pass this course

## Hours by Learning Environment Type

---

Lecture, Seminar, Online

**40** ~~60~~

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

**140** ~~120~~

Practicum

Self Paced / Individual Learning

Course Topics

### Course Topics:

**Equipment and Instruments** ~~Production proficiency Level 1~~

**Design Concepts** and ~~principles relating to the~~ fabrication of complete ~~and removable partial~~ dentures

**Design and fabrication** ~~Dental materials~~ of **partial removable** dentures

**Repairing cracks, fractures** ~~Laboratory instruments~~ and **tooth replacement materials** for removable **dentures**  
~~denture fabrication~~

**Relining Removable Dentures** ~~Concepts and principles relating to setting up complete denture~~

~~Fabrication of complete dentures with zero degree teeth~~

~~Wrought wire/acrylic removable partial dentures~~

~~Cast metal removable partial dentures~~

~~Correction of complete and removable denture~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a rationale  
for this proposal:

Are there any

## Additional Information

---

Provide any additional information if necessary.

Please refer to DENT 1100 Additional Information

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/20/21 11:54 am):** Rollback: rollback

## Marketing Information

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*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

Make Available on Website:



# Course Change Request

Date Submitted: 03/22/21 4:45 pm

Viewing: **DENT 1250 : Fixed Prosthetics 1**

Last edit: 03/22/21 4:45 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Fixed Prosthetics 1**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:00 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:00 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 1:41 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:45 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 9:58 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/04/21 2:34 pm  
Leszek Apouchtine

- 90
- (lapouchtine):  
Rollback to Initiator
- 8. 03/05/21 2:44 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
- 9. 03/08/21 7:21 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
- 10. 03/18/21 2:00 pm  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
- 11. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
- 12. 04/01/21 11:24 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
- 13. 04/06/21 1:34 pm  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
<b>Ken Izumi</b>	<b>kizumi@vcc.ca</b>	<b>8486</b>

Banner Course      Fixed Prosthetics 1  
Name:

Subject Code:      DENT - Dental

Course Number      1250

Year of Study      1st Year Post-secondary

Credits:              6

Course Description:

~~A As a~~ continuation of the knowledge, skills and techniques introduced in Dental Foundations in Semester ~~1, One~~, students will fabricate single unit ~~metal~~ restorations as prescribed. Students are introduced to dental ceramics including the characteristics and composition of porcelain, aesthetics, colour and shading, and the manipulation and firing of porcelain. Fabrication of single unit ~~Ceramic ceramo-metal~~ restorations and the correction of dental porcelain ~~and metal~~ defects ~~and faults~~ are practiced. This course expands upon the theory base of the previous semester and will enhance ~~the~~ students' ability to design, fabricate, ~~modify, modify and~~ repair, ~~analyze and critique and~~ self-evaluate their dental prostheses. ~~Students are assessed to level 1 production proficiency standards. This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

- DENT 1100 Dental Technology Foundations**
- DENT 1110 Biosciences 1**
- DENT 1130 Professional Practice 1**
- DENT 1170 Dental Laboratory Patient Care 1**
- DENT 1180 Digital Technology 1**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
<b>CLO #1</b>	<b>Apply basic skills and knowledge relating to the design and fabrication of fixed prosthetics (Analog and Digital applications).</b> <del>Concepts of fixed prosthetic design &amp; fabrication</del>
	<del>Occlusion and articulation</del>
<b>CLO #2</b>	<b>Demonstrate foundational principles of occlusion and articulation related to fixed restorations.</b> <del>Materials for fixed prosthetic fabrication</del>
<b>CLO #3</b>	<b>Select materials appropriate to the design, fabrication and prescription requirements, when creating fixed restorations</b> <del>Equipment and instruments</del>
<b>CLO #4</b>	<b>Practice in accordance with applicable legislation, regulations, standards, and guidelines.</b> <del>Custom trays</del>
	<del>Aesthetics, form and function</del>

Upon successful completion of this course, students will be able to:

<b>CLO #5</b>	<b>Perform quality control prior to releasing a dental prosthesis or an appliance.</b>
<b>CLO #6</b>	<b>Make decisions based on sound reasoning and evidence-based practice when creating fixed prosthetic restorations. Articulators</b>
	<del>Diagnostics and waxing up</del>
	<del>Provisional restoration</del>
	<del>Single unit fixed metal</del>
	<del>Introductory computer assisted design for fixed restorations</del>
	<del>Repair techniques</del>

Instructional

Strategies:

Lectures, seminars, demonstrations, case study analysis, **reflection**, project work and practice in labs.

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade for Lab Work C+ 64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	<del>15</del> 35	Multiple choice, short and long answer <del>=Students must earn an "S" grade in all projects to pass this course</del>
<b>Midterm Exam</b>	<b>15</b>	<b>Multiple choice, short and long answer</b>
Assignments	<del>15</del> 30	<b>Summative Practical Assignment #1:</b> <b>Diagnostic wax up</b> <del>Written case study analysis - Students must earn an "S" grade in all projects to pass this course</del>
<b>Project</b>	<b>15</b>	<b>Educational Video: Create a laboratory case plan based on a case scenario</b>
<b>Assignments</b>	<b>15</b>	<b>Summative Practical Assignment #2: Fabricate single unit restorations</b>

Type	Percentage	Brief description of assessment activity
Final Exam	25 <del>35</del>	<p><b>OSPE Value: 25%</b></p> <p><b>OSPE based on Practical Component: Fabricate single unit restorations</b></p> <p><del>Written exam multiple choice, short &amp; long answer - Students must earn an "S" grade in all projects to pass this course</del></p>
Lab Work	Satisfactory (S) or Unsatisfactory (U)	<p><b>Practical Projects: Grades Practical Projects (x5) Grade</b> will be Satisfactory (S) or Unsatisfactory (U)</p> <p><del>Students utilizing competency rubrics - Students</del> must earn an "S" grade in all projects to pass this course</p>

## Hours by Learning Environment Type

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Lecture, Seminar, Online

35 ~~45~~

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

130 ~~135~~

Practicum

Self Paced / Individual Learning

Course Topics

### Course Topics:

**Concepts and Principles of Design and fabrication for Fixed Prosthetics Restorations** ~~Explain basic concepts relating to the design and fabrication of fixed prosthetics;~~

**Aesthetics, form and function – Tooth Anatomy and Introduction to Functional Occlusion** ~~Apply principles of occlusion and articulation related to fixed restorations;~~

**Principles of occlusion** ~~Select and articulation related to~~ ~~utilize materials for the fabrication of~~ fixed metal restorations; **equilibration; articulators**

**Course Topics:**

**Provisional restorations: Digitally created Provisionals from Diagnostic wax ups** Incorporate the principles for manipulation and composition of fixed metal restorations;

**Designing and Fabricating of Single Tooth Fixed Restorations using** Assess the fundamental elements of dental anatomy, dental physiology, dental morphology and basic elements of oral pathological conditions and apply relevant knowledge to dental technology practice;

Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control;

Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice;

Make decisions that reflect critical thinking and problem-solving;

Integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise services;

Design and fabricate various simple types of provisional fixed prostheses;

Design and fabricate single unit fixed restorations according to dentists' prescriptions;

Perform to Production Proficiency level 1 standards.

**Analog and Computer Aided Design / Computer Aided Manufacture (CAD / CAM)**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

### Additional Information

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# Course Change Request

Date Submitted: 03/22/21 4:45 pm

Viewing: **DENT 1260 : Orthodontics 1**

Last edit: 03/22/21 4:45 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Orthodontics 1**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:23 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:01 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:40 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:45 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:00 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 7:24 am  
Jo-Ellen Zakoor

- (jzakoor)<sup>96</sup>: Approved for SHS Dean
- 8. 03/18/21 2:00 pm  
Darija Rabadzija (drabadzija):  
Rollback to Initiator
- 9. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103 Leader
- 10. 04/01/21 11:24 am  
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
- 11. 04/06/21 1:34 pm  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course      Orthodontics 1  
 Name:  
 Subject Code:      DENT - Dental  
 Course Number      1260  
 Year of Study      1st Year Post-secondary  
 Credits:              3

Course Description:

**Students are introduced to the** ~~The~~ theoretical knowledge and supportive laboratory skills related **to the to** ~~the~~ fabrication of **simple** fixed and removable orthodontic appliances, and their **repairs.** ~~repair will be introduced and practiced.~~ The **design and** fabrication of **removable Hawley** retainers, removable **appliances,** ~~appliances with bite planes, fixed unilateral and bilateral~~ space **maintainers maintainers,** ~~night guards, bleaching trays, Essix retainers~~ and **simple** repairs of orthodontic appliances are the foundation of



the theory and applied laboratory practice **for of** this course. ~~Students are assessed to level 1 production proficiency standards. This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

- DENT 1100 Dental Technology Foundations**
- DENT 1110 Biosciences 1**
- DENT 1130 Professional Practice 1**
- DENT 1170 Dental Laboratory Patient Care 1**
- DENT 1180 Digital Technology 1**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
	<del>Apply knowledge of dental and occlusal anatomy and physiology, dental materials and laboratory procedures to the design and fabrication of orthodontic appliances;</del>
<b>CLO #1</b>	<b>Apply knowledge of dental anatomy</b> <del>Assess, plan</del> and <b>morphology</b> <del>make decisions relating</del> to the design and fabrication <del>of of</del> orthodontic <b>appliances.</b> <del>appliances;</del>
<b>CLO #2</b>	<b>Demonstrate dental laboratory procedures associated with the creation of orthodontic appliances.</b> <del>Implement skills and techniques to design and fabricate simple orthodontic appliances including a fixed lingual retainer, bleaching trays, Hawley retainer, and unilateral space maintainers.</del>
<b>CLO #3</b>	<b>Practice safe and effective operation of equipment and instrumentation when fabricating orthodontic appliances.</b> <del>Apply skills and techniques to repair orthodontic appliances;</del>
	<del>Describe the basic concepts related to the design and fabrication of various orthodontic appliances including: fixed lingual retainer, unilateral and bilateral space maintainers, bleaching trays, Hawley retainer, orthodontic diagnostic study models, traditional and digital (CAD-CAM), orthodontic appliance repair and snoring and Obstructive Sleep Apnea (OSA);</del>
<b>CLO #4</b>	<b>Apply basic skills and techniques to repair orthodontic appliances.</b>

Upon successful completion of this course, students will be able to:

<b>CLO #5</b>	<b>Practice in accordance with applicable legislation, regulations, standards, and guidelines.</b> <del>Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control.</del>
<b>CLO #6</b>	<b>Make decisions based on sound reasoning and evidence-based practice when designing and fabricating orthodontic appliances.</b>

Instructional

Strategies:

Lecture, demonstration, project lab **work, reflection.** ~~work~~

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade for all Lab Work C+64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	<del>20</del> 35	<del>4 Quizzes (5% each) Written exam= multiple choice, short and long answer =Practical Projects (x3) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics; Students must earn an "S" grade in all projects to pass this course</del>
Assignments	<del>10</del> 30	<del>Orthodontic Appliance #1 Assignment= technique and skill assessment= Practical Projects (x3) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics; Students must earn an "S" grade in all projects to pass this course</del>
<b>Assignments</b>	<b>20</b>	<b>Orthodontic Appliance #2</b>
<b>Assignments</b>	<b>10</b>	<b>Orthodontic Appliance #3</b>
<b>Assignments</b>	<b>10</b>	<b>Perform repairs of broken appliances</b>

Type	Percentage	Brief description of assessment activity
Final Exam	30 <del>35</del>	<p><b>Written Theory Exam: multiple choice, short and long answer (15%)</b></p> <p><b>Final Practical (OSPE) (15%)</b> <del>Written exam-multiple choice, short and long answer – Practical Projects (x3) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics; Students must earn an "S" grade in all projects to pass this course</del></p>
Project	Satisfactory (S) or Unsatisfactory (U)	<p><b>Practical Project 1 – Wire Bending</b></p> <p><b>Practical Project 2 –Acrylic Application exercise</b></p> <p><b>Practical Project 3 - Orthodontic Appliance</b></p> <p><b>Practical Projects</b></p>

### Hours by Learning Environment Type

---

Lecture, Seminar, Online

10

Lab, Clinical, Shop, Kitchen, Studio, Simulation

80

Practicum

Self Paced / Individual Learning

### Course Topics

**Course Topics:**

**Removable Basic Hawley retainer (Upper and Lower)** ~~Production-proficiency Level 1~~

**Unilateral Space Maintainers** ~~Angles classifications of occlusion~~

**Course Topics:****Essix Retainer** Six keys to normal occlusion**Repairs of Orthodontic Appliances** Orthodontic diagnostic study models; traditional and digital; CAD-CAM**Active Force** Orthodontic appliance components**Anchorage**

Orthodontic appliance retention

Fixed retainers

Bleaching trays

Space maintainers

Hawley retainers

Orthodontic appliance repair

Snoring and obstructive sleep apnea (OSA)

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a rationale  
for this proposal:

# Course Change Request

## New Course Proposal

Date Submitted: 03/31/21 1:27 pm

Viewing: **DENT 1270 : Dental Lab Patient Care 2**

Last edit: 04/06/21 1:35 pm

Changes proposed by: kizumi

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

Dental Laboratory Patient Care 2

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

### In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 11/20/20 8:04 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 1:56 pm  
Nicole Degagne  
(ndegagne):  
Rollback to 5103  
Leader for SHS Dean
3. 11/27/20 2:03 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
4. 01/02/21 12:12 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
5. 01/06/21 10:45 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
6. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator

- 102
7. 03/04/21 10:03 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
  8. 03/08/21 7:26 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
  9. 03/18/21 2:00 pm  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
  10. 03/31/21 1:32 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
  11. 04/01/21 11:11 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
  12. 04/06/21 1:35 pm  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course      Dental Lab Patient Care 2  
Name:

Subject Code:      DENT - Dental

Course Number      1270

Year of Study      1st Year Post-secondary

Credits:            1

Course Description:

This course builds on the knowledge and skills acquired from Dental Laboratory Patient Care 1. Students will continue to develop their abilities to operate in a safe and competent manner in a dental laboratory environment. Students will learn about intra and extra oral photographing of patients to assist in the technical treatment planning. Students will also learn to perform clinical laboratory procedures (preliminary impression taking and tooth shade matching) in a competent manner.

Course Pre-Requisites (if applicable):

- DENT 1100 Dental Technology Foundations
- DENT 1110 Biosciences 1
- DENT 1130 Professional Practice 1
- DENT 1170 Dental Laboratory Patient Care 1
- DENT 1180 Digital Technology 1

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Engage a patient in the informed consent process.
CLO #2	Conduct and review a patient medical history and dental history.
CLO #3	Apply cultural competence to practice when providing services to patients.
CLO #4	Demonstrate skills in taking intra oral and extra oral photographs of patients to support the design, fabrication or repair of dental restorations and appliances.
CLO #5	Demonstrate competency in safely and effectively taking analogue and digital dental impressions.
CLO #6	Demonstrate tooth shade matching.

Instructional

Strategies:

Demonstration, simulation, lab work, role play, case scenarios and online

**Evaluation and Grading**

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Grading System: Letter Grade (A-F)

Passing grade:

C+ (64%) and (S) Satisfactory

Grade for all Lab Works

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	20	2 quizzes (10% each)
Final Exam	25	Accumulative (all units)
Assignments	45	3 assignments (15% each): (1) Analogue dual arch dental impression; (2) Digital dual arch impression; (3) Custom sports guard Note: Rubrics for Assignments #1 & 2 are based on corresponding course topics. Demonstrating awareness and applying best practice of "Cultural Competencies" are assessed in the rubrics for assignments 1 and 2. Students are introduced to "Sociocultural Competencies" training in DENT 1130 Professional Practice 1
Lab Work	Satisfactory	Practical Projects
Participation	10	

## Hours by Learning Environment Type

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Lecture, Seminar, Online

5

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

25

Practicum

Self Paced / Individual Learning



## Course Topics

**Course Topics:**

Anatomy of oral cavity and custom sports guard function

Analogue dental impressions, including: (Simulation).

- patient informed consent process
- conducting and reviewing patient medical history and dental history.
- applying cultural competence

Digital dental impressions, including: (Simulation).

- patient informed consent process
- conducting and reviewing patient medical history and dental history.
- applying cultural competence

Design, fabrication and final insert of a custom sports guard

Intra-oral Photography and tooth shade matching

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Pro

### Additional Information

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Provide any additional information if necessary.

Please refer to DENT 1100 Additional Information

# Course Change Request

## New Course Proposal

Date Submitted: 03/22/21 4:45 pm

Viewing: **DENT 1280 : Digital Technology 2**

Last edit: 04/06/21 1:36 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

Digital Technology 2

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

### In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 1:58 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:27 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:46 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:05 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 6:55 am  
Jo-Ellen Zakoor

107  
 (jzakoor): Approved  
 for SHS Dean  
 8. 03/18/21 2:00 pm  
 Darija Rabadzija  
 (drabadzija):  
 Rollback to Initiator  
 9. 03/23/21 10:06 am  
 Ken Izumi (kizumi):  
 Approved for 5103  
 Leader  
 10. 04/01/21 11:24 am  
 Jo-Ellen Zakoor  
 (jzakoor): Approved  
 for SHS Dean  
 11. 04/06/21 1:36 pm  
 Todd Rowlatt  
 (trowlatt): Approved  
 for Curriculum  
 Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course Name: Digital Technology 2

Subject Code: DENT - Dental

Course Number: 1280

Year of Study: 1st Year Post-secondary

Credits: 3

#### Course Description:

This course builds on the knowledge and skills learned in Digital Technology 1. Digital Technology 2 focuses on creating single unit dental crown patterns with emphasis on aesthetics, form and basic function. Students will continue with AFG (Anatomical Functional Geometry or similar systems) dental anatomy exercises using Dental Computer Aided Design (CAD) software sculpt tools. This course also introduces dental implants and Computer Aided Manufacturing (CAM).

## Course Pre-Requisites (if applicable):

DENT 1100 Dental Technology Foundations  
 DENT 1110 Biosciences 1  
 DENT 1130 Professional Practice 1  
 DENT 1170 Dental Laboratory Patient Care 1  
 DENT 1180 Digital Technology 1

## Course Co-requisites (if applicable):

## PLAR (Prior Learning Assessment &amp; Recognition)

No

## Course Learning

## Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Design digitally rendered dental restorations using basic knowledge of dental software.
CLO #2	Create a single unit fixed prosthetic restorations by applying principles of aesthetics, form and function.
CLO #3	Create single unit fixed prosthetic restorations by applying computer aided design techniques and principles.
CLO #4	Use Dental CAD software to design implant restorations.
CLO #5	Demonstrate knowledge of processing digital impressions.
CLO #6	Make decisions based on sound reasoning and evidence-based practice when creating virtual restorations.

## Instructional

## Strategies:

Lectures, demonstrations, lab work, case scenarios, discussion and reflection

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

C+ (64%) and (S) Satisfactory

Grade for all Lab Work

## Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Assignment #1: Design a crown, generate STL file, nest using 3D print software
Final Exam	30	OSPE
Assignments	45	Assignment #2: Presentation (20%)  Assignment: Design implant crown (25%)
Lab Work	Satisfactory/Unsatisfactory	Practical Lab Projects

### Hours by Learning Environment Type

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Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

90

Practicum

Self Paced / Individual Learning

### Course Topics

#### Course Topics:

Designing digital dental restorations using Dental Computer Aided Design (CAD) software

Anatomical Functional Geometry (AFG) dental anatomy (or similar systems)

Basic dental crown design

Dental implants and implant restorations using CAD software

Digital Impressions and expansion on dental implants

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a

comment

## Additional Information

---

Provide any additional information if necessary.

Please refer to DENT 1100 Additional Information

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/20/21 11:54 am):** Rollback: rollback

## Marketing Information

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*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

Make Available on Website:

# Course Change Request

Date Submitted: 03/31/21 1:31 pm

Viewing: **DENT 2330 : Professional Practice 2**

Last edit: 04/06/21 1:37 pm

Changes proposed by: kizumi

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Professional Practice 2**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:23 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:01 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 11:52 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:46 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:54 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:07 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 7:28 am  
Jo-Ellen Zakoor

- 112  
 (jzakoor): Approved for SHS Dean
- 8. 03/18/21 2:00 pm  
 Darija Rabadzija (drabadzija):  
 Rollback to Initiator
- 9. 03/31/21 1:33 pm  
 Ken Izumi (kizumi):  
 Approved for 5103 Leader
- 10. 04/01/21 11:19 am  
 Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
- 11. 04/06/21 1:37 pm  
 Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
<b>Ken Izumi</b>	<b>kizumi@vcc.ca</b>	<b>8486</b>

Banner Course Name: Professional Practice 2  
 Subject Code: DENT - Dental  
 Course Number: 2330  
 Year of Study: 2nd Year Post-secondary  
 Credits: 1

**Course Description:**

This course reviews, emphasizes and advances quality management skills including time and selfmanagement and professional ethics. Students are introduced to the basic concepts of dental laboratory terms and conditions of employment, self-employment and business management (including profit and loss assessments, productivity and a method for costing production and legal obligations). Students explore personal and market factors that affect a successful dental laboratory business. In this course, students They will learn about incorporate and present the three pillars components of sustainability in a business



**practice. plan into a case presentation. Students will create a resume for the purpose of submitting it for their practicum placements. Interviewing Employee management and interpersonal relationships and skills are rehearsed further emphasized and practiced through role play activities, in preparation for job interviews in the field of Dental Technology. play.**

**Students will practice self and peer evaluation, critical thinking, as well as decision-making techniques. Learners will develop and maintain portfolios with artifacts as evidence of attainment of core competencies. Finally, stress management and effective communication techniques will be learned and practiced. Students apply information relating to Dental Laboratory ownership and current professional issues through active participation in classes and seminars. This course is part of the full-time Dental Technology Program.**

Course Pre-Requisites (if applicable):

**DENT 1210 Biosciences 2**  
**DENT 1240 Removable Prosthetics 1**  
**DENT 1250 Fixed Prosthetics 1**  
**DENT 1260 Orthodontics 1**  
**DENT 1270 Dental Laboratory Patient Care 2**  
**DENT 1280 Digital Technology 2**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
<b>CLO #1</b>	<b>Create a career portfolio, demonstrating professional and technical knowledge relevant to dental technology practice. Describe the basic elements of practical business management and the legal obligations related to establishing and managing a dental laboratory;</b>
<b>CLO #2</b>	<b>Give and receive feedback effectively and tactfully within the healthcare team. Explain the concepts relating to management of employees and factors that affect employer, employee relations;</b>
<b>CLO #3</b>	<b>Describe sustainable business practices that are socially responsible and environmentally friendly. Demonstrate the ability to maintain legally required professional records of dental technique and technology services provided;</b>

Upon successful completion of this course, students will be able to:	
<b>CLO #4</b>	<b>Develop a generic and a tailored resume with a cover letter.</b> <del>Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice;</del>
<b>CLO #5</b>	<b>Prepare for a job interview by following crucial steps before the interview.</b> <del>Make decisions that reflect critical thinking and problem-solving;</del>
	<del>Integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise services.</del>
<b>CLO #6</b>	<b>Describe how stress and stress management techniques impact communication.</b>
<b>CLO #7</b>	<b>Demonstrate conflict resolution skills to effectively manage conflict or disagreement with others.</b>
Instructional Strategies: Group and individual case study reasoning activities, self analysis, research and oral presentation, group work and seminars, flowcharting, planning, brainstorming, <b>role-playing, online</b> <del>role-playing.</del>	

## Evaluation and Grading

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Grading System: Letter Grade (A-F) Passing grade:  
 C+ (64%) 64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	<del>20</del> 30	<b>Assignment #1 – Research paper and Presentation</b> <del>Quality improvement assessment/ flowchart</del>
<b>Assignments</b>	<b>10</b>	<b>Assignment #2 – Reflective paper on conflict resolution skills and giving, as well as receiving feedback</b>
Assignments	<del>30</del> 20	<b>Assignment #3 - Resume and cover letter assignments</b> <del>Quality Improvement Visual Oral Presentation</del>
Project	<del>10</del> 30	<b>Self evaluation on practice interview</b> <del>Quality Improvement Plan</del>

Type	Percentage	Brief description of assessment activity
<b>Portfolio Participation</b>	20	<b>Create a portfolio Group-Business-Plan and Output Participation</b>
<b>Project</b>	<b>10</b>	<b>Reflective writing assignment: How stress and stress management techniques impact communication.</b>

## Hours by Learning Environment Type

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Lecture, Seminar, Online

**20** ~~10~~

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

**10** ~~20~~

Practicum

Self Paced / Individual Learning

Course Topics

### Course Topics:

**Sustainable Business Practices** ~~Quality management skills:time and self-management~~

**Resume Writing** ~~Self and peer evaluation and critical thinking~~

**Preparing for an Interview** ~~Socio-demographic trends and their influence on business~~

**Creating a Portfolio** ~~Personal factors to consider when contemplating becoming a business owner~~

**Stress Management and Effective Communication** ~~Planning to prepare for small business ownership, including components of a business plan~~

~~Interpersonal relationships and skills~~

~~Professional ethics and professional issues~~

~~Dental laboratory terms and conditions of employment, self-employment, sole proprietorship~~

~~Concepts relating to management of employees and production in a small business~~

~~Methods for costing production~~

~~Personal and market factors that affect a successful dental laboratory business~~

**Course Topics:**

~~Business aspects ownership, including components of a business plan~~

~~Employee management and interpersonal relationships and skills~~

~~Legal obligations (or requirements)~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a rationale  
for this proposal:

Are there any

### Additional Information

---

Provide any additional information if necessary.

Please refer to DENT 1100 Dental Foundations Additional Information

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/20/21 11:54 am):** Rollback: rollback

**Darija Rabadzija (drabadzija) (03/18/21 2:00 pm):** Rollback: rollback for edits

# Course Change Request

Date Submitted: 03/22/21 4:46 pm

Viewing: **DENT 2340 : Removable Prosthetics 2**

Last edit: 03/22/21 4:46 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Removable Prosthetics 2**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:23 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:01 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 1:13 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:46 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:09 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 7:30 am  
Jo-Ellen Zakoor

- 118  
(jzakoor): Approved for SHS Dean
- 8. 03/18/21 2:00 pm  
Darija Rabadzija (drabadzija):  
Rollback to Initiator
- 9. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103 Leader
- 10. 04/01/21 11:24 am  
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
- 11. 04/06/21 1:37 pm  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
<b>Ken Izumi</b>	<b>kizumi@vcc.ca</b>	<b>8486</b>

Banner Course      Removable Prosthetics 2  
 Name:

Subject Code:      DENT - Dental

Course Number      2340

Year of Study      2nd Year Post-secondary

Credits:              6

Course Description:

In this **course**, ~~course~~ students will **create complete**, ~~fabricate various types of~~ partial **and immediate** dentures, **as well as overdentures**. ~~including those that are implant supported.~~ **The course** Cases will include **working with these** ~~removable partial and full dentures, cast metal partial~~ dentures **in as prescribed to a given** variety of situations and degrees of difficulty. Maxillofacial prostheses will also be **discussed**. ~~discussed, including the fabrication of an obturator prosthesis.~~ **Traditional and digital applications will be**

**integrated into the design and fabrication processes. Students are assessed to level 2 production proficiency standards. This course is part of the full-time Dental Technology Program.**

Course Pre-Requisites (if applicable):

**DENT 1210 Biosciences 2**

**DENT 1240 Removable Prosthetics 1**

**DENT 1250 Fixed Prosthetics 1**

**DENT 1260 Orthodontics 1**

**DENT 1270 Dental Laboratory Patient Care 2**

**DENT 1280 Digital Technology 2**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning  
Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
<b>CLO #1</b>	<b>Analyze, design and fabricate complete and removable partial dentures. Assess the fundamental elements of dental anatomy, dental physiology, dental morphology and basic elements of oral pathological conditions and apply relevant knowledge to dental technology practice;</b>
<b>CLO #2</b>	<b>Perform quality control prior to releasing a dental prosthesis or an appliance in a simulation laboratory environment. Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control;</b>
	Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice;
	Make decisions that reflect critical thinking and problem solving;
<b>CLO #3</b>	<b>Apply the principles of rotational paths of insertion for removable partial dentures. Integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise services;</b>
<b>CLO #4</b>	<b>Identify and communicate any limitations and contraindications of the proposed treatment plan. Select and utilize the semi and fully adjustable articulator;</b>
<b>CLO #5</b>	<b>Analyze and design an immediate denture. Utilize various facebows and earbows with articulators during the fabrication of removable prosthesis.</b>

Upon successful completion of this course, students will be able to:	
<b>CLO #6</b>	<b>Analyze and design an over denture prostheses.</b> <del>Apply, critique and problem solve all stages of denture fabrication from the time that the impression is received in the laboratory to the delivery of the prosthetic;</del>
<b>CLO #7</b>	<b>Demonstrate fundamental skills and knowledge of using digital software to design partial and complete dentures.</b> <del>Assess reasons for and design and fabricate immediate dentures;</del>
	<del>Discuss the rotational path of insertion of removable partial dentures including principles of application;</del>
	<del>Fabricate cast partial denture and complete dentures;</del>
	<del>Design removable implant-retained denture prostheses;</del>
	<del>Perform at the Industry Production proficiency level 2;</del>
Instructional Strategies: Lectures, seminars, demonstrations, case study analysis, <b>practical projects</b> <del>project work and practice</del> in <b>lab and reflection labs</b>	

## Evaluation and Grading

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Grading System: Letter Grade (A-F) Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade for all Lab Work C+ 64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	35	Multiple choice, short and long answer <b>Midterm Exam 1: -Students must earn an "S" grade in all projects to pass this course 15%</b> <b>Midterm Exam 2: 20%</b>
Assignments	<del>45</del> 30	<b>Assignments: x3 @ 15% each</b> - Practical - <b>Research or Video</b> <del>Written case study</del> - <del>Students must earn an "S" grade in all projects to pass this course</del>



Type	Percentage	Brief description of assessment activity
Final Exam	20 <del>35</del>	Written exam multiple choice, short and long answer <del>-Students must earn an "S" grade in all projects to pass this course</del>
Lab Work	Satisfactory (S)	<b>Practical Projects</b> <del>Practical Projects (x5) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics - Students must earn an "S" grade in all projects to pass this course</del>

## Hours by Learning Environment Type

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Lecture, Seminar, Online

40 ~~45~~

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

140 ~~135~~

Practicum

Self Paced / Individual Learning

Course Topics

### Course Topics:

**Concepts and principles related to creating Class 1 complete dentures (Analog and Digital)** ~~Principles and concept of semi-adjustable and fully adjustable articulator~~

**Introduction to semi-adjustable articulators** ~~Facebows and earbows~~

**Introduction to facebows and intraoral Gothic Arch tracing system** ~~Rotational path of insertion~~

**Concepts and principles when creating removable partial, immediate and over dentures (Analog and Digital)** ~~Fabrication of cast metal removable partial dentures~~

**Principles of rotational path of insertion for removable partial dentures** ~~Maxillofacial prostheses/obturators~~

~~Stages of complete denture fabrication~~

~~Principles and fabrication of complete dentures - 20 and 30 degree teeth~~

**Course Topics:**

**Concepts Principles** and **principles fabrication** of complete **dentures - Class II** and **partial denture repairs. Class III occlusion**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Science CD Project

### Additional Information

---

Provide any additional information if necessary.

Please refer to DENT 1100 Additional Information

Supporting  
documentation:

Reviewer  
Comments

**Darija Rabadzija (drabadzija) (01/20/21 11:55 am):** Rollback: rollback

## Marketing Information

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*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

Make Available on Website:

# Course Change Request

Date Submitted: 03/22/21 4:46 pm

Viewing: **DENT 2350 : Fixed Prosthetics 2**

Last edit: 03/22/21 4:46 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Fixed Prosthetics 2**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:23 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:01 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 1:41 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:46 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:10 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/04/21 2:34 pm  
Leszek Apouchtine

- 124
- (lapouchtine):  
Rollback to Initiator
8. 03/05/21 2:48 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
9. 03/08/21 7:31 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
10. 03/18/21 2:00 pm  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
11. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
12. 04/01/21 11:24 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
13. 04/06/21 1:37 pm  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
<b>Ken Izumi</b>	<b>kizumi@vcc.ca</b>	<b>8486</b>

Banner Course      Fixed Prosthetics 2  
Name:

Subject Code:      DENT - Dental

Course Number      2350

Year of Study      2nd Year Post-secondary

Credits:              7

## Course Description:

This theory and laboratory course expands upon information and techniques **from DENT 1250 Fixed Prosthetics 1, focusing on** for the design and fabrication of multiple unit fixed restorations. Students learn to fabricate ~~various types of metal, ceramo-metal and all ceramic, porcelain, composite~~ crowns and **bridges from various restorative dental materials. bridges.** Students **also** apply ~~fabrication more advanced prosthodontic~~ techniques for ~~single implant and~~ dental **implants, using Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM) techniques.** ~~fixed prosthesis, including computer assisted design and milling techniques that build on those learned in previous semesters.~~ ~~Dentists' prescriptions are followed. Students are assessed to level 2 production proficiency standards. This course is part of the full-time Dental Technology Program.~~

## Course Pre-Requisites (if applicable):

**DENT 1210 Biosciences 2**  
**DENT 1240 Removable Prosthetics 1**  
**DENT 1250 Fixed Prosthetics 1**  
**DENT 1260 Orthodontics 1**  
**DENT 1270 Dental Laboratory Patient Care 2**  
**DENT 1280 Digital Technology 2**

## Course Co-requisites (if applicable):

## PLAR (Prior Learning Assessment &amp; Recognition)

No

## Course Learning

## Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
<b>CLO #1</b>	<b>Describe</b> <del>Explain</del> basic concepts relating to the design and fabrication of multiple unit <b>restorations.</b> <del>restorations;</del>
<b>CLO #2</b>	Explain <b>basic concepts relating to</b> aesthetics, form and function <b>relevant to</b> <del>relating to</del> multiple unit fixed <b>restorations.</b> <del>restorations;</del>
<b>CLO #3</b>	<b>Demonstrate knowledge of key design and fabrication</b> <del>Apply</del> principles and <b>technical skills used in techniques relating to</b> the <b>design and fabrication</b> <del>design and fabrication of various types</del> of multiple unit <b>restorations.</b> <del>restorations;</del>

Upon successful completion of this course, students will be able to:

<b>CLO #4</b>	<b>Apply Computer Aided Design techniques (CAD) and Computer Aided Manufacture principles to the design and fabrication of fixed prosthetic restorations.</b> <del>Design and fabricate temporary bridges using alternative waxing and casting techniques;</del>
	<del>Apply principles and techniques relating to the design and fabrication of multiple unit ceramo/metal restorations;</del>
	<del>Apply computer-assisted design techniques and principles to the fabrication of fixed restorations;</del>
<b>CLO #5</b>	<b>Practice in accordance with applicable legislation, regulations, standards, and guidelines.</b> <del>Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control;</del>
<b>CLO #6</b>	<b>Analyze the healthcare practitioner's prescription and patient's information (simulation) to plan the design and materials selection for the fabrication of the dental prosthesis.</b> <del>Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice;</del>
<b>CLO #7</b>	<b>Perform quality assurance procedures prior to releasing a dental prosthesis or an appliance; in a simulation laboratory environment.</b> <del>Make decisions that reflect critical thinking and problem solving;</del>
<b>CLO #8</b>	Integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise <b>services.</b> <del>services;</del>
	<del>Perform at the Industry Production proficiency level 2:</del>

Instructional

Strategies:

Lectures, seminars, demonstrations, case **scenario study** analysis, **reflections**, project work and practice in labs

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade for Lab Work C+ 64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
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Type	Percentage	Brief description of assessment activity
Midterm Exam	30 <del>35</del>	<p>15%: Multiple Choice, short and long answer, true or false</p> <p>15% OSPE evaluation (Objective Structured Practical Exam)</p> <p><del>Written multiple choice, short &amp; long answer - Students must earn an "S" grade in all projects to pass this course</del></p>
Assignments	30	<p>Assignment #3: Wax up and pattern design and preparation (traditional) or CAD/CAM (Computer Aided Design/Computer Aided Manufacture) design process – 15%</p> <p>Assignment #4: Dental ceramic application process - 15%</p> <p><del>Written case study - Students must earn an "S" grade in all projects to pass this course</del></p>
Final Exam	20 <del>35</del>	<p>OSPE Evaluation <del>Written exam multiple choice, short &amp; long answer - Students must earn an "S" grade in all projects to pass this course</del></p>
Lab Work	Satisfactory (S) or Unsatisfactory (U)	<p>Practical Lab Assignments <del>Practical Projects (5) graded Satisfactory/Unsatisfactory - Students must earn an "S" grade in all projects to pass this course</del></p>
Project	20	<p>Research or Video Projects: based on case scenarios according to Rx</p>

## Hours by Learning Environment Type

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Lecture, Seminar, Online

40 ~~60~~

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

150

Practicum

Self Paced / Individual Learning

Course Topics

**Course Topics:**

**Applied Occlusion (Functionally Generated Occlusion)**

Equipment and instruments

**Diagnostic wax ups**

Computer-assisted design and computer-assisted milling [CAD-CAM]

**Multi-unit** Implant supported restorations

Cosmetic dental materials

**Ceramic application process** Metal repair techniques

**Introduction to digital full contour designs** Metal multiple unit restorations

**Fundamentals of colour in Dental Technology**

Resin/metal and ceramo/metal restorations

Occlusion and articulation

Aesthetics, form and function of ceramo/metal restorations

Computer assisted and manual design techniques

Fabrication of ceramo/metal multiple unit restorations

Correction of porcelain faults

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes



# Course Change Request

Date Submitted: 03/22/21 4:47 pm

Viewing: **DENT 2360 : Orthodontics 2**

Last edit: 03/22/21 4:47 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Orthodontics 2**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:01 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:40 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:46 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:12 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 8:53 am  
Jo-Ellen Zakoor

- 130  
(jzakoor): Approved for SHS Dean
- 8. 03/18/21 2:01 pm  
Darija Rabadzija (drabadzija):  
Rollback to Initiator
- 9. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103 Leader
- 10. 04/01/21 11:24 am  
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
- 11. 04/06/21 1:37 pm  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
<b>Ken Izumi</b>	<b>kziumi@vcc.ca</b>	<b>8486</b>

Banner Course      Orthodontics 2  
 Name:

Subject Code:      DENT - Dental

Course Number      2360

Year of Study      2nd Year Post-secondary

Credits:              3

**Course Description:**

As a continuation of Orthodontics 1, students will fabricate more compound or complex fixed and removable orthodontic appliances as prescribed. This course expands upon the theory base of the previous semesters and will enhance the students’ ability to design appliances, problem-solve and **self-evaluate**. ~~self-evaluate~~. Maintenance of the previously achieved orthodontic competencies will be expected. ~~Students are assessed to level 2 production proficiency standards. This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

**DENT 1210 Biosciences 2**  
**DENT 1240 Removable Prosthetics 1**  
**DENT 1250 Fixed Prosthetics 1**  
**DENT 1260 Orthodontics 1**  
**DENT 1270 Dental Laboratory Patient Care 2**  
**DENT 1280 Digital Technology 2**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
<b>CLO #1</b>	<b>Identify</b> <del>Assess knowledge of the</del> fundamental elements of dental and occlusal <b>anatomy, anatomy</b> <del>and</del> physiology and dental <b>morphology, and morphology</b> <del>and</del> basic elements of oral pathological conditions <b>when creating</b> <del>and apply relevant knowledge to the design and fabrication of</del> orthodontic <b>appliances.</b> <del>appliances;</del>
<b>CLO #2</b>	<b>Apply</b> <del>Integrate general knowledge of</del> dental laboratory <b>procedures</b> <del>procedures, physics and chemistry principles;</del> associated with the fabrication of <b>orthodontic appliances.</b> <del>oral appliances and dental restorations;</del>
<b>CLO #3</b>	<b>Safely operate</b> <del>Assess the characteristics and operation of</del> equipment and <b>specialized instrumentation</b> <del>associated special instrumentation associated</del> with the fabrication of <b>orthodontic appliances.</b> <del>oral appliances and dental restorations and make decisions about their appropriate application in practice;</del>
<b>CLO #4</b>	<b>Make fair</b> <del>Assess, plan</del> and <b>balanced</b> <del>make</del> decisions relating to the <b>creation</b> <del>design and fabrication</del> of orthodontic appliances <b>when</b> using <b>traditional and Computer Aided Designs (CAD) techniques.</b> <del>the following concepts: cephalometrics; traditional and digital CAD; active force components; anchorage;</del>

Upon successful completion of this course, students will be able to:	
<b>CLO #5</b>	<p><b>Identify and communicate any limitations and contraindications of the proposed treatment plan.</b></p> <p><del>Describe basic concepts to design and fabricate orthodontic appliances including: Hawley retainer with soldered labial bow, Schwartz appliance, night guards and splints, temporomandibular joint (TMJ) appliances as prescribed, invisible retainers; minor tooth movement (MTM) and CAD-CAM; Habit appliances, expansion appliances, removable appliances with anterior/posterior bite planes;</del></p>
	<p><del>Implement skills and techniques to design and fabricate orthodontic appliances including: Hawley retainer with a soldered labial bow, Schwartz appliance, hard acrylic night guard, heat processed thermoplastic nightguard and Essex retainer; Essex retainer with minor tooth movement (MTM);</del></p>
<b>CLO #6</b>	Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control.

Instructional

Strategies:

Lecture, demonstration, laboratory project work, practical hands on experience with skill and technique, working with objective, subjective case evaluations (OSCEs)

### Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

C+ (64%) 64%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	25 35	<p><b>Written exam-multiple choice, short long answer</b> <del>Written exam-multiple choice, short long answer - Practical Projects (x3) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics; Students must earn an "S" grade in all projects to pass this course</del></p>

Type	Percentage	Brief description of assessment activity
Assignments	40 <del>30</del>	<p><b>Summative Practical Assignments (X4)</b></p> <p><b>Technique and skills assessments</b>  <del>Assignment-technique and skill assessment - Practical Projects (x3)</del>  <del>Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics; Students must earn an "S" grade in all projects to pass this course</del></p>
Final Exam	35	<p><b>Final Exam</b></p> <p><b>Written exam-multiple choice, short &amp; long answer. 15%</b></p> <p><b>OSPE: 20%</b> <del>Written exam-multiple choice, short long answer - Practical Projects (x3) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics; Students must earn an "S" grade in all projects to pass this course</del></p>
<b>Lab Work</b>	<b>Satisfactory (S) or Unsatisfactory (U)</b>	<p><b>Practical Project #1:</b></p> <p><b>Practical Project #2:</b></p> <p><b>Practical Project #3:</b></p>

## Hours by Learning Environment Type

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Lecture, Seminar, Online

10

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

80

Practicum

Self Paced / Individual Learning

## Course Topics

## Course Topics:

Hawley retainer with soldered labial bow

**Nance Appliance** ~~Removable appliances with anterior/posterior bite planes~~**Habit appliance** ~~Invisible retainers and minor tooth movement (MTM)~~**Wraparound Hawley** ~~Invisible retainers (CAD-CAM)~~**TPA** ~~Expansion appliances~~**Gelb Appliance**~~Schwartz appliance~~~~Hard acrylic nightguard~~~~Heat processed thermoplastic night guard~~~~Repair and modifications of orthodontic appliances~~~~Active Force components~~~~Anchorage~~~~Cephalometrics; traditional and digital CAD~~~~Habit appliances that may be required as orthodontic treatment~~~~Restoration~~**Active Force components and Anchorage**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

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You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

# Course Change Request

## New Course Proposal

Date Submitted: 03/22/21 4:47 pm

Viewing: **DENT 2380 : Digital Technology 3**

Last edit: 03/22/21 4:47 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

Digital Technology 3

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

### In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 1:59 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/11/21 1:45 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/12/21 6:53 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:14 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 12:46 pm  
Jo-Ellen Zakoor

136  
 (jzakoor): Approved  
 for SHS Dean  
 8. 03/18/21 2:01 pm  
 Darija Rabadzija  
 (drabadzija):  
 Rollback to Initiator  
 9. 03/23/21 10:06 am  
 Ken Izumi (kizumi):  
 Approved for 5103  
 Leader  
 10. 04/01/21 11:24 am  
 Jo-Ellen Zakoor  
 (jzakoor): Approved  
 for SHS Dean  
 11. 04/06/21 1:37 pm  
 Todd Rowlatt  
 (trowlatt): Approved  
 for Curriculum  
 Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course Name: Digital Technology 3

Subject Code: DENT - Dental

Course Number: 2380

Year of Study: 2nd Year Post-secondary

Credits: 3

#### Course Description:

This course further expands the knowledge and skills learned in Digital Technology 2, using dental CAD (Computer Aided Design) and CAM (Computer Aided Manufacture). The focus is on strategic use of CAD programs and CAM technologies for comprehensive planning and executing of complex dental restorations and expanding knowledge on implant restoration processes.



## Course Pre-Requisites (if applicable):

DENT 1210 Biosciences 2  
 DENT 1240 Removable Prosthetics 1  
 DENT 1250 Fixed Prosthetics 1  
 DENT 1260 Orthodontics 1  
 DENT 1270 Dental Laboratory Patient Care 2  
 DENT 1280 Digital Technology 2

## Course Co-requisites (if applicable):

## PLAR (Prior Learning Assessment &amp; Recognition)

No

Course Learning  
 Outcomes (CLO):

	<b>Upon successful completion of this course, students will be able to:</b>
CLO #1	Demonstrate processes required for planning and executing complex dental restorations.
CLO #2	Design various appliances used for planning dental restorations.
CLO #3	Design and manufacture cases that have teeth side by side up to 2 units and a 3 unit posterior bridge.
CLO #4	Demonstrate awareness of implant borne digital removable prosthesis designs.
CLO #5	Practice in accordance with applicable legislation, regulations, standards, and guidelines.
CLO #6	Make decisions based on sound reasoning and evidence-based practice when using digital applications to create and design multi-unit fixed prosthetics cases, removable partial dentures (RPD) and complete dentures.

Instructional  
 Strategies:

Demonstrations, research, case scenarios, discussions and reflection.

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

C+ (64%) and (S) Satisfactory  
Grade on all Lab Work

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	30	Assessment 2 Design screw retained Bridge and prepare a file for 3D printing
Final Exam	30	Assessment 4 Design cement retained Bridge and prepare a file for 3D printing.
Assignments	40	Assessment 1 Smile design  Assessment 3 Design custom impression tray for implant case.
Lab Work	Satisfactory (S)	Practical Lab Assignments

## Hours by Learning Environment Type

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Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

90

Practicum

Self Paced / Individual Learning

Course Topics

### Course Topics:

Planning for crown and bridge restorations

Planning for implant restorations

**Course Topics:**

Surgical guides for implant placement

Preparation guides and Verification jigs

Implant restoration options

Design screw/cement retained implant bridges

Carrying over designs from planning stage to final restorations

Custom impression trays

Implant overdentures

Communication with Dentists and Patients

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

## Rationale and Consultations

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You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Science CD Project

Provide a r

for this pro

### Additional Information

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Provide any additional information if necessary.

Please refer to DENT 1100 Additional Information

Supporting  
documentation:

# Course Change Request

Date Submitted: 03/22/21 4:47 pm

Viewing: **DENT 2440 : Removable Prosthetics 3**

Last edit: 03/22/21 4:47 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Removable Prosthetics 3**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:01 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 1:13 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:46 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:16 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 9:33 am  
Jo-Ellen Zakoor

- (jzakoor)<sup>141</sup>: Approved for SHS Dean
- 8. 03/18/21 2:01 pm Darija Rabadzija (drabadzija): Rollback to Initiator
- 9. 03/23/21 10:06 am Ken Izumi (kizumi): Approved for 5103 Leader
- 10. 04/01/21 11:24 am Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
- 11. 04/06/21 1:38 pm Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course Name: Removable Prosthetics 3

Subject Code: DENT - Dental

Course Number: 2440

Year of Study: 2nd Year Post-secondary

Credits: 8

Course Description:

In this **course**, **course** students will **analyze, design** ~~produce removable partial dentures with attachments~~ and **select material for** the **fabrication** ~~repair, reline, rebase~~ and **repair** ~~extension~~ of **complete and partial removable** ~~partial~~ dentures. **Students will expand on their digital application skills and knowledge from Removable Prosthetics 3. The students will also learn to perform quality control prior to releasing a dental prosthesis for the delivery.** ~~Pre-learned material is independently reviewed, studied and formally~~

assessed through a written theory examination that supports success in practicum and on written licensing examinations after graduation. This course is part of the full-time Dental Technology Program.

Course Pre-Requisites (if applicable):

**DENT 2330 Professional Practice 2**  
**DENT 2340 Removable Prosthetics 2**  
**DENT 2350 Fixed Prosthetics 2**  
**DENT 2360 Orthodontics 2**  
**DENT 2380 Digital Technology 3**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Details of PLAR:

Course Learning  
 Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
<b>CLO #1</b>	<b>Assess oral anatomy and structure from the model, cast, and radiographic images to ensure harmonized design in relationship to the prescription. Discuss removable partial denture attachments and principles relating to their fabrication;</b>
<b>CLO #2</b>	<b>Create complete maxillary and mandibular denture creation (analog and digital applications) including articulation, set up, wax up, festooning for try-in and balancing occlusion (class 1). Review the principles related to the fabrication of removable dentures and relate these to complex and compound cases;</b>
<b>CLO #3</b>	Describe principles <b>of design and relating to the combined fabrication for fixed-removable combination cases. of crowns with a cast partial denture;</b>
<b>CLO #4</b>	<b>Choose the appropriate materials to create the prescribed appliances or restorations. Describe customizing complete and partial dentures related to patient's age, gender, race, vitality etc;</b>
<b>CLO #5</b>	Discuss <b>principles of immediate dentures;</b> overdentures <b>fabrication process. and principles relating to their fabrication;</b>
<b>CLO #6</b>	<b>Apply knowledge of Kennedy's classification to Removable Partial Denture (RPD) designs. Describe dental implants and implant supported dentures, including principles relating to their fabrication;</b>

Upon successful completion of this course, students will be able to:

<b>CLO #7</b>	<b>Demonstrate awareness of implant-supported dentures for edentulous patient.</b> <del>Design and fabricate complex and compound cases for removable denture;</del>
<b>CLO #8</b>	<b>Skilfully manipulate materials when integrating appliance components for repairs and removable denture relines.</b> <del>Design and fabricate CAD-CAM and Implant combination removable denture;</del> <del>Discuss the repair, rebase, reline and maintenance of removable dentures;</del> <del>Perform job production at industry proficiency level 3 standards.</del>
<b>CLO #9</b>	<b>Perform quality assurance prior to releasing a dental prosthesis or an appliance.</b>

Instructional

Strategies:

Lectures, seminars, case study analysis, project work and practice in labs.

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade for all Lab Works C+ 64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<b>Quizzes/Tests</b> <del>Midterm Exam</del>	<b>30</b> <del>35</del>	<b>Multiple choice, short and long answer, True/False</b> <b>Quizzes 1: 10%</b> <b>Quizzes 2: 10%</b> <b>Quizzes 3: 10%</b> <del>Multiple choice, short and long answer - Students must earn an "S" grade in all projects to pass this course</del>
Assignments	30	<b>Assignments:</b> <b>Practical and Educational Video Assignment</b> <del>Written case study - Students must earn an "S" grade in all projects to pass this course</del>

Type	Percentage	Brief description of assessment activity
Final Exam	40 <del>35</del>	<p><b>Theory: 15%</b>  <b>Multiple Choice, short&amp; long answer, true or false</b></p> <p><b>OSPE (Objective Structured Practical Exam): 25 %</b> <del>Written-exam-multiple choice, short and long answer-</del>  <b>Students must earn an "S" grade in all projects to pass this course</b></p>
Lab Work	<b>Satisfactory</b>	<p><b>Practical Projects</b> <del>Practical-Projects (x3)</del>  <b>Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics-</b> <del>Students must earn an "S" grade in all projects to pass this course</del></p>

## Hours by Learning Environment Type

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Lecture, Seminar, Online

40 ~~45~~

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

200 ~~195~~

Practicum

Self Paced / Individual Learning

Course Topics

### Course Topics:

**Creating** ~~Complex and compound removable partial and~~ complete dentures **in Class I occlusion (Analog and Digital)**

**Principles and concepts for Removable Prosthetic Denture (RPD) designs** ~~Immediate dentures, overdentures and dentures over implants~~

**Introduction to the removable partial denture attachments** ~~CAM-CAM design and fabrication removable and complete denture~~



**Course Topics:**

**Introduction to fixed-removable Prosthetic Dentures (combination cases)** ~~Customizing removable and complete dentures~~

**Applied fundamentals of denture teeth and tissue material selection for removable dentures fabrication**  
~~Complete dentures with soft liners~~

**Introduction to the implant -supported dentures** ~~Removable partial denture attachments~~

**Introduction to digital Removable Prosthetic Denture (RPD) designs** ~~Repair and maintenance~~

**Fundamentals of denture repairs, relines and their maintenance**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Science CD Project

Provide a rationale  
for this proposal:

Are there any  
expected costs as a  
Consultation

### Additional Information

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# Course Change Request

Date Submitted: 03/22/21 4:48 pm

Viewing: **DENT 2450 : Fixed Prosthetics 3**

Last edit: 03/22/21 4:48 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Fixed Prosthetics 3**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:02 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 1:42 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:46 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:17 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 9:46 am  
Jo-Ellen Zakoor

- (jzakoor)<sup>147</sup>: Approved for SHS Dean
- 8. 03/18/21 2:01 pm  
Darija Rabadzija (drabadzija):  
Rollback to Initiator
- 9. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103 Leader
- 10. 04/01/21 11:24 am  
Jo-Ellen Zakoor (jzakoor): Approved for SHS Dean
- 11. 04/06/21 1:38 pm  
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course Name: Fixed Prosthetics 3

Subject Code: DENT - Dental

Course Number: 2450

Year of Study: 2nd Year Post-secondary

Credits: 8

Course Description:

This theory and laboratory course expands upon information and techniques for the design, fabrication, modification and repair of multiple unit restorations **from Fixed Prosthetics 2. and complex prosthetics:** Students learn to fabricate various types of **restorations such as cosmetic,** metal, **porcelain fused to metal (PFM) ceramo-metal** and **All Ceramic crowns. ceramic, porcelain, composite crowns and bridges. Students apply advanced aesthetic, prosthodontic techniques including implant-retained prosthetics.** Computer **Aided Design assisted design** and **Computer Aided Manufacture milling** (CAD-CAM) techniques are applied to the

fabrication of **single and** multiple unit fixed prosthesis. ~~Dentists' prescriptions are followed. This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

- DENT 2330 Professional Practice 2**
- DENT 2340 Removable Prosthetics 2**
- DENT 2350 Fixed Prosthetics 2**
- DENT 2360 Orthodontics 2**
- DENT 2380 Digital Technology 3**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
<b>CLO #1</b>	<b>Analyze, design, fabricate and repair, single and multiple unit fixed restorations.</b> <del>Design, fabricate, modify and repair multiple unit, complex fixed restorations following a dentists' prescription;</del>
<b>CLO #2</b>	Integrate <b>aesthetics, cosmetic dentistry concepts (aesthetics, form and function function); dental materials and techniques</b> in the fabrication of <b>single and multiple unit unit, complex fixed restorations.</b> <del>restorations;</del>
<b>CLO #3</b>	<b>Design implant-supported restorations by applying Apply</b> principles and techniques relating to the use of <b>digital technology.</b> <del>CAD-CAM technology to design implant-retained and multiple unit restorations;</del>
	<del>Incorporate design, fabrication modification and repair of temporary prosthetics (crowns, bridges);</del>
<b>CLO #4</b>	<b>Make decisions based on sound reasoning and evidence-based practice when designing and fabricating fixed prosthetic restorations.</b>
<b>CLO #5</b>	<b>Perform quality assurance procedures prior to releasing a dental prosthesis or an appliance in a simulation laboratory environment.</b> <del>Utilize alternative waxing and casting techniques;</del>
	<del>Perform to industry production at proficiency level 3 standards;</del>
	<del>Practice as a self-regulating professional;</del>

Upon successful completion of this course, students will be able to:

<b>CLO #6</b>	Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control.
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Instructional

Strategies:

Lectures, seminars, demonstrations, case study analysis, **reflection**, project work and practice in labs.

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade in all Lab Work C+64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	15 <del>35</del>	<b>Theory: Review of basic Crown and Bridge (C&amp;B) concepts and principles.</b> <del>Written multiple-choice, short &amp; long answer - Students must earn an "S" grade in all projects to pass this course</del>
Assignments	15 <del>30</del>	<b>Assignment #1:</b> <b>Practice: (Mock) OSPE</b> <b>3 Unit Posterior Bridge</b> <del>Written case study - Students must earn an "S" grade in all projects to pass this course</del>
<b>Assignments</b>	<b>20</b>	<b>Assignment #2:</b> <b>Practice: (Mock) OSPE</b> <b>Single unit implant supported fixed restoration</b>
<b>Project</b>	<b>15</b>	<b>Project: Presentation (Multimedia)</b>
Final Exam	35	<b>Final Exam</b> <b>Objective Structured Practical Exam (OSPE)</b> <del>Written exam multiple-choice, short &amp; long answer - Students must earn an "S" grade in all projects to pass this course</del>

Type	Percentage	Brief description of assessment activity
Lab Work	<b>Satisfactory (S) or Unsatisfactory (U)</b>	<b>Practical Projects</b> <del>Practical Projects (x3)</del> <del>Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics-- Students must earn an "S" grade in all projects to pass this course</del>

## Hours by Learning Environment Type

---

Lecture, Seminar, Online

**40** ~~45~~

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

**200** ~~195~~

Practicum

Self Paced / Individual Learning

Course Topics

### Course Topics:

**Single and multiple unit fixed restorations following a dentists' prescription; in a simulation laboratory environment** ~~Occlusion and articulation~~

**Cosmetic dentistry concepts: aesthetics,** ~~Aesthetics,~~ form and **function**

~~function of ceramo/metal restorations~~

**Dentist/Patient/Technician communications:Rx, Photography, and case planning analysis**

Design, **fabrication** ~~fabrication, modification~~ and **modification** ~~repair~~ of **provisional prosthetics (crowns, bridges)**  
~~cosmetic fixed restorations~~

**Principles and techniques relating to the design, fabrication and function of All Ceramic restorations** ~~Design, fabrication, modification and repair complex/combination dental prosthetics~~

~~CAD-CAM (design and fabrication) of implant supported, multiple-unit, fixed restorations~~

**Analyze, design and fabricate Implant supported Computer Aided Design / Computer Aided Manufactured (CAD CAM) fixed restorations** ~~Correction of porcelain, implant faults~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a rationale  
for this proposal:

Are there any

## Additional Information

---

Provide any additional information if necessary.

Please refer to DENT 1100 Additional Information

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/20/21 11:55 am):** Rollback: rollback

## Marketing Information

---

*FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.*

*This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact [webmaster@vcc.ca](mailto:webmaster@vcc.ca).*

# Course Change Request

Date Submitted: 03/22/21 4:48 pm

Viewing: **DENT 2460 : Orthodontics 3**

Last edit: 03/22/21 4:48 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Orthodontics 3**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:02 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 12:40 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:47 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:19 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 10:57 am  
Jo-Ellen Zakoor



- 153  
 (jzakoor): Approved  
 for SHS Dean
- 8. 03/18/21 2:01 pm  
 Darija Rabadzija  
 (drabadzija):  
 Rollback to Initiator
- 9. 03/23/21 10:06 am  
 Ken Izumi (kizumi):  
 Approved for 5103  
 Leader
- 10. 04/01/21 11:24 am  
 Jo-Ellen Zakoor  
 (jzakoor): Approved  
 for SHS Dean
- 11. 04/06/21 1:38 pm  
 Todd Rowlatt  
 (trowlatt): Approved  
 for Curriculum  
 Committee Chair

Name	E-mail	Phone/Ext.
<b>Ken Izumi</b>	<b>kizumi@vcc.ca</b>	<b>8486</b>

Banner Course      Orthodontics 3  
 Name:  
  
 Subject Code:      DENT - Dental  
  
 Course Number      2460  
  
 Year of Study      2nd Year Post-secondary  
  
 Credits:              4

**Course Description:**

This course expands upon the orthodontic theory and laboratory skills from the past three semesters. While expected to maintain the previously achieved orthodontic competencies, students will **create, design, fabricate,** problem solve and self-evaluate additional complex fixed and removable orthodontic appliances. ~~Pre-learned material is independently reviewed, studied and formally assessed through a written theory examination that supports success in practicum and on written licensing examinations after graduation. This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

- DENT 2330 Professional Practice 2**
- DENT 2340 Removable Prosthetics 2**
- DENT 2350 Fixed Prosthetics 2**
- DENT 2360 Orthodontics 2**
- DENT 2380 Digital Technology 3**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

<b>Upon successful completion of this course, students will be able to:</b>	
<b>CLO #1</b>	<b>Analyze</b> <del>Assess knowledge of</del> the fundamental elements of dental <b>morphology, and</b> occlusal <b>anatomy, and</b> <del>anatomy and physiology and dental morphology and</del> basic elements of oral pathological conditions <b>when designing and fabricating</b> <del>and apply relevant knowledge to the design and fabrication of</del> orthodontic <b>appliances.</b> <del>appliances;</del>
	<del>Integrate general knowledge of dental laboratory procedures, physics and chemistry principles; associated with the fabrication of oral appliances and dental restorations;</del>
<b>CLO #2</b>	<b>Create orthodontic appliances by integrating the knowledge gained from analyzing the fundamental elements of dental morphology, occlusal anatomy, and basic elements of oral pathological conditions.</b>
<b>CLO #3</b>	<b>Choose</b> <del>Assess</del> the <b>appropriate</b> <del>characteristics and properties of</del> dental materials associated with the fabrication of orthodontic <b>appliances.</b> <del>appliances and make decisions about their appropriate application in practice;</del>
	<del>Apply the basic concepts related to the design and fabrication of various orthodontic appliances including: extra-oral anchorage (head gear), Bionator, twin block, sagittal expansion, advanced removable retainers and bilateral space maintainers;</del>
	<del>Integrate the following concepts related to advanced orthodontics: principles of treatment in Class 1, 2, and 3 occlusion, surgical orthodontic treatment and extraoral anchorage (head gear);</del>

Upon successful completion of this course, students will be able to:	
<b>CLO #4</b>	<b>Perform</b> <del>Implement skills and</del> techniques to design, fabricate, modify and repair orthodontic <b>appliances.</b> <del>appliances including: twin block, mandibular bilateral space maintainers, wrap around Hawley retainer and sagittal expansion appliance</del>
<b>CLO #5</b>	<b>Apply Computer Aided Design</b> <del>Utilize CAD-CAM technology in orthodontic appliance design</del> and <b>Computer Aided Manufacturing (CAD-CAM) technology in orthodontic appliance creation.</b> <del>fabrication;</del>
<b>CLO #6</b>	<b>Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control.</b> <del>Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice.</del>

Instructional

Strategies:

Lecture, demonstration, laboratory project work, practical hands on experience with skill and technique, working with **Objective Structured Practical Evaluations (OSPE).** ~~objective, subjective case evaluations (OSCEs).~~

## Evaluation and Grading

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Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade for all Lab Work C+ 64%**

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Midterm Exam	30	<p><b>Midterm Exam 1 = 15%</b>  <b>Written exams-multiple choice, short &amp; long answer</b></p> <p><b>Midterm Exam 2 = 15%</b>  <b>Written exams-multiple choice, short &amp; long answer</b> <del>Written exam-multiple choice, short and long answer-</del>                      Practical Projects (x3) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing competency rubrics; Students must earn an "S" grade in all projects to pass this course</p>

Type	Percentage	Brief description of assessment activity
Assignments	35	<p><b>Technique and skills assessments</b>  <b>Assignment #1 = 15%</b>  <b>Assignment #2 = 10%</b>  <b>Assignment #3 = 15%</b> <del>Assignment-  technique and skill assessment-  Practical Projects (x3) Grade will be  Satisfactory (S) or Unsatisfactory (U)  utilizing competency rubrics; Students  must earn an "S" grade in all projects to  pass this course</del></p>
Final Exam	35	<p><b>Final Exam</b>  <b>OSPE: 25%</b></p> <p><b>Theory = Written exam-multiple  choice, short &amp; long answer 10%</b>  <del>Written exam-multiple choice, short  and long answer -- Practical Projects (x3)  Grade will be Satisfactory (S) or  Unsatisfactory (U) utilizing competency  rubrics; Students must earn an "S"  grade in all projects to pass this course</del></p>
<b>Lab Work</b>	<b>Satisfactory (S) or  Unsatisfactory (U)</b>	<b>Practical Projects</b>

## Hours by Learning Environment Type

---

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

100

Practicum

Self Paced / Individual Learning

Course Topics

**Course Topics:****Fixed and Removable appliances** ~~Extra-oral anchorage (head gear)~~**Expansion Appliances** ~~Principles of treatment in Class 1, 2 and 3 occlusion~~**RME (Rapid Maxillary Expansion)** ~~Functional appliances~~**Sagittal expansion appliances** ~~Bionator appliance~~**Hawley Retainer Variations** ~~Twin-block appliance~~**CAD-CAM ( Computer Aided Design/ Computer Aided Manufacture) in orthodontic treatment and fabrication**~~Sagittal expansion appliances~~~~Advanced removable retainer~~~~Surgical orthodontic treatment~~~~Bilateral space maintainer~~~~CAD-CAM advances in orthodontic treatment and fabrication~~

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a rationale  
for this proposal:

Are there any

# Course Change Request

Date Submitted: 03/22/21 4:48 pm

Viewing: **DENT 2510 : Dental Technology**

## Practicum

Last edit: 03/22/21 4:48 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Dental Technology Practicum**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

### In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

### Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:02 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 1:42 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:47 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:25 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 12:17 pm  
Jo-Ellen Zakoor

- 159  
(jzakoor): Approved  
for SHS Dean
8. 03/18/21 2:01 pm  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
9. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
10. 04/01/21 11:23 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
11. 04/06/21 1:38 pm  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
Ken Izumi	kizumi@vcc.ca	8486

Banner Course      Dental Technology Practicum

Name:

Subject Code:      DENT - Dental

Course Number      2510

Year of Study      2nd Year Post-secondary

Credits:            19

#### Course Description:

This course involves placement and practical experience in **an** accredited dental **laboratories**. ~~laboratory; supervised and assessed by Registered Dental Technology (RDT) employers trained as VCC preceptors.~~ **Students are supervised and mentored by Registered Dental Technicians (RDT), employers and their employees.** Students work on real cases that involve the design, fabrication, modification and repair of Fixed **Prosthetics; Prosthetics (Ceramic, Composite and Metal);** Full and Partial Removable Prosthetics and Orthodontic Appliances. Students will improve skills and productivity abilities. Students will gain practical

experience in **Computer Aided Computer-Assisted Design and Computer Aided Manufacture Milling Technology (CAD-CAM) technology.** ~~in all specialty areas and have the opportunity to be clinically evaluated by VCC faculty in preparation for the RDT Practical Licensing examinations after graduation.~~ **Post practicum, students have the opportunity to be evaluated by VCC faculty in preparation for the RDT Practical Licensing examinations after graduation.** Students will be assessed to **simulated** entry to practice competency **expectations.** ~~and productivity levels. This course is part of the full-time Dental Technology Program.~~

Course Pre-Requisites (if applicable):

**DENT 2440 Removable Prosthetics 3**

**DENT 2450 Fixed Prosthetics 3**

**DENT 2460 Orthodontics 3**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

Upon successful completion of this course, students will be able to:	
<b>CLO #1</b>	<b>Apply knowledge</b> <del>Design, fabricate, modify</del> and <b>skills required to design, fabricate, modify and repair fixed and removable oral/dental prostheses.</b> <del>prostheses;</del>
	<del>Design, fabricate, modify and repair fixed oral/dental prostheses;</del>
<b>CLO #2</b>	<b>Apply knowledge</b> <del>Design, fabricate, modify</del> and <b>skills required to design, fabricate, modify repair oral/dental appliances used in orthodontics, oral and repair oral/dental appliances used in orthodontics.</b> <del>maxillo-facial surgery and other dental treatments;</del>
	<del>Integrate general knowledge of dental laboratory procedures, physics and chemistry principles, associated with the fabrication of oral appliances and dental restorations;</del>
<b>CLO #3</b>	<b>Demonstrate awareness of maxillo-facial surgery and other dental treatments.</b>
<b>CLO #4</b>	<b>Choose</b> <del>Assess</del> the <b>appropriate characteristics and properties of</b> dental materials associated with the fabrication of <del>oral</del> appliances and dental <b>restorations.</b> <del>restorations and make decisions about their appropriate application in practice;</del>



**Upon successful completion of this course, students will be able to:**

<b>CLO #5</b>	<b>Demonstrate safe</b> <del>Assess the characteristics</del> and <b>efficient</b> operation of equipment and special instrumentation associated with the fabrication of oral appliances and dental <b>restorations.</b> <del>restorations and make decisions about their appropriate application in practice;</del>
<b>CLO #6</b>	<b>Apply knowledge</b> <del>Assess the fundamental elements</del> of dental anatomy, dental physiology, dental morphology and basic elements of oral pathological conditions <b>and apply</b> relevant <b>knowledge</b> to <b>the</b> dental technology <b>practice.</b> <del>practice;</del>
<b>CLO #7</b>	<b>Practice in accordance with applicable legislation, regulations, standards, and guidelines.</b> <del>Practice to current workplace health and safety standards including dental laboratory asepsis, and infection control;</del>
	<del>Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice;</del>
<b>CLO #8</b>	<b>Apply critical-thinking skills and use professional judgment in all aspects of dental technology practice.</b> <del>Make decisions that reflect critical thinking and problem solving; integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise services.</del>

Instructional

Strategies:

Supervised practicum placements in **full-service** dental laboratories with practical experience in all dental technology specialty areas. Skills and techniques will be assessed on site through **Objective Structured Practical Examination (OSPEs), self evaluation, and peer evaluation.** ~~Objective, Subjective Assessment Evaluations (OSCEs), self evaluation, and peer evaluation, Portfolio building and creation of artefacts as evidence of attainment of competencies, role-play.~~

## Evaluation and Grading

---

Grading System: Letter Grade (A-F)

Passing grade:

**C+ (64%) and (S) Satisfactory**

**Grade in Assigned Practicum Lab**

**Work** ~~C+64%~~

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<b>Exam</b>	<b>35</b>	<del>Cumulative written multiple-choice theory examination</del>

Type	Percentage	Brief description of assessment activity
Assignments	20 <del>30</del>	Removable Prosthetics RPD – 10 % Complete Dentures – 10% <del>Select Case Study Presentation from Portfolio</del>
Assignments	20	Fixed Prosthetics Crown & Bridge – 10% Ceramics – 10%
Assignments	15	Orthodontics – 15%
Assignments	15	Digital – 15%
Final Exam <del>Portfolio</del>	30 <del>35</del>	OSPE <del>Career Portfolio: Practicum Artefacts (evidence)</del>
Practicum	Satisfactory (S) or Unsatisfactory (U)	Assigned (Lab Work) Practical Projects Practical Projects (x5) Grade will be Satisfactory (S) or Unsatisfactory (U) utilizing OSCE rubrics
Practicum		Students must earn an "S" grade in all projects to pass this course

## Hours by Learning Environment Type

---

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

120 ~~140~~

Practicum

450 ~~430~~

Self Paced / Individual Learning

Course Topics

Course Topics:

**Course Topics:**

**Practicum: RPD, Complete Dentures, Fixed Prosthetics, Orthodontics, Digital** ~~Practical experience in compound/complex case work in dental technology for the design, fabrication, modification and repair of removable, fixed, orthodontic and oral maxillo-facial prosthetics:~~

~~Time in laboratory practice will be approximate as follows:~~

**On Campus: RPD, Complete Dentures, Fixed Prosthetics, Orthodontics, Digital** ~~Specialists/presenters (term instructors) will provide laboratory workshops on site for the last month sharing practical experience with real life cases:~~

**Final Exam: OSPE**

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a rationale  
for this proposal:

Are there any

### Additional Information

---

# Course Change Request

Date Submitted: 03/22/21 4:49 pm

Viewing: **DENT 2530 : Professional Practice 3**

Last edit: 03/22/21 4:49 pm

Changes proposed by: drabadzija

Programs  
referencing this  
course

[15: Dental Technology Sciences Diploma](#)

Course Name:

**Professional Practice 3**

Effective Date: September 2021

School/Centre: Health Sciences

Department: Dental Tech (5103)

Contact(s)

## In Workflow

1. **5103 Leader**
2. **SHS Dean**
3. **Curriculum  
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

## Approval Path

1. 11/20/20 12:24 pm  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
2. 11/27/20 2:02 pm  
Nicole Degagne  
(ndegagne):  
Rollback to Initiator
3. 01/02/21 11:52 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
4. 01/06/21 10:47 pm  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
5. 01/20/21 11:55 am  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
6. 03/04/21 10:27 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
7. 03/08/21 12:26 pm  
Jo-Ellen Zakoor

- 165  
(jzakoor): Approved  
for SHS Dean
8. 03/18/21 2:01 pm  
Darija Rabadzija  
(drabadzija):  
Rollback to Initiator
9. 03/23/21 10:06 am  
Ken Izumi (kizumi):  
Approved for 5103  
Leader
10. 04/01/21 11:23 am  
Jo-Ellen Zakoor  
(jzakoor): Approved  
for SHS Dean
11. 04/06/21 1:38 pm  
Todd Rowlatt  
(trowlatt): Approved  
for Curriculum  
Committee Chair

Name	E-mail	Phone/Ext.
<b>Ken Izumi</b>	<b>kizumi@vcc.ca</b>	<b>8486</b>

Banner Course      Professional Practice 3  
Name:

Subject Code:      DENT - Dental

Course Number      2530

Year of Study      2nd Year Post-secondary

Credits:            1

Course Description:

**Students will learn basic concepts of self-employment and practical business management. They will create a business plan and learn to read and analyze essential financial statements and explore personal and market factors that contribute to a successful dental laboratory. Effective leadership styles in business management, including effective communication and giving and receiving feedback will be addressed.**

~~Students review and practice self and peer evaluation, critical thinking, decision-making, problem solving and business practices in relation to practicum placements and career search skills. Learners will identify strategies~~ **Students use journaling techniques to create document practicum experiences and maintain a healthy work-life balance and manage or decrease stress related to business ownership and management. create artefacts for professional career portfolios. Self-reflection through journaling techniques are used to document and discuss practicum experiences. Learners will participate in an online discussion forum relating to topics such as current professional issues, employment, continuing education and lessons learned during their practicum experiences. Learners will develop and maintain portfolios with artefacts as evidence of attainment of core competencies during the practicum. Interviewing and interpersonal skills are rehearsed through role play activities. Pre-learned material is independently reviewed, studied and formally assessed through a written jurisprudence examination that supports success in practicum and on written licensing examinations after graduation. Online forums assist students in linking with Dental Technology faculty, specialists and student colleagues regarding dental laboratory technology topics and issues. This course is part of the full-time Dental Technology Program.**

Course Pre-Requisites (if applicable):

- DENT 2440 Removable Prosthetics 3**
- DENT 2450 Fixed Prosthetics 3**
- DENT 2460 Orthodontics 3**

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning Outcomes (CLO):

<b>Upon successful completion of this course, students will be able to:</b>	
<b>CLO #1</b>	<b>Describe sustainable business practices that are socially responsible and environmentally friendly.</b> <del>Apply essential elements and skills of behavioural sciences, communications, professional ethics, legal obligations and business management to dental technology practice;</del>
<b>CLO #2</b>	<b>Explain concepts relating to time and self management skills.</b> <del>Make decisions that reflect critical thinking and problem solving;</del>
	<del>Integrate pertinent theoretical knowledge and empirical data and information literacy skills to justify and/or revise services;</del>

Upon successful completion of this course, students will be able to:	
<b>CLO #3</b>	<b>Identify personal characteristics and business skills needed for a successful dental laboratory business.</b> <del>Create and maintain a career "showcase" portfolio;</del>
<b>CLO #4</b>	<b>Examine the types of dental laboratory business ownership.</b> <del>Practice self and peer evaluation;</del> <del>Clarify career search goals and values;</del>
<b>CLO #5</b>	<b>Practise leadership skills to support the safe, efficient, and ethical delivery of dental technology services.</b> <del>Strategize future education (life-learning) employment and/or business opportunities;</del>
<b>CLO #6</b>	<b>Apply critical-thinking skills and use professional judgment in all aspects of the dental technology practice.</b>
<b>CLO #7</b>	<b>Practice self and peer evaluation.</b>
<b>CLO #8</b>	<b>Strategize future education (life-learning) employment and/or business opportunities.</b>
Instructional Strategies: Seminar, demonstration, online participation forum at Moodle, journaling, portfolio building, self study, independent learning, values clarification, <del>and</del> role-playing.	

## Evaluation and Grading

---

Grading System: Letter Grade (A-F)

Passing grade:

C+ (64%) ~~64%~~

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
<b>Assignments Exam</b>	35	<b>Assignment #1 – Create a business plan</b> <del>Written Jurisprudence Examination</del>
Assignments	<b>15</b> <del>30</del>	<b>Assignment #2 – Financial statements</b> <del>Interview, Performance Appraisal Role-Play</del>
Assignments	<b>10</b> <del>35</del>	<b>Assignment #3 Written reflection</b> <del>Case Study Presentation</del>
<b>Assignments</b>	<b>10</b>	<b>Assignment #4 – Communications/feedback assignment</b>

Type	Percentage	Brief description of assessment activity
Assignments	10	Assignment #5 – Journaling
Assignments	10	Assignment #6 – Stress management assignment
Assignments	10	Assignment #7 – Online discussion forum participation

## Hours by Learning Environment Type

---

Lecture, Seminar, Online

**30**

Lab, Clinical, Shop, Kitchen,  
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

### Course Topics:

**Career Development** ~~Dental technology jurisprudence~~

**Journaling for self-reflective practice** ~~Career development~~

**Self and peer evaluation** ~~Resume, cover letter~~

**Current professional issues** ~~Interviewing skills~~

**Business planning and management** ~~Values clarification~~

**Financial statements** ~~Journaling for self-reflective practice~~

**Leadership skills** ~~Showcase portfolio development~~

~~Case study presentation process – oral, written, visual communication~~

~~Self and peer evaluation~~

~~Current professional issues~~



Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

**Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.**

## Rationale and Consultations

---

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Dental Technology Sciences CD Project

Provide a rationale  
for this proposal:

Are there any

## Additional Information

---

Provide any additional information if necessary.

Please see DENT 1100 Dental Foundations Additional Information

Supporting  
documentation:

Reviewer

Comments

**Darija Rabadzija (drabadzija) (01/20/21 11:55 am):** Rollback: rollback

## Marketing Information

---



## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** April 13, 2021

**ISSUE:** D.4.3 Student Non-Academic Conduct Policy (formerly Student Code of Conduct Non-Educational Matters)

### BACKGROUND:

This is an important policy dealing with the College's values and relevant procedures when evaluating and responding to the non-academic conduct of students. Major points in this policy include the processes for informal resolution of conduct issues, as well as formal appeal processes. The policy also sets out important principles regarding procedural fairness, students' right to protest, and the intention to integrate Indigenous and diverse ways of being into the resolution of student non-academic misconduct.

Policy D.4.3 Student Non-Academic Conduct and its associated procedures were sent out for community feedback in December 2019, and again in February 2021 after further revision.

### DISCUSSION:

The Indigenous Education and Community Engagement office recommended an edit to the Context and Purpose, stating "This policy integrates Indigenous and diverse ways of being into the resolution of student non-academic misconduct and to building capacity for intercultural understanding."

One other comment was received, suggesting defining "Indigenous" to clarify whether the policy refers to the Indigenous peoples of Canada (Aboriginal, First Nations, Métis, and Inuit) or to all Indigenous peoples. Developing a standardized definition will be part of the larger conversation in the context of the College's work towards Indigenization; a definition could be added at a later point as a minor edit.

### RECOMMENDATION:

THAT Education Council recommends the Board of Governors approve, in the form presented at this meeting, D.4.3 Student Non-Academic Conduct policy and procedures.

**PREPARED BY:** Natasha Mandryk, Chair, Education Policy Committee

**DATE:** April 6, 2021



## POLICY

Title	<b>Student Non-Academic Conduct</b>
Policy No.	D.4.3
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 27, 2000; May 3, 2007; May 29, 2013
Effective Date	<i>DRAFT</i>

### CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) seeks to provide and maintain a safe and respectful learning and working environment in which the rights, responsibilities, and dignity of all are respected. This policy integrates Indigenous and diverse ways of beings into the resolution of student non-academic misconduct and to building capacity for intercultural understanding.

This policy outlines the expected standards of non-academic student conduct and describes the processes that will be followed should a breach of these standards occur.

### SCOPE AND LIMITS

This policy and its related procedures apply to all students, and address conduct that:

- arises in connection with VCC activities or events on or off VCC property, including all educational events, and through any medium or means of communication
- involves property, equipment, or systems owned, borrowed, or leased by VCC

This policy and its related procedures may not apply to specific conduct more appropriately covered under other College policies and procedures, including but not limited to D.4.5 Academic Integrity; A.3.1 Prevention of Harassment, Discrimination, and Bullying; and A.3.10 Sexual Violence and Misconduct.

The responsive or disciplinary measures outlined in this policy will apply to violations of policy A.3.10 Sexual Violence and Misconduct, if the Respondent is a Student.

### STATEMENT OF POLICY PRINCIPLES

1. VCC has the right and responsibility to establish and enforce standards of student conduct.
2. Students are responsible for educating themselves about VCC policies and procedures, including standards of student conduct. Ignorance of any VCC policies and procedures does not excuse students from responsibility for their actions.
3. VCC expects students to conduct themselves responsibly in accordance with the following values:
  - a. the right to learn
  - b. courtesy

- c. mutual respect
  - d. diversity
  - e. free inquiry
  - f. individual safety
  - g. freedom from harassment, discrimination, and bullying
4. Students have the right to assemble for a lawful protest, subject to reasonable restrictions imposed by the College for safety and security reasons.
  5. VCC will investigate allegations of student misconduct and take appropriate fair and timely action. VCC will impose Corrective Measures appropriate to the nature and seriousness of the misconduct.
  6. The College may elect not to begin proceedings or impose Corrective Measures under this policy for alleged misconduct if public prosecution for that misconduct is anticipated or until law enforcement officials have disposed of the case. If the College determines its interest is clearly distinct from that of the community outside the College, proceedings under this policy may go forward.
  7. Students and employees are encouraged to report any student misconduct to the relevant instructor, Department Leader, Dean/Director, Student Conduct and Judicial Affairs Officer, or another College employee.
  8. The College's Committee Concerned with Student Behaviour (CCSB) assists in supporting a safe campus community that engages all areas of the College, students and employees in creating a respectful and responsible environment for the success of all students.

## DEFINITIONS

Appeal Hearing Committee: The group that decides appeals of student conduct decisions.

Balance of probabilities: The standard of proof used in investigations and Appeal tribunals is that, based on the evidence, the alleged violation is "more likely than not" to have occurred.

Corrective Measure: Any sanction imposed by the College to address, correct, or mitigate conduct violations. More than one corrective measure may be imposed at one time. Corrective measures may include, but are not limited to, the following:

- a. Letter of Reprimand: The minimum sanction for a student found responsible for an incident of misconduct. It may be given with or without other corrective measures.
- b. Student Conduct Contract: A formal document specifying conduct expectations for a defined length of time that the student must meet. Failure to meet the requirements of the conduct contract may lead to more severe Corrective Measures up to and including suspension.
- c. Restriction: Limiting access to specific College activities, facilities, and/or services for a specified period of time or permanently.
- d. Safety Suspension: An immediate action taken to remove a Student from College property for a specified period of time.

- e. Suspension from the College: Removal of a Student from the College by the President for an identified or indefinite period of time pursuant to the College and Institute Act.
- f. Loss of Privileges: Denial of specific privileges for a specified period of time (e.g., access to a service or lab space).
- g. Hold: Preventing access to one or more College services for a specified period of time. The type of hold may vary depending on the nature of the conduct violation and may include, but is not limited to registration, admission, or readmission.

Discretionary Measure: Any other sanction that appears warranted under the circumstances, such as a letter of apology, work assignment, restitution, service to the College, essay, or other measure.

Interim Measure: Any direction given to a student pending a formal review of a safety, risk or conduct concern. Interim Measures are taken in an effort to protect the safety and wellbeing of students, employees, and community members. Interim Measures are preliminary in nature and are generally in effect until an investigation and meetings with the student are completed. Interim Measures may include a ban from campus property, safety suspension or other necessary restrictions.

Misconduct: Unacceptable or improper behaviour which may include one or more of the following: (Specific examples of student misconduct can be found in Appendix A.)

- a. Dishonesty: Knowingly providing false or incomplete information to any VCC employee; forgery; alteration or misuse of any VCC document, record, or form of identification; misrepresentation or falsification of identity, status, or documentation.
- b. Disruption or obstruction of VCC business, including learning, teaching, research, administration, and other events and activities on or off VCC property. This definition should not be construed to deny students the right to assemble and protest lawfully.
- c. Use of VCC computers or electronic equipment or systems in contravention of College policies and procedures on such matters, including but not limited to policy B.5.2 Appropriate and Responsible Use of Education Information Technology.
- d. Actual or attempted theft or damage, misuse, vandalism, defacement, or destruction of VCC property or the property of any student, employee, or visitor.
- e. Failure or refusal to comply with a reasonable request or direction from an authorized VCC employee.
- f. Refusal to identify oneself to an authorized VCC employee when asked to do so.
- g. Possession, copying, or use of keys, access cards, or any other mechanism for entering VCC premises without advance authorization.
- h. Use, manufacture, distribution or possession of open alcoholic drinks, except in locations licensed for that purpose.
- i. Being under the influence of any substance to the point of impairment and being unsafe or disruptive.
- j. Use, possession, manufacturing, or distribution of any controlled substances except as expressly permitted by law.

- k. Possession of firearms, explosives, other weapons, or dangerous chemicals or use of any such items, in a manner that threatens, harms, or intimidates others.
- l. Unreasonable interference with the free flow of pedestrian or vehicle traffic except when part of a lawful protest.
- m. Unlawful actions on VCC property, physical or virtual, in violation of the *Criminal Code of Canada* or any other federal and/or provincial legislation or municipal by-laws.
- n. Unauthorized use of the VCC name, reputation, symbols, or logo.
- o. Violation of any VCC policy, rule, or regulation published by VCC or available on the VCC website.
- p. Aiding and/or encouraging any of the misconduct listed above.
- q. Any other conduct that may be reasonably deemed to be in violation of the College's student conduct expectations.

Non-Corrective Measures: Measures that address actual behaviour but are non-disciplinary in nature; e.g., involuntary leave of absence related to medical or mental health concerns.

Procedural Fairness & Natural Justice: The principles ensuring that a dispute is fairly decided. Both the Student and Respondent(s) have equal right to:

- a. have a policy applied equally;
- b. have a College decision or action communicated in writing with sufficient detail;
- c. dispute an initial College decision or action;
- d. appeal a subsequent College decision or action;
- e. be provided with sufficiently detailed and timely reasoned notice of activity;
- f. have a timely and reasonable opportunity to be heard and present a case before impartial/neutral decision makers;
- g. be provided with sufficiently detailed, reasoned and timely tribunal decisions;  
and
- h. seek representation or advocacy.

Special Circumstances: Situations where a Student or employee, due to events or forces outside their control, is unable to submit the appropriate documentation within the prescribed deadline. Special Circumstances include, but are not limited to, illness, family emergency, inability to access support services in a timely manner, or College delay in rendering pertinent information.

Student: A person who is registered in a full-time or part-time credit or non-credit course offered by VCC. Persons are still considered a student if they withdraw after allegedly violating the Student Non-Academic Conduct policy or have been subject to involuntary withdrawal. Those who are not officially enrolled for a particular term but who have a continuing relationship with VCC or who have been notified of their acceptance for admission are also considered students.

Student Conduct File: A record held by the Associate Vice President, Student & Enrolment Services or delegate, separate from the Student's academic record that contains a complete record of any alleged misconduct by the Student, held in accordance with prudent and acceptable standards within the field.

Student Conduct Report: A document used for reporting allegations of student misconduct.

## **RELATED LEGISLATION & POLICIES**

### Legislation

College and Institute Act, Sections 19(1), 23(1)(j); 37(2), 37(3), 37(4)  
Criminal Code of Canada

### Policies

- A.1.2 Student Appeal of Suspension to Board of Governors
- A.2.1 Appeal to Education Council on Educational Matters
- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information and Protection of Privacy
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.8 Violence Prevention
- A.3.9 Records Management
- A.3.10 Sexual Violence & Misconduct
- A.3.11 Emergency Management
- B.3.6 Alcoholic Beverages on Campus
- B.3.8 Smoking on Campus
- B.5.2 Appropriate and Responsible Use of Education Information Technology
- D.4.1 Students with Disabilities
- D.4.2 Student Complaints about Instruction, Services and Employees
- D.4.5 Academic Integrity
- D.6.1 Lending and Borrowing College Equipment

### Other

Committee Concerned with Student Behaviour (CCSB) Terms of Reference

## **RELATED PROCEDURES**

Refer to D.4.3 Student Non-Academic Conduct Procedures

## Appendix A

### Student Non-Academic Misconduct

Examples of student misconduct while on VCC property, in an online learning environment, or during other VCC-related activities are:

- Audio and/or video recording of lectures or other classroom activities without instructor approval.
- Speech or action that disrupts or interferes with the ability of students to learn, the ability of an instructor to teach, or the ability of an employee to provide services.
- Extreme or unreasonable demands for attention or special treatment from instructors or employees.
- Repeated interruption of classes and/or services with remarks that are irrelevant, rude, or inappropriate.
- Speech or action that is clearly unrelated to learning and that demeans or creates an atmosphere of hostility, intimidation, ridicule, or anxiety among other students, employees, or visitors.
- Abusive or bullying behaviours, violence, threats of violence, or conduct which threatens or endangers the health or safety of any person.
- Unsanctioned activities on VCC-owned computers or other devices.
- Pulling the fire alarm for any reason other than to report a fire.

These examples represent a diverse range of student misconduct that may, under specific circumstances, be referred to other College policies, such as Prevention of Harassment, Discrimination & Bullying (A.3.1), or Sexual Violence & Misconduct (A.3.10), or to the Police, such as when the Criminal Code of Canada is breached.





## PROCEDURES

Title	<b>Student Non-Academic Conduct</b>
Policy No.	D.4.3
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 27, 2000; May 3, 2007; May 29, 2013
Effective Date	<i>Draft</i>

### General

1. Students and employees are encouraged to seek advice about this policy and/or its procedures from VCC employees such as the Arbiter of Student Issues, and/or from the SUVCC's Student Advocate.
2. Incidents of misconduct occurring during a practicum, work experience, or other VCC activity off campus are reported and addressed in a formal resolution process. If a College employee is not present, the workplace supervisor observing the incident employs their own workplace policy and procedures in order to manage the immediate situation. The workplace supervisor notifies a previously identified VCC contact person, who assesses the situation and determines whether additional action is required in accordance with College policy.

### Misconduct Involving Safety or Risk

3. Misconduct that obstructs the activities of the College and/or represents a threat to students or employees should be reported to Security immediately.
4. Security representative(s) manage the situation in accordance with established practices and policies to restore activities to their normal state and/or to control, mitigate, or eliminate the threat.
5. Security representative(s) complete an Incident Report that is forwarded to the Director of Safety, Security and Risk Management (DSSRM), who forwards a copy to the Student Conduct and Judicial Affairs Officer (Conduct Officer) to be included in the Student Conduct File.
6. If Security is unavailable, where circumstances require action, any VCC employee has the right to ask the student to leave the classroom or learning area. Security is notified as soon as possible. An Incident Report should be sent to the DSSRM and the Conduct Officer within one (1) business day.
7. In the event of a serious or imminent threat, the College has the right to take all necessary Corrective or Interim Measures to secure the safety of students, employees, and visitors. This may include the removal of a student from a classroom or other College facilities or locations either temporarily or for an extended period of time, or calling the police.
8. Where serious risks to safety are identified, the DSSRM or designate and/or the Conduct Officer are authorized to remove a student from a program, class, and/or

College facilities or locations, and issue a 24-hour Safety Suspension, which may be extended if needed for investigation purposes. Interim Measures may also be imposed at this time. Such a removal and/or any Interim Measures do not imply a finding of responsibility or breach of the Student Non-Academic Conduct policy.

9. The DSSRM or designate reviews the circumstances with the Conduct Officer and drafts an action plan that is circulated to affected College employees.
10. The student is required to meet with the DSSRM or designate, the Conduct Officer and/or other employees before returning to the College.
11. The Conduct Officer supports the Manager of Safety and Security as needed for any investigation regarding Policy A3.10 Sexual Violence and Misconduct.

### **Classroom Management**

12. In cases where reasonable efforts to manage student non-academic conduct are not successful, instructors or other employees have the right to ask the student to leave the classroom/service area for the day. Such incidents must be reported to the relevant Department Leader/Supervisor and the Conduct Officer in a timely manner.
13. The student may be required to meet with the Conduct Officer to review the concern and to receive support and direction before returning to class.
14. In cases where the recording of lectures or other classroom activities have been approved by the instructor, such content is restricted to personal use only unless permission is expressly granted in writing by the instructor and other classroom participants, including other students. This is not meant to limit the support for students who have been approved by Disability Services for audio and/or video recording of lectures and other classroom activities as a reasonable accommodation.

### **Informal Resolution**

15. VCC encourages the informal resolution of student misconduct situations where appropriate, and believes that in most cases, early discussion and education is the most effective way to resolve student misconduct and to prevent the escalation of concerns.
16. In many cases, misconduct that does not interfere with the activities of the College and/or does not represent a threat to others may be addressed by the appropriate instructor or employee as follows:
  - a. Bring the misconduct to the student's attention and utilize additional Student and Enrolment Services when required.
  - b. Give the student an opportunity to explain the behaviour.
  - c. Explain why the misconduct is unacceptable, what element of Policy was breached, and the standard of conduct that is expected. This could include a written document explaining what behaviour was unacceptable, what acceptable behaviour is, and what the consequences of non-compliance are.
  - d. Give the student an opportunity to correct the behaviour.
  - e. If the misconduct persists, consult with the Department Leader/Supervisor and complete a Student Conduct Report.
17. An issue of misconduct is referred to a formal resolution process when:
  - a. there are multiple instances of misconduct by the same student
  - b. the matter is a serious breach of conduct

- c. the informal resolution process is not engaged, such as when there are concerns regarding safety and/or power imbalance
- d. the alleged student misconduct issue is not resolved through the informal resolution process

### **Formal Resolution**

18. Incidents of alleged student misconduct that cannot be resolved informally must be recorded in a Student Conduct Report. The Student Conduct Report is prepared by the relevant employee, immediate supervisor, or Department Leader and forwarded to the Conduct Officer and the relevant Dean/Director. The Conduct officer forwards a copy of the Report to the student.
19. Student Conduct Reports must be completed and forwarded no later than four (4) business days after the incident, or within a reasonable time limit given Special Circumstances.
20. The Conduct Officer or designate, in consultation with the relevant Dean/Director, reviews the Student Conduct Report to determine if an investigation is required.
21. The Conduct Officer or designate may request interviews with the student, the employee, the employee's supervisor, Department Leader, relevant Dean/Director, and/or any other relevant person in order to make this determination.
22. Based on the evidence provided at the time, the Conduct Officer determines how to proceed with a resolution. They may decide that:
  - a. The allegations do not constitute a breach of student conduct. In this case, the student is notified and the matter is considered resolved.
  - b. An informal resolution should be attempted. In this case, the matter is sent back to the Instructor/staff member who submitted the Student Conduct Report. Recommendations and/or tips for resolving the matter may be provided.
  - c. A Discretionary or Interim Measure be imposed.
  - d. An investigation into the alleged student misconduct is required. In this case, the employee, the employee's supervisor, the Department Leader, and the student are notified in writing, and the investigation begins. An estimated timeline for the investigation is also provided.

### **Investigation**

23. The Conduct Officer conducts the investigation.
24. The purpose of the investigation is to gather facts and statements relevant to the behavior or incident in question. The Conduct Officer determines an appropriate process for the investigation, which may include:
  - a. a review of relevant information and documents
  - b. obtaining written submissions
  - c. meeting with the parties involved or any witnesses deemed relevant to the investigation
25. The student may bring a support person or an advocate to the interview.
26. With the exception of the student subject to the investigation, all persons who are involved in an investigation or proceeding pertaining to alleged student non-academic misconduct are expected to treat confidentially any information they receive during the course of the investigation or proceeding.

27. If the student fails to cooperate with the investigation or to be reasonably available for a meeting, the investigation proceeds without the input of the student.
28. Based on the evidence presented in the investigation, the Conduct Officer or designate determines an appropriate course of action.
  - a. If the student is found to have not breached the standards of conduct, all Interim Measures are lifted, and the student is returned to full status. The findings are communicated to the student and added to the Student Conduct File. The Conduct Officer works with the student and relevant areas of the College to address any negative impact of the Interim or Discretionary Measures on the student's academic progress.
  - b. If the student is found to have breached the standards of conduct, a suitable Corrective Measure is imposed based on the seriousness of the misconduct, the student's record of prior conduct, and any other factors that may be relevant to the decision.
  - c. If the Student is found to have breached the standards of conduct, but may not be culpable for their conduct, a Non-corrective Measure may be imposed. In some cases, the College may cancel the Student's registration for a period of time, and may grant a refund if warranted. The Conduct Officer or designate may subsequently permit the Student to re-register at the College subject to conditions that are appropriate in the circumstances.
29. If the recommended Corrective Measure is suspension from the College, the Conduct Officer consults with the appropriate Dean, and submits the recommendation in writing to the Vice President, Academic & Research.
  - a. The Vice President, Academic & Research considers the recommendation and decides on the appropriate response.
  - b. The Vice President, Academic & Research submits the recommendation to suspend to the President, who makes the final decision within ten (10) business days of receipt of the recommendation, and informs the student in writing of the decision and rationale. This timeframe may be extended if circumstances warrant such an extension.
  - c. The President immediately reports the suspension of a Student, with reasons, to the Board of Governors.
30. If a student does not comply with mandated Corrective Measures, additional Corrective Measures may be imposed.
31. The Conduct Officer or designate informs those employees of the College who have a need to know as part of their ongoing employment responsibilities, of the results of the investigation and any Measures that have been taken. This information shall be treated in confidence.
32. Records of the investigation and its result are kept in the Student Conduct File in accordance with policy A.3.9 Records Management.
33. Corrective Measures imposed under this policy may be appealed in accordance with established College processes. Corrective Measures that are imposed remain in place during the appeal process.

### **Appeals of Corrective Measures other than Suspension from the College**

34. A student may appeal Corrective Measures except Suspension from the College, by submitting a Student Non-Academic Conduct Appeal Request Form to the Registrar.
35. Appeals can be made under either of the following circumstances:
  - a. The investigation lacked Procedural Fairness; or
  - b. There is relevant new information that was not available at the time the decision was made and that would have influenced the outcome.
36. Students are encouraged to contact the Conduct Officer if relevant new information or evidence of a lack of procedural fairness arises before filing a formal appeal, to provide an opportunity to revise the original disciplinary decision.
37. Appeals must be submitted no later than ten (10) business days from the date of the decision. Submissions received after the ten (10) business days are forwarded to the Appeal Hearing Committee (the Committee) for a decision as to whether or not they will hear the case.
38. The Registrar forwards the completed Appeal Form and all supporting documentation to the Associate Vice President, Student & Enrolment Services, who, as soon as practicable and in a reasonable timeframe, forms a Committee.
39. The Committee is composed of the following three members:
  - a. Associate Vice President, Student & Enrolment Services as the Chair;
  - b. One (1) employee; and
  - c. One (1) student member.
40. Committee members are required to disclose any actual or potential conflicts of interest to the Chair, who determines their suitability for the Committee.
41. The Chair submits all relevant documentation to Committee members as soon as they are appointed.
42. The Chair calls an initial meeting of the Committee to review the documentation and decide whether to accept the appeal request or reject it based on insufficient grounds. The Arbiter of Student Issues is invited to attend the meeting as a silent observer.
43. The student is notified of the Committee's decision. If the appeal request is accepted, the Chair normally schedules an Appeal Hearing (the Hearing) within fifteen (15) business days of receipt of the appeal request. The Chair contacts the student to determine if any accommodations are required for the Hearing.
44. The names of Committee members remain confidential and are only provided to the attendees at the time of the Hearing.
45. The Hearing is attended by:
  - a. The Chair and members of the Committee;
  - b. The student;
  - c. The Conduct Officer or designate who imposed the initial Corrective Measures and/or the DSSRM for a safety suspension;
  - d. Witnesses;
  - e. Any Support Persons and/or advocates; and
  - f. The Arbiter of Student Issues (as a silent observer).
46. Hearings are closed meetings and are not open to the public or VCC community members who are not involved in the case being heard.
  - a. The student may have an advocate to advise and/or represent them during the Hearing. The student needs to provide 48 hours' notice to the College of the

- identity of the advocate. However, the student must participate fully in the Hearing and answer any direct factual questions asked by the Committee.
- b. The student may also have a support person present. The support person may not speak to the Committee.
47. The Chair begins the Hearing by introducing all parties in attendance and outlining the procedures to be followed. An opportunity is provided for presentation of the issues and questions from the student's perspective. The decision-maker named in the Appeal is given the same opportunity. Committee members may ask questions of the parties and any witnesses.
  48. All attendees, except the Student, are expected to return all documentation at the close of the Hearing and to maintain the confidentiality of the proceedings.
  49. Immediately after the Hearing, the Committee members deliberate in private and make a decision regarding whether the Appeal is founded or not founded.
  50. The decision:
    - a. is based on the "balance of probabilities";
    - b. is made by majority vote; and
    - c. with the Chair voting only in the event of a tie.
  51. The Committee may uphold the Corrective Measure(s) or reject the original decision and return it to the decision-maker.
  52. The student and the decision-maker are notified in writing within three (3) business days of the Hearing.
  53. All Hearings are recorded, and written or audio records are maintained in the Student Conduct File in accordance with policy A.3.9 Records Management. These records remain confidential.
  54. The Committee's decision is final.

#### **Appeal of a Suspension from the College**

55. Students have the right to file an appeal of suspension to the Board of Governors. Refer to policy A.1.2 Student Appeal of Suspension to Board of Governors.

#### **RELATED POLICY**

Refer to D.4.3 Student Non-Academic Conduct Policy



## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** April 13, 2021

**ISSUE:** D.4.5 Academic Integrity Policy (formerly Student Educational Conduct)

### BACKGROUND:

This is an important policy dealing with the College's values and relevant procedures when evaluating and responding to academic conduct of students. The policy sets out important principles regarding VCC's values that inform its concept of academic integrity. Major points in this policy include support for informal resolution of conduct issues, as well as processes for formal resolution of minor and significant or repeat offences, and references to applicable formal appeal processes.

This policy and its procedures were sent out for community feedback in February 2021.

### DISCUSSION:

There was feedback, and subsequent discussion at the March 10 Education Policy Committee meeting, around tracking of academic misconduct issues. One community recommendation was to add language around departmental tracking of informally resolved academic misconduct issues. After considerable discussion, Committee recommended against this inclusion.

Concerns were raised from a procedural fairness standpoint about tracking informal resolutions. Committee discussed the importance of distinguishing between an informal agreement between a student and instructor, and resolution of a minor offence. It was agreed that an informal, mutually agreed upon resolution would not be appealable, and should not be tracked or recorded as part of a student's history. Formal resolutions of offences (including minor offences) are subject to appeal processes, and are tracked by the Student Conduct & Judicial Affairs Office. No specific language around departmental tracking of formal resolutions has been included.

Minor edits were made to distinguish between "informal resolution" and different levels of formal resolution.

The Indigenous Education and Community Engagement office recommended an edit to the Context and

Purpose, stating “This policy integrates Indigenous and diverse ways of being into the resolution of student academic misconduct and to building capacity for intercultural understanding.”

A minor additional edit for clarity was made in the procedures document (procedure #27), replacing “all sanctions” with “all College decisions or actions.”

**RECOMMENDATION:**

THAT Education Council approve, in the form presented at this meeting, D.4.5 Academic Integrity policy and procedures.

**PREPARED BY:** Natasha Mandryk, Chair, Education Policy Committee

**DATE:** April 6, 2021





## POLICY

Title	<b>Academic Integrity</b>
Policy No.	D.4.5
Approval Body	Education Council
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	May 29, 2013
Effective Date	<i>Draft</i>

### CONTEXT AND PURPOSE

Academic Integrity is a core value of Vancouver Community College (VCC; the College). Recognizing that Academic Integrity is a culturally informed construct and taking a developmental approach, VCC is committed to the following values as parts of Academic Integrity: intellectual and academic honesty, truthfulness, fairness, respect, responsibility, dignity, integrity, and compassion. This policy integrates Indigenous and diverse ways of beings into the resolution of student academic misconduct and to building capacity for intercultural understanding.

Vancouver Community College (VCC; the College) has the right and responsibility to set academic standards and to enforce these standards.

This policy sets out the College's standards for Academic Integrity, the consequences for breaching these standards, and the process by which an alleged offence is reviewed and actionable.

### SCOPE AND LIMITS

This policy applies to the individual or collective academic conduct of all students of the College, and includes academic conduct while students are engaged in Academic Work on or off campus.

### STATEMENT OF POLICY PRINCIPLES

1. VCC expects students to demonstrate honesty and integrity in their academic work.
2. VCC recognizes Academic Integrity based on intellectual and academic honesty; truthfulness; fairness; respect; responsibility; dignity; integrity; and compassion.
3. The College will make every attempt to inform students of their obligations relating to the standards of Academic Integrity and the potential consequences of violating these standards.
4. Students are responsible for educating themselves about VCC policies and procedures, including standards of Academic Integrity. Ignorance of VCC policies and procedures does not excuse students from responsibility for their actions.

5. VCC reserves the right to review all academic work submitted by a student for authenticity and originality; such review may include but is not limited to the use of software tools and third-party services including internet-based services.
6. The College will actively investigate allegations of academic misconduct, make informed decisions regarding the seriousness or confirmation of alleged misconduct, and respond in accordance with this policy's related procedures. . This includes the application of Procedural Fairness in any investigation of Academic Misconduct.
7. Alleged matters of academic misconduct will be considered based on the frequency of events, the magnitude or impact of the event, and the impact on the academic integrity of the course, the program and/or the College.
8. Students and employees are strongly encouraged to report known academic misconduct to the relevant Instructor, Department Leader, or relevant Dean/Director.

## DEFINITIONS

Academic Work: Any product, process, or project that is graded or required for the completion of a course or program.

Academic Misconduct:

Behaviour that undermines the College's ability to fairly evaluate students' academic achievements, or behaviour that a student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit. Academic Misconduct includes, but is not limited to the following:

Cheating: Cheating is an act of deception or misrepresentation that includes, but is not limited to:

- a. exchanging information with another person during an examination or using unauthorized material during an examination or facilitating another student to copy one's examination;
- b. representing or impersonating another or permitting oneself to be represented or impersonated by another in taking an examination or submitting academic work;
- c. submitting work from another course or the same course without instructor approval;
- d. purchasing or otherwise obtaining work prepared by another person and submitting all or a portion of the work as one's own;
- e. unauthorized use of any device in a test or exam;
- f. violating the integrity of an assignment, test, or other evaluation; and
- g. knowingly or purposefully violating the expectations or rules of an assignment, test, or other evaluation.

Contract Cheating: Purchasing or otherwise obtaining, with or without payment, work prepared by another person and submitting all or a portion of the work as one's own.

Damaging, Tampering or Interfering with the Academic Environment: This includes but is not limited to the following:

- a. obstructing, altering, and/or disturbing the academic activities of others;

- b. preventing another student from completing a task for academic assessment;
- c. tampering with, stealing, or destroying another student's academic work;
- d. altering a grade on academic work for the purposes of having the recorded grade changed;
- e. removing, altering, misusing, or destroying College property to obstruct the work of others;
- f. persisting with bias to influence others for academic gain, such as a change in grade.

**Fabrication:** Fabrication is the creation and use of information known to be untrue, including false research data or reference to a source that does not exist.

**Facilitation:** Assisting or attempting to assist another person to violate the standards of academic integrity. Helping or attempting to help another commit an act of academic misconduct. This can include impersonation, facilitating cheating, or submitting work as another student.

**Inappropriate Use of Digital Technologies:** The use of any digital technology to commit any form of student academic misconduct.

**Misrepresentation or Falsification:** With respect to personal identity or academic performance, this includes but is not limited to the following:

- a. submitting stolen or purchased assignments, research, or creative work;
- b. representing or impersonating another or permitting oneself to be represented or impersonated by another in person, in writing, or electronically, in taking an examination or submitting academic work for the purpose of academic evaluation;
- c. falsely identifying oneself or misrepresenting one's personal performance outside of a particular course, in a course in which one is not officially enrolled, or in the admissions process (e.g. submission of portfolios, essays, transcripts, or documents);
- d. providing altered, forged, or falsified medical or other certificates, or documents for academic consideration, or making false claims for such consideration, including in or as part of an academic appeal, or the academic misconduct investigation process.

**Plagiarism:** Plagiarism is the unacknowledged use of someone else's words, ideas, sentence structure or data regardless of source (printed texts, internet, etc.). This can include self-plagiarism when previously graded work is submitted without acknowledgment.

Taking credit or presenting the work of others as one's own without identifying and giving proper credit to the original source. This includes but is not limited to the following:

- a. submitting academic work that has been, entirely or in part, copied from or written by another person, including information found on the Internet, without full and proper acknowledgement;

- b. using the exact wording of a source without putting the borrowed words in quotation marks, or following the syntax (structure) or wording of the source too closely;
- c. paraphrasing someone else's ideas or work by changing only a few words, without full and proper acknowledgement of the source;
- d. submitting academic work which has been written, rewritten or substantially edited by another person.

**Self-Plagiarism:** Submitting an assignment for which previous academic credit was given, or submitting the same assignment, in whole or in part, for credit in two or more courses, or in the same course more than once, without the prior written permission of the Instructor. Self-plagiarism can also include presenting one's own previously published work as though it were new.

**Academic Misconduct Review Panel:** The body that investigates matters of student Academic Misconduct.

**Balance of probabilities:** The standard of proof used in investigations and hearings is that the alleged violation is "more likely than not" to have occurred based on the evidence.

**Instructor:** Instructor refers to either an instructor, or an invigilator employed by VCC.

**Procedural Fairness:** The principles ensuring that a dispute is fairly decided. Both the Student and Respondent(s) have equal right to:

- a. Have a policy applied equally;
- b. Have a College decision or action communicated in writing with sufficient detail;
- c. Dispute an initial College decision or action;
- d. Appeal a subsequent College decision or action;
- e. Be provided with sufficiently detailed and timely reasoned notice of activity;
- f. Have a timely and reasonable opportunity to be heard and present a case before impartial/neutral decision makers;
- g. Be provided with sufficiently detailed, reasoned and timely tribunal decisions; and
- h. Seek representation or advocacy.

**Student:** A person who is registered in full-time or part-time credit or non-credit courses offered by VCC. Persons are still considered students if they withdraw after allegedly violating the Academic Integrity policy or have been subject to involuntary withdrawal by the college.

**Student Conduct File:** A record held by the Student Conduct and Judicial Affairs Office, separate from the student's academic record, that contains a complete record of any alleged academic misconduct by the student.

## **RELATED LEGISLATION & POLICIES**

### Legislation

*College and Institute Act, RSBC 1996, c 52*

Policies

- A.1.2 Student Appeal of Suspension to Board of Governors
- A.2.1 Appeal to Education Council on Educational Matters
- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information and Protection of Privacy
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.9 Records Management
- B.5.2 Appropriate and Responsible Use of Education Information Technology
- C.1.1 Grading, Progression and Withdrawal
- C.1.2 Appeal of Final Grade
- D.3.6 Admissions
- D.4.1 Students with Disabilities
- D.4.2 Student Grievance
- D.4.3 Student Non-Academic Conduct
- D.6.1 Lending and Borrowing of College Equipment
- F.1.1 Ethical Conduct for Research Involving Humans

**RELATED PROCEDURES**

Refer to D.4.5 Academic Integrity Procedures.



## PROCEDURES

Title	<b>Academic Integrity</b>
Policy No.	D.4.5
Approval Body	Education Council
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	May 29, 2013
Effective Date	<i>Draft</i>

### General

1. Students, faculty, staff, and administrators are encouraged to seek advice about this policy and/or its procedures from VCC employees such as the Arbiter of Student Issues; and/or from the Students' Union of Vancouver Community College (SUVCC) Student Advocate; or the Office of Student Conduct & Judicial Affairs.
2. Responses to academic misconduct follow the progressive consequences outlined below, except when severe academic misconduct or multiple instances warrant proceeding to a higher step. Instructors may consult with their Department Head or the Student Conduct and Judicial Affairs Officer (Conduct Officer) for clarification and dialogue regarding the best course of action.
3. VCC encourages the informal resolution of student academic misconduct situations where appropriate, and believes that, in most cases, early discussion and education is the most effective way to resolve academic misconduct and to prevent the escalation of concerns.

### First and Second Minor Offence

4. If an incident of academic misconduct is suspected, and when informal resolution is not appropriate, the Instructor and Department Head review the matter to determine whether or not to pursue the allegation of academic misconduct.
5. If the determination is no, the matter is dropped and no further action is taken.
6. If the determination is yes, the Instructor and Department Head establish if:
  - a. there are other previously reported incidents of academic misconduct for the student, and/or
  - b. the misconduct is considered a serious offence.
7. If no more than one previous incident has been reported and the matter is not serious, the Instructor provides a Written Notice to the student that includes:
  - a. Details of the allegation
  - b. Remedial steps, which may include:
    - i. that the student engage in educational activities regarding VCC's expectations for Academic Integrity
    - ii. the Academic Work be resubmitted, or the exam taken again
    - iii. a reduced grade for the test/assignment

8. A copy of the Written Notice is stored in the student's Academic Conduct file and remains on file in accordance with policy A.3.9 Records Management.

### **Significant or Repeat Offences**

9. If the alleged misconduct is a third or serious offence, the Department Head forwards the matter to the Dean, who, in consultation with the Vice President, Academic & Research, and the Conduct Officer, reviews the details of the event and recommends a course of action that is appropriate to the facts and events.
10. During the review, the Dean may request written submissions or meetings with the parties involved or any witnesses, to gather facts and statements relevant to the incident, and to assist with making a decision.
11. The Dean may choose one of the following courses of action:
  - a. resubmit the Academic Work, or retake the test/exam
  - b. receive a reduced grade for the Academic Work
  - c. receive a grade of '0' for the Academic Work
  - d. be involuntarily withdrawn from the course and/or program
  - e. be suspended from the program for a specified period of time or permanently
  - f. in serious circumstances, be suspended from the College for a specified period of time or permanently
  - g. convene an Academic Misconduct Review Panel (the Panel)
12. The Dean communicates the decision, with rationale, and any course of action or outcome, to the student in writing. A copy of the decision is stored in the student's Academic Conduct file.

### **Academic Misconduct Review Panel**

13. The Dean may decide to convene a Panel consisting of the Dean as Chair, and three additional members, seeking a balance of subject matter experts, students and Instructors.
14. The Panel arranges for a tribunal to review the material, to hear from all parties involved in the allegation, and to determine the course of action.
15. The names of Panel members remain confidential and are only provided to participants at the time of the tribunal.
16. The Chair compiles all relevant information and distributes it to tribunal attendees at least 2 business days prior to the tribunal date.
17. The tribunal is attended by:
  - a. Members of the Panel
  - b. The student. The student is expected to fully participate in the tribunal and answer any direct factual questions asked by the Panel.
  - c. The relevant Instructor
  - d. The relevant Department Head
  - e. Other persons as indicated below may attend the tribunal:
    - i. a support person may accompany the student, Instructor, or Department Head. The support person may not speak during the tribunal.

- ii. Witnesses. The student and/or the Instructor may call in witnesses to the hearing. Witnesses remain outside until called in by the Chair and leave when directed by the Chair.
- 18. The Chair conducts the tribunal in a fair and just manner, providing the student, Instructor and Department Head with equal opportunity to present the issues from their perspectives, and allowing all participants to ask and answer questions.
- 19. Immediately following the tribunal, the Committee deliberates in private and recommends an appropriate course of action. Available courses of action are:
  - a. finding that no academic misconduct occurred
  - b. academic misconduct did occur and the student will:
    - i. resubmit the academic work, or retake the test/exam
    - ii. receive a reduced grade for the Academic Work
    - iii. receive a grade of '0' for the Academic Work
    - iv. be involuntarily withdrawn from the course and/or program
    - v. be suspended from the program, either permanently or for a specified period of time
  - c. in serious circumstances a recommendation may be put forward to suspend the student from the College.
- 20. With the exception of the student subject to the investigation, all persons who are involved in an investigation or proceeding pertaining to alleged student academic misconduct are expected to treat confidentially any information they receive during the course of the investigation or proceeding.
- 21. The Dean communicates the decision, with rationale, and any course of action or outcome to the student in writing. A copy is sent to the Conduct Officer to be included in the student's Academic Conduct file.
- 22. The records of tribunals are kept confidential.

### **Suspension**

- 23. Recommendations to suspend a student from a program or the College for an identified period of time, indefinitely, or permanently are submitted to the President by the Vice President, Academic & Research, within 5 days of the communication to the student.
- 24. The President renders a decision and notifies the student in writing with rationale, within ten (10) business days from the date of receiving the recommendation. A copy is provided to the Vice President, Academic & Research, and the Program Dean, and the results is included in the Student Academic Conduct file. The time frame of ten (10) business days may be extended by the President if it is determined that the circumstances warrant such an extension.
- 25. The President notifies the Board of Governors immediately of all decisions, with reasons, to suspend the student from the College.

### **Appealing Decisions**

- 26. Any action or decision made pursuant to this policy can be appealed under either of the following circumstances:
  - a. the investigation and/or decision lacked procedural fairness;



- b. there is relevant new information that was not available at the time the decision was made and that may have influenced the outcome.
27. During an appeal, all College decisions or actions shall remain in full force and effect.
  28. Students have the right to file an appeal of suspension to the Board of Governors. Refer to policy A.1.2 Student Appeal of Suspension to Board of Governors.
  29. A student may file an appeal of the decision of the Dean, other than suspension from the College, to the Education Council. Refer to policy A.2.1 Appeal to Education Council on Educational Matters.

**Student Academic Conduct File**

30. Copies of reports, incidents or notices are sent to the Student Conduct and Judicial Affairs office for filing.
31. The Student Conduct and Judicial Affairs office maintains a record of student Academic Misconduct in accordance with policy A.3.9 Records Management.

**RELATED POLICY**

Refer to D.4.5 Academic Integrity Policy



## DECISION NOTE

**PREPARED FOR:** Education Council

**DATE:** April 13, 2021

**ISSUE:** Revisions to the Terms of Reference for the Education Quality Committee

### BACKGROUND:

The Education Quality Committee (EQC) is the standing committee of Education Council charged with supporting the quality assurance mechanisms of the institution. The committee's Terms of Reference (ToR) were last revised in November 2019. Due to some changes in titles, the committee reviewed the ToR at its March 2021 meeting.

### DISCUSSION:

The Committee recommends the following changes to its membership:

- Updating titles for several positions: Vice President Academic and Research; Associate Vice President Academic Innovation; and Associate Director of the Centre for Continuing Studies.
- Adding "SUVCC representative" as an option to be appointed by the student representatives of Education Council. Historically, the representative to EQC has often been an SUVCC representative. This is a committee where multi-year membership is very helpful, and this is challenging for many of our students who are in one or two-year programs.
- Adding the Dean of Indigenous Initiatives or designate as a member. As the College moves forward with its plans around Indigenization and decolonization, the committee strongly recommends adding a member from Indigenous Education and Community Engagement. This will be a critical perspective as we discuss quality assurance and governance processes. Reba Noel has agreed to sit on the committee if appointed.
- Adding an Operations Manager from a School, appointed by the Vice President Academic and Research. Pervin Fahim, Operations Manager of Health Sciences, has been sitting on the committee for several years, appointed on a yearly basis by the Committee Chair. Her perspective in understanding the implementation of processes has been very valuable, and the committee supports formally adding this position.

### RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the revised Terms of Reference for the Education Quality Committee.

**PREPARED BY:** Todd Rowlatt, Chair, Education Quality Committee

**DATE:** April 7, 2021

## Education Quality Committee of Education Council Terms of Reference

Last Approved by Education Council: November 2019; May 2019; April 2016  
Revised: [April 2021](#)

<b>Committee name:</b>	Education Quality Committee
<b>Type:</b>	Standing Committee of Education Council
<b>Chairperson:</b>	An Education Council member is elected by Education Council at the December meeting for a one (1) year (January-December) term as Chair of the Education Quality Committee.
<b>Responsible To:</b>	Education Council
<b>Purpose:</b>	The Education Quality Committee is a standing committee of Education Council charged with supporting the educational quality of the College by ensuring that the reviews and renewals of College programs and educational service areas are consistent with approved policies and processes.
<b>Duties:</b>	<p>The Committee will:</p> <ol style="list-style-type: none"> <li>1. Support the overall educational quality of the College's programs and courses through the establishment and maintenance of a quality assurance framework.</li> <li>2. Ensure that all program reviews, renewals, accreditations, and educational service renewals are done regularly and systematically as required by approved policies and regulatory bodies.</li> <li>3. Provide advice and recommendations around trends and priorities identified in reviews and renewals to Education Council and other appropriate committees.</li> <li>4. Track action plans developed during the program reviews, renewals, accreditations, and educational service renewals to ensure progress is being made, identifying barriers to success.</li> <li>5. Respond to Ministry-directed cyclical quality assurance audits in consultation with the Vice President Academic and Applied Research and follow up on recommendations.</li> <li>6. Recommend changes to policies related to educational quality assurance as needed.</li> <li>7. Provide advice on the allocation of curriculum development funds as requested by the Vice President Academic and Applied Research.</li> </ol>
<b>Authority:</b>	The Committee acts in an advisory capacity to Education Council as directed by Articles 14.1 to 14.9 of the Education Council bylaws or as directed by the Council.
<b>Timeframes and Reporting:</b>	The Committee meets as required, and reports to Education Council.

**Membership:** Members do not have to be Education Council members to serve on Education Council committees.

The Committee is composed of the following members:

1. One (1) Education Council member elected by the members of Education Council as Chair.
2. Three (3) faculty members selected by the faculty representatives of Education Council.
3. One (1) support staff member selected by the support staff representatives of Education Council.
4. One (1) student [or SUVCC representative](#) selected by the student representatives of Education Council.
5. Vice President Academic and [Applied](#) Research.
6. [Associate Vice President Academic Innovation, Dean of the Centre for Teaching, Learning, and Research.](#)
7. [Dean of Indigenous Initiatives or designate.](#)
8. Director of Institutional Research or designate.
9. One (1) Dean appointed by the Vice President Academic and [Applied](#) Research.
10. One (1) Instructional Associate appointed by the [Associate Vice President Academic Innovation, Dean of the Centre for Teaching, Learning, and Research.](#)
11. [Senior Program Coordinator](#) [Associate Director of](#) ~~from~~ the Centre for Continuing Studies or designate.
- 11-12. [One \(1\) Operations Manager appointed by the Vice President Academic and Research](#)
- 12-13. Other members of the College deemed to provide relevant input, appointed by the Committee Chair, for a defined period of time of no more than one (1) year.
- 13-14. Chair of Education Council is an ex officio member.

**Length of Term:** All terms are two (2) years in renewable alternating terms, except for the Chair, who is elected for a one (1) year term.

**Quorum:** The quorum shall consist of a simple majority of the voting members, with no less than five (5) members attending.

**Other Resources:** The Education Council Assistant provides support as needed. This person is responsible for preparing and distributing documents, agendas and notes, and providing organizational support for meetings.

Chair release time equals 25%.

**Notes:** Notes are taken at all committee meetings. A summary of these notes is forwarded to the Chair of Education Council by the Chair of the Education Quality Committee.

**Communication with Council:** Business arising from the Education Quality Committee meeting may be forwarded as agenda items to the Education Council through the Council Executive.

DRAFT

Proposals submitted	Project Lead	Requested Funds 2021-22	Amount Approved
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**HOSPITALITY, FOOD STUDIES & APPLIED BUSINESS**

BPM PDD Redevelopment	Mehran Jamshidi	\$25,000	\$ 15,000
Culinary Arts Diploma	Ysabel Sukic	\$42,000	\$ 20,000
Workplace Apprentice 123	Ysabel Sukic	\$20,000	\$ 12,000
Baking & Pastry Arts Diploma Development: Phase 1	Susie Findlay	\$61,994	\$ 27,000
Medical Office & Medical Transcription Renewal		\$5,000	\$ 5,000
Hospitality Management Degree & Diploma		\$10,000	\$ 10,000
		<b>\$163,994.00</b>	
			<b>\$ 89,000</b>

**CONTINUING STUDIES**

Leadership Suite of Programs - Program Revisions	Joy Dalla-Tina	\$19,700	\$ 18,000
Building Management Curriculum Development	Sid Khullar	\$9,453	\$ 9,000
Business & Technical Writing	Joy Dalla-Tina	\$9,300	\$ 8,000
E-Commerce Microcredential	Sarah Murray	\$9,700	\$ 8,500
		<b>\$48,153.00</b>	
			<b>\$ 43,500</b>

**TRADES, TECHNOLOGY & DESIGN**

New UI/UX Design Diploma	Anne Emberline	\$15,753	\$ 12,000
New Web Design & Development Program	Anne Emberline	\$14,383	
New Mechanical Engineering Technical Specialty	Brett Griffiths, Bruce McGarvie	\$20,000	\$ 20,000
Civil/Structural Certificate	Kelly Wightman	\$13,101	
Steel Construction Modelling 2nd Cohort Online Review & Development	Brett Griffiths, Ron Palma	\$12,981	
Hairstyling & Esthetic Certificate Program - Transition to Online Delivery	Louise Dannhauer	\$20,218	\$ 18,000
Auto Service Technician - Online Learning (Moodle) Development Teaching & Learning Materials	Greg Henderson	\$53,276	\$ 20,000
Certificate in Jewellery Design	Karin Jones	\$42,000	\$ 10,000
		<b>\$215,012.00</b>	
			<b>\$ 80,000</b>

**ARTS & SCIENCES**

DHH Program Renewal Completion	Marcia Tanaka	\$64,239	\$ 33,000
CCA Online/Blended Moodle Course Development	KJ Hills, Margaret Buxton, Ellen Turone, Allison Schubert	\$38,409	\$ 10,000
Building Bridges through ENGL 0300	Shantel Ivits	\$20,644	\$ 5,000
Transitioning Math 0300 to a Blended Course Phase 2	Shantel Ivits	\$8,474	\$ 5,000
ABE Advanced Social Science	Jill Lefaiivre, Garth Manning	\$33,682	\$ 5,000
ESL Pathways - Curriculum Remapping	Ken McMorris	\$14,182	\$ 5,000
LINC Online Resources & Assessments Development	Maureen Kelbert	\$20,128	\$ 5,000
Self-Guided Biology Field Trips	Jennifer Kelly	\$8,533	\$ 8,500
ASL & Deaf Studies Renewal		\$10,000	\$ 10,000
EAL Pathways Renewal		\$5,000	\$ 5,000
CACE – Computer Applications - combined with CCA Comp Skills		\$5,000	\$ 5,000
CCA – Computer Skills		\$5,000	
		<b>\$233,291.00</b>	
			<b>\$ 96,500</b>

**HEALTH SCIENCES**

## 2021/22 CD Approved Projects

Proposals submitted	Project Lead	Requested Funds 2021-22	Amount Approved
Updating BSN Curriculum with New Entry Level competencies from BCCNM	Sheetal Donaldson	\$30,000	\$ 27,000
CDA Curriculum Revision	Ling Lo Yan	\$33,000	\$ 30,000
DRC Curriculum Implementation	Ling Lo Yan	\$12,000	\$ 12,000
International HCA Diploma Program	Lisa Beveridge	\$16,600	\$ 12,000
HUC Program Renewal	Radhika Kumar	\$10,300	\$ 10,000
		<b>\$101,900.00</b>	
			<b>\$ 91,000</b>
<b>Grand Total</b>		<b>\$762,350.00</b>	<b>\$ 400,000</b>

## Program Renewal Schedule 2020-2025

\*Updated March 2021

SCHOOL	2020/2021	2021/2022	2022/23	2023/24	2024/25
Continuing Studies		Business & Technical Writing ( <i>in process</i> )	OACP Programs	ECCE	
			Fashion Merchandising	Fashion Arts	
			Paralegal	MDRT	
				Renal Dialysis	
Trades, Technology & Design	Automotive Collision & Refinishing ( <i>in process</i> )		Architectural Technician		
Arts & Sciences		ASL & Deaf Studies	Basic Education	CACE – Food Services	CACE – Career Awareness
		EAL Pathways	Visually Impaired		
		CACE – Computer Applications & CCA – Computer Skills	CACE – Retail & Hospitality		
			UT/Associate Degrees		
Health Sciences		Practical Nursing + Access to PN ( <i>CASN review</i> )	Medical Laboratory Assistant		
			Bachelor of Science in Nursing ( <i>CASN review</i> )	Pharmacy Technician	Occupational Physical Therapist Assistant
			Certified Dental Assisting ( <i>On-site + Distance</i> )		Practical Nursing + Access to PN ( <i>BCCNP review</i> )
			Dental Hygiene		
Hospitality, Food Studies, & Applied Business		Medical Office & Medical Transcription	Asian Culinary – Renewal of Level 1		
		Hospitality Management Degree & Diploma			
School of Instructor Education					

Legend:	Program Renewal	Curriculum Review	Accreditation
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## **Education Services Renewal Schedule 2020-2025**

*\*Updated January 2021*

2020/2021	2021/2022	2022/23	2023/24	2024/25
1. Indigenous Education & Community Engagement <i>(in process; will be complete in 21/22)</i>	1. Arbiter of Student Issues 2. Disability Services 3. Library 4. RO – Financial Aid 5. Student Conduct Office	1. Academic Advising 2. RO – Scheduling/ Systems 3. Student Services Centre	1. Assessment Services 2. RO – Admissions/ Registration 3. CS Office & Registrar 4. International Education	

### **Completed Service Renewals**

2020/2021

*None (COVID)*

2019/2020

*None*

2018/2019

1. Centre for Teaching, Learning & Research – Complete
2. Counselling Services – Complete
3. Interpreting Services – Complete
4. Learning Centre – Complete



## **PROGRAM RENEWAL**

### **Final Report**

#### **Dental Reception Coordinator Certificate Program**

**Submitted to**

**Jo-Ellen Zakoor, Dean, School of Health Sciences**

**David Wells, Vice President Academic, Students & Research**

**Todd Rowlett, Chair, Program Review & Renewal Committee**

**Elle Ting, Chair, Education Council**

**Vancouver Community College  
1155 East Broadway, Vancouver  
British Columbia Canada V5T 4V5**

**On February 22, 2021**

**By:**

**Steering Committee Members:**

Ling Lo Yan, Department Head, Certified Dental Assisting and Dental Reception  
Department

Ellen Squires, Assistant Department Head, Certified Dental Assisting and Dental  
Reception Department

Michele Rosko, Program Instructor, Self-Study Team Member

Pam Chung, Program Assistant, Self-Study Team Member

Pervin Fahim, Operations Manager, School of Health Sciences

Jo-Ellen Zakoor, Dean, School of Health Sciences

Julie Gilbert, Instructional Associate, Committee Co-Chair, CTRL

Garth Manning, Instructional Associate, Committee Co-Chair, CTRL

Janet Latter, Manager, Institutional Research

## Table of Contents

<b>1</b>	<b>Executive Summary .....</b>	<b>4</b>
<b>2</b>	<b>Self-Study Report Summary .....</b>	<b>5</b>
<b>3</b>	<b>External Review Report Summary .....</b>	<b>11</b>
<b>4</b>	<b>Self-Study Team Response to External Review Report .....</b>	<b>13</b>
<b>5</b>	<b>Final Comments and Recommendations .....</b>	<b>14</b>

## 1 Executive Summary

The Vancouver Community College, School of Health Sciences has been offering the Dental Reception Coordinator (DRC) program since 1984. It is a well-known and respected program in the dental community. Employment opportunities for Dental Reception Coordinators are ample and the employment rate of graduates in this field is high.

The DRC Certificate Program is a 30-credit fulltime program, historically delivered face to face, over two terms. The second term culminates with a practicum in dental offices. Currently the program enrolment is based on two intakes of 23 students per calendar year.

The program has seven courses: Dental Administration 1 and 2, Dental Communication 1 and 2, Dental Theory 1 and 2, and Dental Radiography. The theory courses are modeled in a leveling structure except for the Dental Radiography, which is a stand-alone course that was added in 2017.

The Steering Committee for this program renewal was struck in July 2019, by the VP of Academic, Students, and Research, to conduct a review the Dental Reception Coordinator Certificate as per [Policy C.3.2 Program Review and Renewal](#)

Work of the Steering Committee, within the renewal process, focused on the key strengths, challenges and opportunities for improvement related to the following six (6) key performance indicators:

1. Curriculum and Instruction
2. Student Outcomes
3. Program Planning and Administration
4. Faculty and Staff
5. Program and Student Support Services
6. Learning Environment

Data from a variety of sources, spanning 2014-2018, was collected and analyzed by the Steering Committee members. Data was reviewed in relation to the key performance indicators, data sources include enrollment and graduation trends, student outcomes, graduate, student and faculty surveys, focus groups, curriculum materials, and employer feedback. A self-study report was written and reviewed as part of the renewal process. It should be noted that the Self-Study was written prior to the COVID-19 Pandemic changes to curriculum delivery. However, the external review visit was conducted virtually, due to the restrictions of the COVID-19 Pandemic. This external review included interviews with the DRC Program Renewal Steering Committee, DRC Faculty and Staff members, students, graduates and a virtual tour of the site. The External Review team developed a report based on the review of the DRC Self-Study and the Site Visit.

Summaries of the Self-Study and External Review reports are provided below. The Steering Committee has reviewed both reports and offered final recommendations as identified in this summary report.

The DRC Program Renewal Self Study notes that this program is relevant to today's job market and highly regarded by students, graduates, industry, VCC faculty and staff, and members of the PAC. However, there is recognition of the need for curriculum enhancement in order to reflect current institutional, educational, industry and practice expectations.

Conclusions from the External Review team indicate that the students were satisfied with the program and skills gained in preparation for the role of Dental Reception Coordinator. The instruction in the program is identified as a strength. Main recommendations from this report indicate a need to update curriculum to current standards such as computer software, communication skills, infection control skills, and alternative program delivery options.

## 2 Self-Study Report Summary

### Overview

[A summary of the findings and conclusions from the self-study report. Perhaps include details of some of the key data sources. Break down by KPI. For each KPI list Key Findings, Strengths, and Challenges.]

This section provides a summary of the DRC Self-Study as finalized by the Steering Committee in May 2020. The study examines the six key performance indicators, program background and strengths. This review culminates in a list of 43 recommendations for program improvement.

### Program Strengths

The VCC DRC Program has a strong reputation in the dental community. Graduates have a high employment rate upon program completion and data from graduates and community stakeholders indicate they possess the competencies for beginning practice. Faculty in this department are dedicated to the program and curriculum delivery, with skills in the subject matter, and adult education.

Students are provided opportunity for intraprofessional experiences within the community through learning opportunities such as the annual community "Tooth Trolley". Through ongoing course and program evaluation, the DRC program strives to reflect on and enhance curriculum quality.

## Key Findings

### *Curriculum and Instruction*

Although there is a high level of satisfaction with the DRC Program quality, curriculum and instruction, there were areas highlighted in the self-study, that require improvement or updating. As this curriculum was first created in 1984, the industry standards and DRC role has changed. Based on a review of the curriculum and program, credit assignment and program and course learning outcomes are not currently aligned. The program requires a review of pedagogical approach in design and delivery.

The DRC program has moved to online delivery as required by COVID-19 guidelines and restrictions. However, this program has had limited opportunities for blended-learning, and emphasis on theory is lecture-based instruction. For this reason, the self-study identified that development of quality online instruction is required.

### *Student Outcomes*

There is a high need for DRC's in the workforce, however enrolment and application numbers are noted to be lower since 2018. The program maintains a relatively low attrition rate, at less than 10%. In a review of comparable programs in British Columbia, it was noted that the entrance requirements for the VCC DRC Program are more restrictive.

Students are generally satisfied with the program and the quality of instruction. However, the self-study notes areas for improvement and as identified consistently through data are "soft skills" which include but are not limited to communication, conflict resolution, professionalism. There is also evidence of a need for increased experience with a variety of computer software programs, and insurance claim submissions. Data gathered from students and graduates indicate that the Dental Radiography course could be removed from the program as it is a skill rarely practiced by DRC's.

### *Program Planning and Administration*

Key findings in this report indicate that the workforce demand for Dental Reception Coordinators remains steady. The department participates in VCC Information Sessions, Annual Program Advisory Committee (PAC) meetings and has an active partnership with the Aboriginal Community Career Employment Services Society (ACCESS). The PAC is working towards a second meeting each year which will facilitate a joint committee with Certified Dental Assistant, Dental Reception Coordinator and Dental Hygiene programs.

The department last reviewed the faculty and staff Area Hiring Criteria 2010. Regarding the curriculum, the department participates in the VCC Annual Program Review, and has worked to maintain and revise the curriculum in preparation for the Program Renewal process.

#### *Faculty and Staff*

The DRC faculty are all certified to practice as a Certified Dental Assistant or licensed to practice as a Registered Dental Hygienist and must meet the annual practicing requirements by their regulatory bodies; College of Dental Surgeons of British Columbia or College of Dental Hygienists of British Columbia. The Area Hiring Criteria for both faculty and staff has not been reviewed since 2010; the faculty, program assistant and instructional assistant for inventory control indicate the workload is adequate. With the added ACCESS program, additional Clinical Lab Demonstrator may be required.

Staff and faculty participate in regular performance reviews. Instructors and staff use professional and career development opportunities to ensure their skills and knowledge are current and relevant. With predicted DRC curriculum revisions, there will be a need for faculty release time.

#### *Program and Student Support Services*

The Learning Centre, Arbiter of Student Issues, and Disability Services provide a variety of services to the students, faculty, and staff, including consultations, referrals, learning support, employment skills, and exam accommodations. Most service areas report they have the resources to support the program and students but could benefit from better communications between the areas and the program to identify any additional support services that may be needed. For technology related requests, the Network and Client service area addresses these needs on a regular basis.

#### *Learning Environment*

The learning environment is currently lacking in multiple areas, the physical spaces for faculty and students are not adequate, up to date, or conducive to productive work, teaching and learning. There is a need for additional computer dental software and management systems and large capacity printers. These items are essential to the delivery of comprehensive and diverse computer training, and efficiency and productivity in the classroom.



The computer lab scheduling is difficult with limited access and classrooms are hazardous due to use of multiple extension cords, which may cause a tripping hazard. There is a lack of sufficient electrical outlets.

There is a lack of changing rooms for labs, the result is that students are changing in and out of clinical attire in the public washrooms. This practice is not in compliance with standard infection prevention protocols.

### Recommendations from Self-Study according to Key Performance Indicators

<b>Curriculum and Instruction</b>
<ol style="list-style-type: none"> <li>1. Revise program design and curriculum for currency, relevancy and alignment.</li> <li>2. Redesign course designs to comply with Policy C.1.4 Assignment of Credits to Courses.</li> <li>3. Integrate and scaffold soft skills across courses to help learners with interpersonal skills, customer service, teamwork, conflict resolution and responsibility in the workplace.</li> <li>4. Remove Dental Radiography course from program.</li> <li>5. Integrate additional dental management training software into the curriculum.</li> <li>6. Explore new and innovative online and face-to-face instructional strategies and learning activities to align with learning outcomes, including blended learning, flipped classroom.</li> <li>7. Develop an online strategy for the program/department that includes new online approaches to teaching, learning, assessment and administration.</li> <li>8. Develop a training plan to ensure faculty and staff have the skills to teach new training software and online components of the program.</li> <li>9. Discuss re-designing and extending the student practicum beyond 2 weeks.</li> <li>10. Develop more scenario-based and peer-to-peer learning activities that align with learning outcomes and student assessments.</li> </ol>
<b>Student Outcomes</b>
<ol style="list-style-type: none"> <li>11. Remove radiography course from program curriculum.</li> </ol>

12. Consider longer practicum length.
13. Revise and redesign program curriculum to address noted areas of program improvement.
14. Integrate “soft skills”, including problem solving, teamwork strategies, communications, and professionalism.

#### **Faculty and Staff**

15. Update Faculty Area Hiring Criteria to reflect the skills and knowledge necessary to instruct in the revised Dental Reception Coordinator program considering the integration of new dental software and online teaching skills.
16. Update Program Assistant C job description to include responsibilities for coordinating practicum placement.
17. Organize orientation training sessions for faculty and staff.
18. Develop a professional development plan to prepare faculty to teach revised curriculum.

#### **Student Support Services**

19. Provide updated program information to all service areas.
20. Provide Disability Services with exam schedules and instructor contact information.
21. The Learning Centre has replaced their resume/cover letter workshop with an online self-service resume/cover letter course. Students will have scheduled computer lab time to complete the course.
22. Communicate with the Learning Centre to identify areas where students may need additional support.

#### **Program Planning and Administration**

23. Curriculum revision is needed.
24. Follow up on suggestions from this program renewal.
25. Hire term DRC faculty instructor(s).

26. Ensure program aligns with College Policy C.1.4 Assignment of Credits to courses.
27. Update Faculty and Area Hiring Criteria to reflect the criteria necessary to instruct in the DRC program: various dental software experience and online teaching skills.
28. Update Program Assistant C job description, insert practicum placement responsibilities:
  - a. Works and assists with students to establish an appropriate practicum placement
  - b. Reviews all proposed placements, collaborating with the student and department
  - c. Tracks placement and manages practicum agreement contracts
  - d. Maintains rapport and a communicates any concerns regarding the student to the department
29. Obtain funds to have additional dental software (*ClearDent or Tracker*).
30. Apply for Curriculum Development funds for DRC curriculum revision and faculty/staff training in dental software.
31. Develop a training course for faculty to learn new dental software.
32. Organize orientation training sessions for faculty and staff.
33. Develop a professional development plan to prepare faculty to teach revised curriculum.
34. Develop instructional design on learning strategies and evaluation tools.
35. Online/eLearning instruction for DRC suitable units for possible blended/online delivery.
36. Develop soft skills training into the curriculum for students.
37. Integrate Aboriginal perspectives in curriculum.
38. Develop curriculum materials: resources and assessments.

Learning Environment
39. Review hiring criteria for faculty and staff against program revisions and revise as required.
40. Continue fostering relationship with ACCESS.
41. Work with Marketing to develop a robust marketing strategy for the revised program.
42. Create new instructor development training plans.
43. Review instructor and staff FTEs to ensure program sustainability.

### 3 External Review Report Summary

The external review team conducted a site visit on June 18. This site visit was conducted virtually, with Zoom web conferencing, due to the COVID-19 restrictions currently in place.

The meeting was attended by the VP Academic, DRC Program Renewal Steering Committee members, program faculty and staff, current students and graduates of the DRC program. The external review team was provided opportunity to meet privately with the various groups and the Instructional Associates facilitated provided clarifications and support as required during this first-time virtual site visit.

External review team members included:

**Eleanor Clarke**, Coordinator, Continuing Studies, Langara College  
(Academic Representative from Post-Secondary Institution)

**Denise Harrison**, Office Manager / CDA, On Track Dental  
(Industry Representative *OR* Academic Representative from Post-Secondary Institution)

**Dr. Angelique Leung**, Dentist, Fairview Dental Centre  
(Industry Representative *OR* Academic Representative from Post-Secondary Institution)

In the site visit wrap-up session, the external reviewers expressed positive impressions of the program from their discussions with students, faculty, staff and graduates. Their written report and findings were submitted to the DRC Program Renewal Steering Committee on July 10. The brief report provided by the external reviewers mirrored many of the self-study findings. The report provided a short summary stating that each KPI was currently being met by the program, however minimal details or discussion were provided on strengths of the existing program. The external reviewers did make key

recommendations in their conclusion. Among other suggestions, they recommend increased soft skills development for students, enhanced and updated dental software experience, a more formalized process to acquire student practicum placements, online delivery options and enhanced training in infection control measures.

Below is the full list of External Reviewers recommendations, and response from the DRC Program Renewal Steering Committee. The full External Reviewers' report can be viewed in Appendix 1.

External Reviewers Recommendations	Renewal Committee Response
1. Dental software, a broader learning of more dental computer software systems.	1. This was also a recommendation in the self-study and is carried forward to the summary report.
2. Practical hands-on use of dental software to eg. bill insurances, sending of pre-authorizations and estimates.	2. This is part of the current curriculum. However, there could perhaps be more content on extended health claims that are outside the norm.
3. Formal Review of student performance at end of practicum.	3. Students review their experience with the practicum office/mentor Consider adding to the practicum task performance sheet for clarity and direction on this.
4. Formal assistance for student practicum search.	4. Discussion around practicum placement piece indicates a further review of current processes.
5. Alternative studies options such as online, virtual classroom.	5. The DRC Self-study identified same recommendation.
6. Radiology – keep the module as it makes VCC Students stand out.	6. The DRC self-study recommended that this be removed. Best option is to keep the course but offer it as a stand-alone course.
7. Expanded infection control and asepsis competencies, more important and relevant than ever with the COVID-19 heightened requirements.	7. The Steering Committee agrees with this recommendation.
8. Better, timelier, response from Student Services.	8. This relates to communication with student services and will be carried forward in the summary recommendations.

<p>9. Alignment of credits with current hours and VCC Policy.</p> <p>10. “Soft Skills” – increase this component.</p> <p>11. Review theory components for currency and relevancy. i.e. too many specialties addressed.</p>	<p>9. The DRC self-study identified the same recommendation.</p> <p>10. The DRC self-study identified the same recommendation.</p> <p>11. The Steering Committee agrees with this recommendation.</p>
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## 4 Self-Study Team Response to External Review Report

The DRC Program Renewal Steering Committee met on July 24<sup>th</sup> to review the External Review Report. The committee members noted that although the report was brief, the points made were generally in alignment with the findings of the self-study report. The external report supports the program and provides some valid recommendations. Specific responses to the recommendations are noted in the table above in section 3.

### Responses to External Report

Jo-Ellen Zakoor, Dean School of Health Sciences Response and/or VP Academic

The DRC External Review team report validated the DRC Program Renewal Steering Committee’s Self Study report. The consistency in the findings indicate that the Dental Reception Coordinator Program Renewal Steering Committee is on track to address the recommendations needed to ensure the program is revised to prepare graduates for careers in Dental Reception Coordinator.

The School of Health recognizes the importance of the increased need of resources by the Dental Reception Coordinator department and we appreciate the validation of this by the External Review team. The Dental Reception Coordinator Program will be supported in developing strong business cases for more resources for curriculum changes e.g. technology. These resources will be necessary in order to support the current and evolving role of the Dental Reception Coordinator.

David Wells, Vice President, Academic, Comments:

## 5 Final Comments and Recommendations

The final recommendations made in this report reflect those contained in the self-study and external review reports, representing what the Steering Committee views as important to improve the overall quality of the program, enhance student learning and success, and promote growth in the program.

Key Performance Indicator	Summary Report Recommendations (adapted from self-study and external Report)
Curriculum and Instruction	<ol style="list-style-type: none"> <li>1. Revise program design and curriculum for currency, relevancy and alignment.</li> <li>2. Redesign course designs to comply with Policy C.1.4 Assignment of Credits to Courses.</li> <li>3. Integrate and scaffold “soft skills” across courses to help learners with interpersonal skills, customer service, teamwork, conflict resolution and responsibility in the workplace.</li> <li>4. Expand program concepts that focus on infection control and asepsis. This is now heightened role of the DRC in response to COVID-19 guidelines for practice.</li> <li>5. Remove Dental Radiography course from program, offer as a “stand-alone” course.</li> <li>6. Integrate additional dental management training software into the curriculum.</li> <li>7. Explore new and innovative online and face-to-face instructional strategies and learning activities to align with learning outcomes, including blended learning, flipped classroom.</li> <li>8. Develop an online strategy for the program/department that includes current approaches to teaching, learning, assessment and administration.</li> </ol>

	<p>9. Develop a training plan to ensure faculty and staff have the skills to teach new training software and online components of the program.</p> <p>10. Explore Practicum delivery options as this will be affected by alteration to the radiography course change.</p> <p>11. Develop more scenario-based and peer-to-peer learning activities that align with learning outcomes and student assessments.</p>
<b>Student Outcomes</b>	<p>12. Remove radiography course from program curriculum.</p> <p>13. Consider longer practicum length.</p> <p>14. Revise and redesign program curriculum to address noted areas of program improvement.</p> <p>15. Integrate “soft skills”, including problem solving, teamwork strategies, communications, and professionalism.</p>
<b>Faculty and Staff</b>	<p>16. Update Faculty Area Hiring Criteria to reflect the skills and knowledge necessary to instruct in the revised Dental Reception Coordinator program.</p> <p>17. Analyze Practicum placement processes and the resources required to secure placements.</p> <p>18. Develop and deliver orientation training sessions for faculty and staff.</p> <p>19. Develop a faculty development plan to prepare faculty to teach revised curriculum.</p>
<b>Student Support Services</b>	<p>20. Provide updated program information to all service areas.</p> <p>21. Provide Disability Services with exam schedules and instructor contact information.</p>



	<p>22. Integrate the VCC Learning Centre online self-service resume/cover letter course into the curriculum.</p> <p>23. Consult with the Learning Centre to identify additional areas where students may require support.</p> <p>24. Strengthen the relationship with student support services and continue to improve student awareness of services available.</p>
<p><b>Program Planning and Administration</b></p>	<p>25. Revise curriculum to reflect current practice and professional requirements.</p> <p>26. Create a plan and timeline to incorporate suggestions for program improvement identified in this program renewal.</p> <p>27. Increase department capacity for instruction, hire more term DRC faculty instructor(s).</p> <p>28. Ensure program aligns with College Policy C.1.4 Assignment of Credits to courses.</p> <p>29. Update Faculty and Area Hiring Criteria to reflect the updated curriculum, including experience with various dental software programs and online teaching skills.</p> <p>30. Update Program Assistant C job description, insert practicum placement responsibilities:</p> <ul style="list-style-type: none"> <li>b. Works and assists with students to establish an appropriate practicum placement</li> <li>c. Reviews all proposed placements, collaborating with the student and department</li> <li>d. Tracks placement and manages practicum agreement contracts</li> <li>e. Maintains rapport and communicates any concerns regarding the student to the department</li> </ul> <p>31. Obtain funds to update and expand dental software programs for instruction.</p>

	<p>32. Obtain Curriculum Development funds for DRC curriculum revision.</p> <p>33. Develop or obtain training resources for faculty to learn new dental software.</p> <p>34. Offer orientation training sessions for faculty and staff.</p> <p>35. Develop a faculty development plan to prepare faculty to teach revised curriculum.</p> <p>36. Develop instructional design on learning strategies and evaluation tools.</p> <p>37. Online/eLearning instruction for DRC suitable units for possible blended/online delivery.</p> <p>38. Develop soft skills training into the curriculum for students.</p> <p>39. Integrate Aboriginal perspectives in curriculum.</p> <p>40. Develop curriculum materials: resources and assessments.</p>
<p><b>Learning Environment</b></p>	<p>41. Review hiring criteria for faculty and staff against program revisions and revise as required.</p> <p>42. Continue fostering relationship with ACCESS.</p> <p>43. Work with Marketing to develop a robust marketing strategy for the revised program.</p> <p>44. Create new instructor development training plans.</p> <p>45. Review instructor and staff FTEs to ensure program sustainability.</p>



## Program Renewal: Dental Reception Coordinator Certificate Education Council Report

Dental Reception Coordinator Action Plan: January 28<sup>th</sup>, 2021

Based on the findings from the program review Self-Study Report, and the feedback from the External Review, the program has identified the following final key projects and initiatives.

#	Key Projects and Initiatives	Reasonable Timeline for completion of project	Resources Required	Evaluation Plan
1	Revise program design and curriculum for currency, relevancy and alignment.	Feb. 2021 - March 2022	DRC faculty and curriculum committee and CTLR resources	DRC program updated and approved by VCC EDCO.
2	Ensure program and courses align with College Policy C.1.4 Assignment of Credits to courses.	April 2021 – Dec. 2021	Application for CD funds for 21/22 Fiscal	Submission of CD Funds application.
3	Integrate and scaffold “soft skills” across courses to help learners with professionalism, interpersonal skills, professional interactions and communication, teamwork, problem solving, conflict resolution, and responsibility in the workplace.	April 2021 – March 2022	CD Funding	Learning objectives for Communication skills in updated curriculum.
4	Remove Dental Radiography course from program, continue to offer as a “stand-alone” course.	March 2022	Curriculum documentation updated by Oct. 2021	Removal of DR course from program. Changes to PCG.



## Program Renewal: Dental Reception Coordinator Certificate Education Council Report

#	Key Projects and Initiatives	Reasonable Timeline for completion of project	Resources Required	Evaluation Plan
5	Integrate additional dental management training software into the curriculum.	March 2022	Analyze requirements for implementation of ClearDent software. Determine Dental software cost	Software program recommendation and costing secured.
6	Obtain funds as required to update and expand dental software programs for instruction.	April 2021 - ongoing	Dean of SHS, DRC faculty and Curriculum Committee	Funds secured for updates to DRC Software.
7	Continue to explore new and innovative online and face-to-face instructional strategies and learning activities to align with learning outcomes.	January 2021 - ongoing	Professional Development	Updated online design and development.
8	Develop an online strategy for the program/department that includes current approaches to teaching, learning, assessment and administration.	Dec. 2021	CTLR and Faculty involvement	DRC online strategic plan completion.
9	Develop a training plan to ensure faculty and staff have the skills to teach new training software and online components of the program.	March 2022	ClearDent training package/resources	Faculty prepared to teach new and updated curriculum by July 2022.



## Program Renewal: Dental Reception Coordinator Certificate Education Council Report

#	Key Projects and Initiatives	Reasonable Timeline for completion of project	Resources Required	Evaluation Plan
10	Explore Practicum delivery options as this will be affected by removal of the dental radiography course.	Dec. 2021	Feedback and review of existing practicum placements and options.	Updated practicum options integrated into program.
11	Consider longer practicum length in program revision	Feb 2022 – June 2022	Review of feedback and evaluation of practicum.	New Expanded options reviewed and integrated.
12	Develop more scenario-based and peer-to-peer learning activities that align with learning outcomes and student assessments.	April 2021 – March 2022	Faculty curriculum development work and PD time.	Instructional resources within curriculum that support revisions.
13	Update Faculty Area Hiring Criteria to reflect the skills and knowledge necessary to instruct in the revised Dental Reception Coordinator program. This will include experience with various dental software programs and online teaching skills.	Jan 2021 – March 2022	Dean/VCCFA/Faculty input	Updated AHRC to reflect workload of program.
14	Analyze Practicum placement processes and clarification of the role required to secure placements.	Dec. 2021	Consultation with other practicum processes within VCC	Analysis and recommendations for



## Program Renewal: Dental Reception Coordinator Certificate Education Council Report

#	Key Projects and Initiatives	Reasonable Timeline for completion of project	Resources Required	Evaluation Plan
			(SHS Dept Heads and Practicum Placement Coordinator)	practicum placement processes.
15	Develop a faculty development plan to prepare faculty to teach revised curriculum.	Dec. 2021	Faculty and CTLR	Plan for faculty orientation to updated curriculum.
16	Develop and deliver orientation training sessions for faculty and staff.	Jan 2022 – June 2022	CTLR, Faculty time and sessions with department	Orientation of faculty to updated curriculum.
17	Develop curriculum materials: resources and assessments to align with new curriculum design.	June 2022	DRC Faculty, CTLR	Curriculum resources and design that reflect updates to program.
18	Provide updated program information to all service areas.	March 2022 – June 2022	DRC Dept. Leader	Communication with student service areas re: program updates.
19	Develop process to ensure Disability Services is provided with exam schedules and instructor contact information.	Dec. 2021	Disability services and Dept. Leader	Formalized process and guidelines to ensure



## Program Renewal: Dental Reception Coordinator Certificate Education Council Report

#	Key Projects and Initiatives	Reasonable Timeline for completion of project	Resources Required	Evaluation Plan
				timely and effective preparations for student accommodations.
20	Integrate the VCC Learning Centre online self-service resume/cover letter course into the curriculum.	April 2021 – March 2022	Library and Learning Centre has developed a self-directed resource.	Integrated into program just prior to practicum placement.
21	Strengthen the relationship with student support services and continue to improve student awareness of services available.	Ongoing	DRC Department Leader and Student Services departments	Ensure Student Services resources provided in DRC Student Handbook.
22	Create a plan and timeline to incorporate suggestions for program improvement identified in this program renewal.	Feb. 2021	DRC Dept. Leader and Assistant Department Leader CTLR	Curriculum Development plan and timeline.
23	Review instructor and staff FTEs to ensure program sustainability and increase department capacity for instruction.	Sept. 2021	Dean of SHS, DRC Dept. Leader, VCCFA	FTE equivalent that meets needs and budget of program.



## Program Renewal: Dental Reception Coordinator Certificate Education Council Report

#	Key Projects and Initiatives	Reasonable Timeline for completion of project	Resources Required	Evaluation Plan
24	Update Program Assistant C job description, insert practicum placement responsibilities.	January 2022	Review Program Assistant role. Document the resources needed for the practicum placement.	Updated PA role description to reflect actual needs.
25	Integrate Indigenous perspectives and cultural humility into curriculum.	April 2021 - Ongoing	VCC Indigenous Education and Community Engagement dept. Consultations with SHS Departments	Program and Course Learning outcomes and curriculum resources that reflect Indigenization of the curriculum.
26	Continue fostering relationship with Aboriginal Community Career Employment Services Society (ACCESS)	Ongoing	Continued collaboration with Dean of SHS, DRC Dept. Leader and ACCESS	Continued offerings of the Access cohort. Evaluation of past cohort success and supports.
27	Work with VCC Marketing department to develop a robust marketing strategy for the revised program.	March 2022	DRC Dept. Leader and Marketing Dept. Representative.	Marketing strategy and resources that represent the revised curriculum.