



Vancouver Community College  
EDUCATION COUNCIL

MEETING MINUTES  
May 14, 2019, 3:30-5:30pm, Room 5025 BWY-A

Item	Topic	Discussion
1.	Call to Order	The meeting was called to order at 3:32 p.m.
2.	Acknowledgement	D. Beerwald acknowledged that the meeting is being held on the traditional unceded territory of the Skwxwú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.
3.	Adopt Agenda	<b>Motion:</b> Moved by K. McNaughton and seconded THAT Education Council adopt the May 14, 2019 agenda as presented. All in favour. <b>Motion carried.</b>
4.	Approve Past Minutes	<b>Motion:</b> Moved by N. Coles and seconded THAT Education Council approve the April 2, 2019 minutes as presented. All in favour. <b>Motion carried.</b> <b>Motion:</b> Moved by H. Parisotto and seconded THAT Education Council approve the April 9, 2019 minutes as amended. J.-E. Zakoor requested “de-escalation” be removed from her statement. All in favour. <b>Motion carried.</b>
5.	Enquiries & Correspondence	There were none.
6.	Business Arising	D. McMullen presented the Office of the Registrar’s accomplishments from 2018/19 and priorities for 2019/20.
	a) Annual Update/Report Deans and Directors	
	b) Contract Training Update	T. Sawkins presented the annual Contract Training Update for 2018-2019. She reported that most contracts are held by the Partnership Development Office, followed by the School of Instructor Education. The largest contract is the LINC contract through IRCC. T. Sawkins did not observe much change from the previous fiscal year in terms of growth, but noted a trend of provincial funding being targeted to specific populations facing barriers, such as Indigenous communities or workers over the age of 55. While most of VCC’s contract training is government funded, T. Sawkins hopes to discuss options to increase and diversify funding with the new Vice President, Enterprise and International Development. With regards to unemployed youth, T. Sawkins explained that VCC has not been responding to calls for proposals in this area, since the College has more expertise with the 55+ age group.
	c) Non-credit course outlines (Continuing Studies)	G. McIvor presented the summary of 2018 non-credit course offerings in Continuing Studies. He reported that 42% of courses were non-credit, and 57% were credit. He highlighted unique offerings such as the Introduction to School-Age Care course and the Gladue Report Writing pilot program. In Continuing Studies about 20% of courses were cancelled (8% of credit and 34% of non-credit courses), since minimum enrolment was not met. G. McIvor added that the department was financially very successful last year due

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		<p>to increased enrolment and successful technology courses, increasing its financial contribution to the College by 61%.</p> <p>d) Online Learning Strategy and Design</p> <p>A. Dunn, Manager of Online Learning, Strategy and Design, presented VCC’s Online Learning Strategy. Key aspects include</p> <ul style="list-style-type: none"> <li>• creating training materials for faculty to create and deliver online courses using technologies such as the video hosting service Kaltura and video conferencing platform Zoom</li> <li>• quality assurance of online materials</li> <li>• policy and governance; for example, records management and retention of Moodle content</li> </ul> <p>A. Dunn also emphasized the importance of following Universal Design for Learning principles. A current project undertaken in collaboration with IT is the CTLR’s move to a new helpdesk system. A. Dunn and B. Friesen are hosting roadshows at all department to introduce the Online Learning Strategy and involve departments in its delivery.</p>
7.	<p>Committee Reports</p> <p>a) Curriculum Standing Committee</p> <p>i) Course Deactivations: MATH 0855, MTSK 0987, SCIE 0757, 0861, 0867, 0871, 0877</p> <p>ii) Course Updates: ACED 0707, 0709, 0710, 0711</p> <p>iii) New Program: Train the Trainer Short Certificate</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve the deactivation of MATH 0855, MTSK 0987, SCIE 0757, SCIE 0861, SCIE 0867, SCIE 0871, and SCIE 0877.</p> <p>T. Rowlatt explained that these seven College &amp; Career Access (CCA) courses are no longer taught. He inquired whether Education Council prefers to continue receiving deactivation requests for approval, or whether this authority should be transferred to Curriculum Committee. Education Council decided to maintain the current process of receiving deactivation requests, in the interest of ensuring documentation. All in favour. <b>Motion carried.</b></p> <p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the course outlines for ACED 0707 Job Search Techniques, ACED 0709 Education &amp; Career Exploration, ACED 0710 Work Experience, and ACED 0711 Communications.</p> <p>T. Rowlatt reported that Education Council recently approved ACED 0700 Career Planning 12; the current proposal contains the same content split into four courses. Since students need to complete all four course to fulfill the requirement for ABE Career Planning, the articulation committee requested that specific learning outcomes be included in the course outlines, rather than a link to the ABE Articulation Guide, in order for the courses to be articulated. All in favour. <b>Motion carried.</b></p> <p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, the program content guide for the Train the Trainer Short Certificate, and recommend the Board of Governors approve the credential.</p>

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		<p>T. Rowlatt reported that this program consists of the three core courses of the Provincial Instructor Diploma Program (PIDP). The program is an exit option for students who begin the PIDP or a starting point for those wishing to continue on to complete their PID. Courses were already approved as part of the PIDP renewal. All in favour. <b>Motion carried.</b></p>
	<p>iv) Program Updates: Professional Cook 1 Plus Certificate &amp; Culinary Arts Diploma</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve, in the form presented at this meeting, revisions to the admission requirements for the Culinary Arts Diploma and the Professional Cook 1 Plus Certificate.</p> <p>C. Gill presented the proposal to remove the TB test and immunization admission requirements. These requirements were put in place in response to an outbreak and were based on research that turned out to refer to standards for the health sector, not food services. Going forward, the department will manage immunization expectations with departmental guidelines. All in favour. <b>Motion carried.</b></p>
	<p>v) Provisional Approval of New Programs Ad Hoc Committee</p>	<p><b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve the formation of a Provisional Approval of New Programs Ad Hoc Committee and its Terms of Reference.</p> <p>T. Rowlatt presented the proposal for the optional provisional approval process, providing additional support from experienced curriculum and program developers during the first offering of new or significantly revised programs, especially in areas not previously taught at VCC. The new process allows for minor adjustments during the first offering, as long as students are not disadvantaged and the program’s integrity is not compromised. T. Rowlatt met with the CTLR’s Instructional Associates in March to discuss their recommendations. Revisions were made to the original proposal presented to Education Council in March, clarifying that all those involved in the program’s development participate in conversations throughout the provisional approval period. All in favour. <b>Motion carried.</b></p>
	<p>b) Policy Standing Committee i) D.1.4 Curriculum/ Educational/Institutional Materials Created within the College</p>	<p><b>Motion:</b> Moved by J. Demeulemeester and seconded THAT Education Council recommends the Board of Governors approve D.1.4 Curriculum/Educational/Institutional Materials Created within the College. All in favour. <b>Motion carried.</b></p> <p>J. Demeulemeester reported from the May 8 committee meeting; J. Shin, Associate Vice President, Student Success, had presented updates on student services policies D.4.2 Student Grievance, D.4.3 Student Code of Conduct (Non-Educational Matters) and D.4.5 Student Educational Conduct. These policies will come to committee within the next few months. Policy C.1.4 Assignment of Credits to Courses will be presented at the next Education Council meeting for approval.</p>

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		Committee discussed policy C.3.7 Off-Campus Activity Involving Students (formerly Student Field Trips), which will be brought to Administrative Policy Committee next. There was a discussion about C.3.7 falling into the purview of Education and/or Administrative Policy Committee. J. Demeulemeester will follow up with S. Aulakh.
	c) Appeals Oversight Committee	D. Beerwald reported on committee’s continued work revising documents for a Tribunal Chair’s resource package.
	d) Program Review and Renewal Committee i) Update to Terms of Reference	<b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve revisions to the Terms of Reference of the Program Review and Renewal Committee and its name change to Quality Assurance Committee.  T. Rowlatt explained that the new name reflects the scope of committee’s work, including educational service renewals, accreditations and overall quality assurance. The quorum was changed to a simple majority and the membership updated to reflect the current status, with an appointed Dean (B. Griffiths) and the Dean of the Centre for Teaching, Learning, and Research (S. Lew). A third faculty member was added to ensure balance.  There was a discussion about the committee name, and Quality Assurance Committee was accepted. All in favour. <b>Motion carried.</b>
	ii) PRRC Action Plan	<b>Motion:</b> Moved by T. Rowlatt and seconded THAT Education Council approve the 2019-2022 Quality Assurance Committee Action Plan.  T. Rowlatt presented the Quality Assurance (previously Program Review and Renewal) Committee’s Action Plan with priorities for 2019-2022. The plan was partially informed by recommendations from the QAPA process. Committee is currently working on making the annual program review process more user-friendly; as part of this effort, IR is changing the visualization of data presented to departments for program reviews. All in favour. <b>Motion carried.</b>
8.	Research Report	E. Ting joined the meeting via phone from the RIPE/BCARIN conference in Kelowna. She reported that the REB received several extension requests in April for projects started 12 months ago. The Research Advisory Committee adjudicated the President’s Research Fund; feedback was received regarding the user-friendliness of the application forms, which will be reviewed by the REB in June.
9.	Chair Report	E. Ting reported that she will attend an academic governance meeting at JIBC on May 22. A special Education Council meeting/planning session is scheduled for June 3. I. Belhacene, student representative for Broadway/Annacis Island, resigned from Education Council and its standing committees. E. Ting thanked him for his involvement and energetic participation.

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10.	Student Report	S. Sullivan reported that SUVCC representatives will attend the BC Federation of Students' annual Skills Development Symposium with workshops on how to work with administration and engage students. K. McNaughton thanked SUVCC for its contribution to VCC's Mental Health and Wellness Day.
11.	Next Meeting:	Education Council Planning Day: June 3, 9:00-12:00 p.m., room 5025 BWY-A Regular Meeting: June 11, 2019 3:30-5:30 p.m., room 240 DTN
12.	Adjournment	The meeting was adjourned at 4:57 p.m.

**ATTENDEES:** Denise Beerwald                      Todd Rowlett                      Jo-Ellen Zakoor                      Kathryn McNaughton  
Dave McMullen                                      Heidi Parisotto                      Natasha Mandryk                      Nona Coles

**via teleconference:** Elle Ting                                      John Demeulemeester

**REGRETS:** Andrew Candela                                      Robert Kunka                                      Karen Crossett                                      David Wells  
Shawna Broekhuizen                                      Gurpreet Kaur                                      Paul Yeung                                      Cindy Reeves  
Karen Brooke

**GUESTS:** Tanis Sawkins                                      Gordon McIvor                                      Andrew Dunn                                      Collin Gill  
Nicole Degagne

**RECORDING SECRETARY:** Darija Rabadzija