



## 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

### Guests

Adrian Lipsett  
Andy Sellwood  
Anne Emberline  
Claire Sauvé  
Clay Little  
Dawn Cunningham Hall  
Dennis Innes  
Fred MacDonald  
Jennifer Gossen  
Jennifer Vo  
Maurice Della-Savia  
Mehran Jamshidi  
Pervin Fahim  
Phoebe Patigdas  
Rebecca Bennett  
Reza Nezami  
Shirley Lew  
Tannis Morgan  
Taryn Thomson

### Regrets

Blair McLean  
Julia Skye Summers  
Shane McGowan

### Recording Secretary

Darija Rabadzija

## 1. CALL TO ORDER

- The meeting was called to order at 3:30 p.m.

## 2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the College is located on the traditional unceded territory of the Sk̓wxwú7mesh Úxwumixw (Squamish), x̱məθkʷəy̱əm (Musqueam) and Tsleil-Waututh peoples, and extended the acknowledgement to the ancestral territories of all participants joining remotely.

## 3. ADOPT AGENDA

THAT Education Council adopt the September 14, 2021 agenda as  
**MOTION:** amended, with added items 6i) Culinary Arts Update and 6j) Program Reset Working Group Update.

**Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

#### 4. APPROVE PAST MINUTES

**MOTION:** THAT Education Council approve the June 8, 2021 minutes as presented.

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

#### 5. ENQUIRIES & CORRESPONDENCE

- There were none.

#### 6. BUSINESS ARISING

##### a) Annacis Island Update/Feasibility Report

- D. Wells provided an update on negotiations with BCIT. The Feasibility Working Group submitted its final report outlining different options for the future of HMT programming at VCC. A townhall was held for HMT faculty and staff on August 30. T. Thomson provided an update from the VCCFA side. T. Rowlett thanked the working group members for their contributions to the report, which was shared with EdCo members.

##### b) Affiliation Agreement with Stenberg College

**MOTION:** THAT Education Council recommend the Board of Governors approve, in the form presented at this meeting, the Affiliation Agreement between VCC and Stenberg College International (SCI) regarding the Optician Diploma program at VCC.

**Moved by D. Wells, Seconded & CARRIED (13 in favour; 1 abstention).**

- The draft affiliation agreement, signed licensing and draft rental agreements were distributed separately via email. C. Sauvé presented revisions made to the affiliation agreement in response to feedback from the June EdCo meeting and additional consultations over the summer.
  - The clause on credit transfer was removed and replaced with a reference to VCC's Transfer Credit policy (D.3.11).
  - Use of each institution's logo by the other party will be restricted to marketing efforts for the Optician Diploma program.
  - A student resource guide was created outlining all VCC support services, amenities near the Surrey SC campus, policies, etc. There will be two student orientation sessions for each intake (with International Education and Continuing Studies). The plan is for on-site delivery starting in May 2022; should delivery need to move online, the resource guide would be updated.
  - C. Sauvé toured both the main Stenberg College campus (currently housing the Optician program) and the nearby satellite campus, at which the VCC Optician program will be delivered. The satellite campus was previously used by Douglas College and is currently undergoing renovations. Extensive amenities will be available to both students and instructors at the campus and in the surrounding area (Surrey Central). The long-term goal is to build a lab at VCC to house this program. The campuses are accessible, and there is space available to provide exam accommodations.
  - Measures to ensure instructor support and instructional quality will include course and program evaluations, to meet both accreditation body (National Alliance of Canadian Optician Regulators-NACOR) and VCC standards. Instructors will be supported in reflection and enhancing their instruction through meetings and workshops each term.
- Initial conversations have begun with NACOR and Accreditation Canada, and the formal accreditation process will start upon approval of the program. The first step is an initial assessment to achieve registered status (up to six months before the program start date); full accreditation will take place at a later date, once there are program graduates.

### c) Return to Campus & Governance Implications: Alternative Process for Curriculum Changes during the COVID-19 Pandemic - Update

**MOTION:** THAT Education Council extend the alternative curriculum change process approved on May 12, 2020 for the Fall 2021 and Winter 2022 programming (until the end of March 2022).

**Moved by A. Oliver, Seconded & CARRIED (Unanimously)**

- E. Ting presented the proposal. In May 2020, Education Council approved an alternative curriculum change process for changes necessitated by the COVID-19 pandemic. In view of Phase 4 of BC's COVID-19 Restart Plan being delayed indefinitely, and to avoid creating workload issues for faculty during the return to campus, the EdCo Executive recommended extending the alternative process until the end of the fiscal year (March 2022).
- Members discussed the importance of informing students of changes ahead of time, and there were questions about withdrawal dates, which require further discussion. The alternative curriculum change process stipulates that students should be informed as early as possible, taking into account changing orders from the Provincial Health Officer (PHO).

### d) Concept Papers: UI/UX Design Diploma & Web Design and Development (WDD) Diploma

- A. Emberline presented the concept paper for the UI/UX Design Diploma (User Interface/User Experience), consisting of three laddering certificates targeted at students with different levels of experience: a Design Foundation Certificate, a UI/UX Design Certificate, and a UI/UX Design Professional Practice Certificate. The program is unique, as it is suitable for students without any experience in this field and allows multiple entry and exit points. Since some of the courses are part of the current Graphic Design Diploma, the launch of this program will support delivery of a more flexible part-time option in Graphic Design.
- The Web Design and Development (WDD) Diploma combines existing courses from the Graphic Design and Computer Systems Technology Diplomas to teach students about both the aesthetics of design and backend coding. Students will have a choice of electives to specialize in their area of interest.
- International graduates of both programs will be eligible for a Post-Graduation Work Permit (PGWP). Both fields are in high demand, and these proposals support VCC's plan to expand its technology offerings.
- It was recommended to consult with the Registrar's Office to confirm the proposed programs meet VCC's credential policy. Extensive consultation is planned. There was a longer conversation about the proposed EDI course and how Indigenization would be incorporated throughout the program. EdCo members noted the general need for faculty support around EDI and Indigenizing curriculum.
- The tuition listed in the business cases is only preliminary and will be finalized once the programs are developed and potential funding opportunities explored.

### e) Academic Plan - Update

- D. Wells provided a brief update on the Academic Plan. Due to the province's push for more intakes in various health programs, the development of the HCA International Diploma was pushed back. A lot of work went into tuition changes for significantly revised programs (e.g., the Pharmacy Technician Certificate program). The new Accounting and Marketing Diplomas went through governance, and the Business and Project Management Post-Degree Diploma has been updated.

### f) Online Learning Agreement - Update

- A. Sellwood and S. Lew presented updates to the agreement and cover letter, incorporating feedback from the last EdCo meeting, particularly related to the emergency response section. It was clarified that in cases of student distress, the college would reach out to the student's emergency contact person (rather than emergency services).

- There were questions about the use of class recordings in cases of disciplinary/instructor conduct issues. There was a discussion about balancing accessibility with safety and privacy considerations. This is an emerging issue, as the increase in online delivery will likely lead to more requests for in-class recordings as part of an accommodation. The importance of student and instructor consent to being recorded was emphasized, which is difficult to control if third-party recording tools are used. A. Oliver reported that a group in Disability Services will put forward a proposal for development of a policy on recordings, which exists at most institutions. D. Wells will look into obtaining a legal opinion.

### g) EdCo Meeting Time & Format

- E. Ting reported on the survey of EdCo members; 75% of respondents preferred continuing with online meetings. There was a slight preference for an earlier meeting time (1–3 p.m.). As there were concerns from student representatives about this schedule change, EdCo agreed to meet at the usual time in October and revisit this question after the elections.

### h) EdCo Elections

- E. Ting announced the upcoming Education Council election dates (nomination period: September 20 to October 1; campaign period: October 4–8; voting period: October 13–19). The faculty seat distribution changed; Music and Dance were moved under Arts & Sciences; Trades, Technology and Design were combined; and one College-at-Large seat was converted to a second Health Sciences seat with a one-year term for this election (to stagger terms for these two seats).
- To reach out to potential student candidates, two online Q&A sessions for students will be held on September 20.

### i) Culinary Arts Update

- J. Demeulemeester relayed concerns from Culinary Arts faculty about the cancellation of a Professional Cook 1 Certificate (EAL Cohort) intake six weeks before the start, instead of keeping registration open for a longer period. D. Innes explained that the decision was made based on low enrolment numbers by early August, coupled with historical data on student attrition during the first few weeks. Cancelling the program closer to the start date would have been problematic for students who have planned around this ten-month program. While enrolment has been decreasing over the last few years, there are no plans to suspend the program. Student recruitment efforts have included outreach to EAL Pathways students.

### j) Program Reset Working Group Update

- T. Morgan reported that the larger working group held its third meeting on September 1 to discuss identified gaps and how to address them. Phase 2, from September to March, will consist of continued monitoring and improvements. Several subgroups are working on addressing more immediate issues, e.g., around classroom usage.

## 7. COMMITTEE REPORTS

### a) Curriculum Committee

#### i) New Course: MATH 2120 Discrete Mathematics 2

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the new course MATH 2120 Discrete Mathematics 2.

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

- T. Rowlatt presented the proposed new second year university-transfer course, which is expected to support students interested in transferring to the Software Systems program at Simon Fraser University. Curriculum Committee discussed the heavy use of exams, which is common in this field.

## ii) Course Updates: DRFT 1270-1278 & 1371-1375

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to 14 architectural technician courses: DRFT 1270-1278 and DRFT 1371-1375.

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

- T. Rowlatt presented proposed course updates, including to pre-requisites. Curriculum Committee supported the changes.

## iii) New Program: Optician Diploma

**MOTION:** THAT Education Council provisionally approve, in the form presented at this meeting, the curriculum for the new Optician Diploma program, and recommend the Board of Governors approve the credential.

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

- T. Rowlatt presented the curriculum, which was licensed from Stenberg College and slightly adjusted to align with VCC standards. Curriculum Committee requested only minor changes. Provisional approval is sought for this program, meaning that a subcommittee of Education Quality Committee will provide support during the first run of the program.

## iv) Program Update: Business and Project Management Post-Degree Diploma

**MOTION:** THAT Education Council approve, in the form presented at this meeting, revisions to the Business and Project Management Post Degree Diploma and 16 new courses.

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

- T. Rowlatt presented the significant revisions, restructuring all four terms and introducing project management content right from the beginning; currently, first-year courses are shared with the Canadian Business Management (CBM) Post-Degree Diploma, and project management is not introduced until Term 3. This change was requested by both instructors and students. In addition, new content was added around operations/supply chain management. There were extensive consultations with department faculty; while there were some reservations about the decreased number of business courses, the department was overall in favour. The planned launch date was postponed from January to May 2022 due to the amount of work required by the Registrar's Office.

## v) Program Update: Pharmacy Technician Certificate

**MOTION:** THAT Education Council approve, in the form presented at this meeting, the revised program content guide and 15 new courses for the Pharmacy Technician Certificate program, and recommend the Board of Governors approve the implementation of the revised program.

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

- T. Rowlatt presented proposed program updates to comply with new Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accreditation standards from 2019. Changes included an increase in practicum hours, and a new sterile product standard. The program was restructured into 15 new courses; as the number of credits increased, there was a conversation with the ministry around resetting the tuition. Due to the change in tuition, Board approval is required for the implementation of the revised program. Curriculum Committee had no concerns about the proposal.

## b) Policy Committee

### i) D.1.5 Use of Library Resources

**MOTION:** THAT Education Council recommend the Board of Governors approve, in the form presented at this meeting, D.1.5 Use of Library Resources policy and procedures.

**Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- N. Mandryk presented the revised policy, which was posted for community feedback in May. No feedback was received. Education Policy Committee recommend only a few minor edits for clarity at its August meeting.

### ii) D.3.6 Admissions & C.2.1 International Students on Study Permits (rescind)

**MOTION:** THAT Education Council recommend the Board of Governors approve, in the form presented at this meeting, D.3.6 Admissions policy and procedures;

THAT Education Council recommend the Board of Governors rescind C.2.1 International Students on Study Permits policy and procedures.

**Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- N. Mandryk presented the proposal. The content of policy C.2.1 was merged with policy D.3.6; other changes to D.3.6 were fairly minor. Both policies were posted for community feedback in June; no feedback was received. Education Policy Committee recommended a few minor edits for clarity at its last meeting.

## c) Appeals Oversight Committee

- No report; there were not committee meetings over the summer.

## c) Education Quality Committee

- T. Rowlett reported that the HMT Feasibility Working Group completed its report. There were no committee meetings over the summer, but a working group has been looking at program review and renewal processes to strengthen their connections to the Academic Master Plan and Strategic Innovation Plan.

## 8. RESEARCH REPORT

- E. Ting reported that A. Copp is developing an internal online resource for employee research, including information about scholarly publishing and open access.
- The REB has seen an increase in activity and continues to receive out-of-province requests. Three REB members are completing a training course in OCAP (ownership, control, access, and possession of First Nations' data and information).

## 9. CHAIR REPORT

- E. Ting announced tentative dates for EdCo Planning Day: November 19 or 26.
- The Academic Governance Council is expected to meet in October; members were invited to suggest topics for discussion.

## 10. STUDENT REPORT

- P. Patigdas reported on SUVCC activities to welcome students back to campus and inform them of SUVCC's online and in-person services; the office is again open Mondays–Thursdays from 10 a.m. to 4 p.m. Welcome kits can be picked up in person or mailed.
- Elections for SUVCC's Board of Directors are underway (nomination period: September 13–24; online voting: October 12–15). The union is also campaigning to get students engaged in the federal election.

## 11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on October 12, 2021, 3:30–5:30 p.m.

**MOTION:** THAT Education Council adjourn the September 14, 2021 meeting.

**Moved by N. Mandryk, Seconded & CARRIED (Unanimously)**

- The meeting was adjourned at 5:17 p.m.

**APPROVED AT THE OCTOBER 12, 2021 EDUCATION COUNCIL MEETING**

**Elle Ting**

**Chair, VCC Education Council**